



Patchogue-Medford School District

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Dear Parents, Guardians and Students:

Patchogue-Medford has a zero tolerance for plagiarism and cheating. The District takes these offenses seriously and we are committed to making sure that all students understand and acknowledge the importance of academic integrity. Cheating is destructive to the school community. Cheating harms relationships and creates mistrust in teachers and classmates. Students who do not cheat also suffer by the inflated grades that result from academic misconduct. Students who choose to cheat or plagiarize will face the risk that teachers and counselors may not want to write their letters of recommendation for college. If students are suspended for cheating or plagiarism, they are required to admit it in their college applications for private schools. Students face life changing consequences when they choose to cheat rather than earning grades honestly through hard work and good study habits. If students are ever unclear about the guidelines regarding the correct way to cite sources, it is their responsibility to consult with their teachers before submitting an assignment. Cheating and plagiarism are forms of academic misconduct and are both dishonest choices that students can avoid.

What is Plagiarism?

Plagiarism means using ideas, opinions, factual information, or language from someone without giving that person appropriate credit. Plagiarism is fraud. Plagiarism includes but is not limited to the following guidelines:

- Including the words of another writer without including proper citation. Copying and pasting from the Internet or other electronic sources – even one sentence – is considered plagiarism unless there are quotation marks preceding and following the quoted material. Student writers must also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well – artwork, photography, computer coding, mathematical calculations, etc.
- Citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods.
- Presenting the ideas of another writer (scientist, computer programmer or artist) as your own original thoughts. If the paper includes another author's ideas, the student must indicate with footnotes or in a Works Cited page where this source can be found.
- Submitting another student's work as your own (an example would be submitting an essay written by a sibling or another student).
- Submitting a paper or art work, etc. purchased from an Internet essay site.

What is cheating?

Cheating includes but is not limited to the following guidelines:

- Copying another student's work or assignment (including homework) to submit as your own.
- Allowing another student to copy your assignment (including homework) with the intention of submitting it to a teacher for credit.
- Using an unauthorized set of notes, cheat sheet, graphic calculator or other storage device during a test or quiz.
- Helping another student without permission on a test or quiz.
- Stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission.
- Modifying or in any way altering a teacher's grades or official records.
- Using teacher notes, manuals, or guides without explicit permission.
- Submitting an assignment in two separate classes for different assignments without permission from your teachers (in both subjects).

What are the consequences?

The district has adopted the Academic Integrity Policy #5129 outlining specific consequences. As per the policy, if a student is found guilty of academic misconduct the consequences are:

First Incident

Building principal shall take all of the following disciplinary actions:

- The student shall receive a "zero" or a letter grade of "F" on the assignment or test
- Parental notification
- Oral reprimand

Second Incident

Building principal shall take all of the actions listed above and may take any or all of the following disciplinary actions:

- No public recognition of academic honors
- Ineligibility for or removal from District-sponsored honor societies
- Withdrawal of District-sponsored scholarship
- Written reprimand placed in permanent record

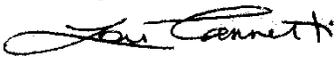
Third Incident

In addition to any of the actions listed above the building in consultation with the superintendent or his/her designee may impose the following disciplinary action:

- The student shall receive a letter grade of "F" in the course and be dismissed from the course for the remainder of the semester/year with no credit. This disciplinary action may be imposed only if the third incident occurs within the same course within the same school year.

The policy (#5129) can be found under the Board of Education link on the homepage of the District website.

Sincerely,



Lori Cannetti
Assistant Superintendent for Instruction