

# POLICY

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PEQUANNOCK TOWNSHIP  
BOARD OF EDUCATION

STUDENTS  
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## 5701 – PLAGIARISM

1. Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:
  - a) Cheating on any assigned work or assessments, including but not limited to, the following scenarios: the non-authorized use of books, notes or electronics, the use of crib sheets, copying from other students' papers, exchanging assessment information with other students orally, in writing, electronically or by signals, obtaining copies of the assessments illegally, receiving help on an assignment that has not been identified as collaborative; failing to submit original work for course assignments; and any similar attempts to deliberately avoid fulfillment of course assignments or assessments.
  - b) Plagiarism is not permitted in term papers, homework, classwork, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
  - c) Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
2. A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.
3. A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:
  - a) Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
  - b) If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

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- c) The Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.
- d) If the student is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the student is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Student Grievance.

Adopted: 13 December 1999

Revised and Adopted: 9 April 2018