



Plagiarism Policy

for Middle and Upper School Students
ST. DAVID'S SCHOOL

Theft is a violation of the Honor Code and plagiarism (from the Latin, meaning “to kidnap”) is a form of theft. Basically, there are two instances in which the idea of plagiarism comes into question: when you quote and when you paraphrase.

Anytime you copy the exact words of any source you are required to put the words you have copied into quotation marks and attribute them to the source you have used. The ways in which you give credit to your source vary, depending upon the type of paper you are writing, from a simple reference in the text to a fully documented citation. Your teacher will give you specific instructions in this regard. Modern Language Association (MLA) style will be followed in papers, unless otherwise indicated by your instructor.

When you take ideas that someone else has written and put them into your own words, you are not quoting but paraphrasing. Paraphrased material is not put into quotation marks because the words are different from those in the original source, but even so it must be attributed to the source. Be careful to take good notes so that you can distinguish your ideas from your sources. However innocent the mistake, you will still be held responsible for improper or omitted documentation.

Your teacher will instruct you in the various methods of documentation, depending on your grade level. However, it is important for you to know from the very beginning of the year the difference between quoting and paraphrasing and that both methods require you to attribute material to the source.

Additionally, use of CliffsNotes®, SparkNotes® or any summary material not authorized by your teacher is strictly forbidden at St. David's School. An Honor Code violation will result from possession or use of such materials.

Please note: If you are struggling with putting together source information for your writing assignment, don't hesitate to consult your teacher for guidance on documenting sources.

I understand St. David's School's policy on plagiarism and will comply with its guidelines.

Printed Name _____ Grade _____

Signature of Student _____ Date _____

I have discussed this with my student:

Signature of Parent _____ Date _____