



As a student of our school, you should be aware that STAR Catholic Outreach School takes plagiarism very seriously. We do not wish to encourage any form of dishonesty at our school. As well, we know that the consequences of plagiarism as you continue on in your education become more and more serious. We are in the process of creating a formal policy regarding plagiarism for our school which will outline the specific consequences that a student will face if they are caught intentionally plagiarizing material. As soon as this formal policy is finished, you will receive a copy. However, until that time, you should still be aware of the following information:

What is Plagiarism?

Plagiarism, like cheating, is an act that directly challenges the concept of intellectual honesty. It occurs when a person....

- Hands in someone else's work as their own. This applies to direct presentation of someone else's work, a paraphrase of their work, or even direct inclusion of turns of phrase from someone else's writing. In these instances, the plagiarism is most likely intentional.
- Cites sources improperly. Again, this applies to direct quotations, paraphrased ideas, and even turns of phrase. In these instances, the plagiarism may well be unintentional, but it is still plagiarism nonetheless. (*from 2learn.ca Education Society's "Net Know-how"*)

How to Avoid Plagiarism:

- If you do not understand how to complete an assignment, ask your teacher for help. They will be able to support you completing your assignments yourself. This will ensure that you will understand the material and will be able to show this understanding on your final exam and in future courses. By copying, you are stopping yourself from learning the material which can majorly impact your success in the future.
- Ask your teacher for examples of the type of assignment that you are working on. For example, if you are writing an essay, an example of another essay may help you organize your ideas.
- Keep copies of your rough work (brainstorming, pre-writing activities, rough drafts, etc.) If your teacher has any doubts that the work you have handed in is your own, you can show them this original work.
- Keep a research log. When finding information, graphics, pictures, etc. that you will need for your assignment, make sure that you are keeping track of where the

information is coming from. Write down (or copy and paste) ALL of the information you will need for your bibliography or works cited page.

- Make sure you are citing any ideas, direct quotes, pictures, etc. within your assignment or in a bibliography or works cited page. If you are unsure how to cite sources, check out this resource:

http://www.plagiarism.org/plag_article_how_do_i_cite_sources.html

Consequences of Plagiarism at STAR Catholic Outreach:

Once we have completed our formal plagiarism policy, you will receive an outline of the exact consequences that will take place in cases of plagiarism. However, at this time, if your teacher suspects that you have plagiarized some or all of your work, the following actions may take place. They will not necessarily all happen or happen in this order:

- Your teacher will contact you to discuss the work you have handed in. Your teacher will decide the level of severity of the plagiarism and what next steps will need to be taken. Your teacher may:
 - grade all copied assignments as a zero
 - have you re-complete portions or all of your assignment
 - contact the principal and your parents to discuss withdrawing you from the program
- The teacher will contact the principal of STAR Catholic Outreach to discuss the plagiarism and the consequences that will take place. The principal may decide to insert a formal letter into your cumulative educational file
- Your teacher will contact your parents about the infraction and discuss the consequences that have been decided
- You may not be allowed to access our school for future programs

For more information about plagiarism, you can take a look at these resources or talk to your teacher:

<http://www.plagiarism.org/index.html>

<http://www.netknowhow.ca/NKHPLoverview.html>



I, _____, have read and understand the course guidelines outlined in the letter provided to me and understand the other course information explained to me by STAR Catholic Outreach staff.

I agree with the following:

- I have been informed of the suggested timeline for this course. I will contact my teacher as soon as possible if I have any questions or cannot meet the deadlines given in the letter. I will communicate regularly with my teacher.
- I will communicate with all staff and other students in a respectful and appropriate manner. I will display appropriate language, behaviour, and dress when in the school. I will treat Outreach space and materials as well as the property of others with respect.
- The plagiarism guidelines have been explained to me, and I understand the consequences of handing in work that is not my own.
- I understand that Outreach has a 60-day withdrawal policy. If I have not contacted my teacher or handed in materials within a 60 day period, I understand that I will be withdrawn from the course with no refund of the administration fee.
- I understand that if I withdraw from or finish a course, I am responsible for returning all borrowed books and materials in an acceptable amount of time.
- I understand that failure to follow the guidelines above may result in my withdrawal from the course and/or from the school program.
- I understand STAR Catholic Outreach is an independent learning environment and the person most responsible for my success is me.

Registration in your course will commence when this contract has been signed and returned to STAR Catholic Outreach School. Failure to return this signed contract may result in you not receiving credit for the course.

Student Signature

Date

Staff Signature

Date

Parent/Guardian Signature (if available)

Date