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### **LHCS Statement of Purpose**

We believe it is our responsibility as Christians to raise children in the light of God's Word. The education of children must be Christ-centered, equipping them to become responsive disciples of Christ who seek the will of the Lord in all aspects of life.

### **LHCS Mission Statement**

Kitchener-Waterloo Christian School Society advances dynamic, excellent Christ-centered education through unconstrained facilities, exceptional programs, and extensive resources that cultivate responsive disciples of Christ.

### **LHCS Vision Statement**

As a diverse community, Kitchener Waterloo Christian School Society intentionally engages God's world, locally and globally, through distinctive educational programming, strategic partnerships and sustainable growth.

Effective Date: **June, 2009**

Review Date: **June, 2014**

Revision Date(s):

Committee: **Program Committee**

## **Policy 715 – Plagiarism Policy (Students)**

### **Preamble:**

As Laurentian Hills Christian School works to equip students with the skills they need for meaningful living, it has a responsibility to address and to correct non-Christian academic behaviours. One such behaviour is that of plagiarism. Plagiarism means using and presenting someone else's words, ideas or images, as your own without giving credit to the author or owner of the source. It is not wrong to quote, paraphrase or restate an author's idea, as long as you acknowledge the source of your information.

### **Policy:**

Laurentian Hills Christian School affirms that plagiarism is not to be tolerated, especially in the junior and intermediate grades. Plagiarism is a serious offence, and the penalty for academic dishonesty will be subject to the seriousness of the offence and the grade level. Students will be required to re-write the assignment, and a subsequent and appropriate grade reduction will occur.

### **Guidelines:**

When students research and write, they will use some ideas that are their own, some that will be considered common knowledge and other that will be borrowed from sources they have read. Students do not have to document sources of information which are considered common knowledge, but must follow the procedures for:

- documenting material quoted word for word
- documenting ideas they have borrowed, even if the ideas are written in their own words
- documenting statements and statistics that are not commonly known or which may be questioned
- documenting all key words or phrases that are not their own
- identify sources accurately while taking notes
- use an outline for recording notes
- record information in point form within the outline
- avoid cut and paste techniques when using internet sites and computer programs
- include sources, when in doubt

**Teachers can help to develop good habits by:**

- teaching and modeling proper research techniques, such as collection and recording of information
- insisting on proper documentation for all written reports by providing samples of documentation, as found in “Learn About Style”, OACS, 1997, pp. 27-30.
- including outline and research notes as part of the assignment
- having students attach Internet articles to their written assignments
- encouraging the use of a variety of sources, to avoid “cut and paste” techniques
- assigning project that will not allow the opportunity to plagiarize

Students will reference documents according to the guideline found in “Learn About Style”, OACS, 1997, pp. 27-30.

Specific lessons on plagiarism can be found in the following OACS documents:

- Library Resources Guide Grades 6 – 8 OACS, 2003
- Library Resources Guide Grades 3 – 5 OACS, 2003