



Academic Honesty

Keystone maintains a zero-tolerance policy toward plagiarism. This includes both **unintentional** errors in citation and **intentional** misrepresentation of others' work, including the use of AI tools without proper attribution.

- **Unintentional Plagiarism:** Incomplete citations despite credit in the bibliography.
- **Intentional Plagiarism:** Omitted citations, copying without attribution, or submitting AI-generated work.

Preventative Measures

- All students must submit a rough draft outlining structure, sources, and stance.
- Middle School: Handwritten drafts with listed sources.
- High School: Research notes, source credibility analysis, MLA/APA citations.

Consequences

Infraction Type	Grade Level	Action Taken
Unintentional Plagiarism	G9–10	30% deduction; may resubmit
	G11–12	30% deduction; no resubmission
Intentional Plagiarism (1st offense)	G5–8	Letter/call to parents, apology letter, resubmit for 75% max
	G9–12	Disciplinary Committee review, apology letter, zero on assignment
Repeat Offenses	All	3+ offenses → suspension (HS), parent meeting (MS)