

Aptos Junior High Academic Integrity Policy

All students, teachers, parents and staff at Aptos Junior High are committed to providing a learning environment that emphasizes academic integrity. Students will honestly try to learn without cheating, forging, lying or taking shortcuts on homework, projects and exams.

**Cheating is deemed to have occurred when a teacher has reasonable suspicion as follows:
(All incidents will be investigated by both the teacher and the administration)**

- Providing one's own work to be copied by another student.
- Copying another student's work.
- Using the Internet as a resource without directly citing the source, such as cutting and pasting directly into a document.
- Using the words or ideas of others—plagiarizing—without giving appropriate credit.
- Exhibiting inappropriate behaviors during a test, such as talking, copying answers, looking at another student's test paper.
- Communicating exam information or answers during or following an exam (including Accelerated Reader quizzes)
- Working with others on projects that are assigned as independent work.
- Forging someone else's signature.
- Using a cell phone, email, or electronic device to gather or share testing information.
- Obtaining information before or during a test in any manner not directed by the teacher.
- Using materials on a test that were not designated or allowed by the teacher.
- This list is not all-inclusive; AJHS, parents, guardians and students recognize that there are other forms of cheating.

Consequences will apply as follows:

First Offense: Student will receive zero credit. Teacher will contact family and the teacher will file a record of the incident.

Future Offenses: Student will receive zero credit; appropriate level of discipline will be administered; and parent will be notified by the assistant principal.

Please remember at Aptos Junior High we do not distinguish between *degrees* of seriousness; cheating is cheating regardless of the weight of the assignment.

Please Sign below and return to your elective teacher. Thank You!

Student Name

Caregiver Name

Student Signature

Caregiver Signature