



G.W. GRAHAM
Middle-Secondary School
PARENT HANDBOOK
2016 -17

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Principal: Helen Plummer

Vice Principal: Shane Wiseman

Vice Principal: Matthew Brooks

Administrators' Message

Welcome to a new school year at G.W. Graham Middle Secondary School. For those of you who are returning, we look forward to seeing you again as we continue to work together. For those who are new to Graham, welcome, we look forward to getting to know you over the coming year.

The secret to a great school year...get involved...join a team, a club, a performance group and try something new. We want you to be successful in your classes, be involved in your school and make this place better because you are here. This is a great place to learn and work because of our school spirit and dedication to "make a positive difference".

As a staff we look forward to supporting you as you work towards your goals. If you need help at any time...just ask a teacher, a counsellor, a staff member. We are here to support your education and your learning. Together we want this year to be ...AWESOME!

Take care of yourself...take care of each other...take care of this place...and have a great year!

Sincerely,

Mrs. Helen Plummer
Principal

Mr. Shane Wiseman
Vice Principal

Mr. Matthew Brooks
Vice Principal



**G.W. GRAHAM MIDDLE-SECONDARY SCHOOL
2015-16 BELL SCHEDULE**

| TIME | Mins | PERIOD |
|----------------------|-------------|-------------------------|
| 8:16 | ---- | Warning Bell |
| 8:20 – 9:34 | 74 | Period 1 |
| 9:34 – 9:38 | 4 | Travel Time |
| 9:38 – 10:51 | 73 | Period 2 |
| 10:51 – 10:55 | 4 | Travel Time |
| 10:55 – 11:25 | 30 | ADV/Tutorial/DPA |
| 11:25 – 12:08 | 43 | LUNCH |
| 12:02 | ---- | Warning Bell |
| 12:08 – 1:21 | 73 | Period 4 |
| 1:21 – 1:25 | 4 | Travel Time |
| 1:25 – 2:38 | 73 | Period 5 |
| | | |

2015 - 16 BLOCK ROTATION SCHEDULE

| Semester 1 | | | | Semester 2 | | | |
|-------------------|------------|------------|------------|-------------------|------------|------------|------------|
| D 1 | D2 | D 3 | D 4 | D 1 | D 2 | D 3 | D 4 |
| A | F | C | H | B | E | D | G |
| B | E | D | G | A | F | C | H |
| ADV | ADV | ADV | ADV | ADV | ADV | ADV | ADV |
| C | H | A | F | D | G | B | E |
| D | G | B | E | C | H | A | F |

For students on a full semester schedule, Day 1 and Day 2 are the same and Day 3 and Day 4 are the same.



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Student Demographic Information

Please contact the office if there is any change in your name, address, phone number, or other important information.

Student Messages

The office staff will take messages for students from parents / guardians only. We do not page students during class time. Office staff will do an overhead page for the student during break time, and post on the TV monitors that there is a message for the student. We do not guarantee delivery of messages; students should check for messages on the TV monitors. We do not take messages from friends, employers, etc. Please make arrangements with these people before or after school hours.

Photographs

Photographs are required of all students for identification purposes and for attachment to course planning documents.

Picture day is September 15. Retake Day is October 13.

Parking

Students who drive to school are expected to park in the east parking lot beginning in the third double row closest to the school and continuing towards the tennis courts.

Library

The library is open all school days. The hours for access during non-class times will be published in September. Students wishing to use the library during a regular period should have specific work requiring the use of library materials and are required to obtain a 'library permission slip' ahead of time from their teachers.

Lost and Found

The 'lost and found' is maintained in the hallway between the library and the office. The lost and found material is donated to needy families in the community after it has been around for more than 3 months. Please note the following: put your name on all P. E. strip articles, notebooks, texts, and equipment. Never leave valuables in the gymnasium or locker room. LOCK THEM UP.

Visitors

Visitors on legitimate school business are asked to phone the school and make appointments to see teachers, counselors and administrators. Visitors must report to the office. Students are requested to discourage relatives, friends or acquaintances from "dropping in" for casual conversation or non-school related activities. G. W. Graham is a "Closed Campus" for the specific purpose of ensuring the safety and security of all people who work and study here. Day visitors accompanying students to class are not permitted. In addition, students may not "visit" classrooms other than the ones to which they are assigned.

Sign Out / Sign In

All students who are ill or need to leave part way through the school day, must sign out at the office. If you have prior knowledge that you need to leave part way through the day, please bring a note from your parent/guardian as their permission will be required for you to leave. If you do not have a note, the office staff will need to contact a parent/guardian to get permission for you to leave. Students arriving late to school, or returning from an appointment need to sign in at the office.

Medical Room

Students feeling ill or requiring medical attention should report to the office. If a student is too sick to be at school, office staff will contact a parent/ guardian in order for them to arrange medical attention for the student.

Lockers

School lockers are the property of the school district and under certain circumstances, may be inspected by school authorities. Students must use only their assigned locker and keep the combination secret. If you lose or damage your lock, you are responsible for paying the replacement fee of \$9.00. Students may lose the privilege of using a locker if they do not adhere to the regulations stated above or if they tamper with another student's locker. Students are required to bring a lock and lock up their possessions in PE. Locks left on the lockers in the change rooms will be cut off.

REPORTING PROCEDURES

Reports and Letter Grades

Reporting takes many forms: telephone calls, emails, notes sent home, information posted on MyEducation BC, or informal conversations at the school. Formal report cards are issued at the end of each term:

Term 1 Report Cards Distributed: November 21, 2016
Term 2 Report Cards Distributed: February 9, 2017
Term 3 Report Cards Distributed: April 27, 2017
Final Report Cards Distributed: June 29, 2017

At other times during the year, interim reports may be issued at the discretion of individual teachers. Formal parent/teacher interviews are scheduled after the first and third reporting periods. Parents should feel free to contact the administration, counselors or teaching staff throughout the year regarding student progress.

Reports contain letter grades according to the Ministry of Education guidelines as follows:

- A (86-100%) You have demonstrated excellent or outstanding performance in relation to expected learning outcomes for the subject or grade.
- B (73 – 85%) You have demonstrated very good performance in relation to the expected learning outcomes for the subject or grade.
- C+ (67 – 72%) You have demonstrated good performance in relation to expected learning outcomes for the subject or grade.
- C (60-66%) You have demonstrated satisfactory performance in relation to expected learning outcomes for the subject or grade.
- C- (50 – 59%) You have demonstrated minimally acceptable performance in relation to expect learning outcomes for the subject or grade.
- I Incomplete. You are making progress, but it has been determined that you need additional time to meet the expected learning outcomes for the subject or grade.
- F Failed or Failing. You have not demonstrated, or you are not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the subject or grade.

Honour Roll

To qualify for the Honour Roll you must achieve:

- “A” Honours: 3.6 – 4.0 average
- “B” Honours: 2.8 – 3.59 Average

Marks associated with XSIEP courses will not be considered for honour roll.

Percentage Scale and Grade Point

| Percent | Letter Grade | Grade Point | Grade Point Avg |
|-----------|--------------|-------------|-----------------|
| 86 – 100% | A | 4 | 3.6– 4.0 |
| 73 – 85% | B | 3 | 2.8– 3.59 |
| 67 – 72% | C+ | 2.5 | 2.5 – 2.79 |
| 60 – 66% | C | 2 | 2.0 – 2.49 |
| 50 – 59% | C- | 1 | 1.0 – 1.99 |
| 0 - 49% | I | 0 | 0.00 |
| | F | 0 | 0.00 |



Outstanding Effort

Students with excellent work habits are recognized for their outstanding effort at G.W. Graham. Middle school students on a linear program (grades 7 – 9) must have at least 7 “G’s” and secondary students on a semester program (grades 10 – 12) must have at least 3 “G’s”. Students with a mixed semester and linear schedule must have at least 75% “G’s”. Having an “N” will disqualify any student from outstanding effort recognition. Please note that all classes including Advisory / Tutorial are considered in this calculation.

Provincial / Grade Wide Exams

Provincial and Grade wide exams are written by all students at the end of each semester. (In January and June) For exact exam times, students should consult the exam schedule which is published toward the end of each semester. Secondary students are required to write **provincial examinations**. These exams are worth 20% of students’ mark in each of these courses with the exception of grade 12 courses which are worth 40%.

Grade Wide Exams are written by all students in academic courses in grades 8, 9, 10, 11 and 12. In grade 10, 11 and 12, these are written only where there is no provincial exam. These formal exams are worth a portion of the final grade in that course. Like the Provincial exams, the grade wide exams must be successfully completed before credit for the course can be attained. These exams must be written at the scheduled times. Students are to be available during exam week for extra classes as needed for tutorials as well as exams. These exams are scheduled at the end of each semester. A schedule will be published in January and May.



Homework / Home Study

Only through the cooperation of parents/guardians and teachers can the student do his/her best work. All students should be spending time every school night on homework / home study. Recommended minimum time is as follows:

- Grade 7/8 students 1 ½ hours every evening
- Grade 9/10/11/12 students 2 hours every evening.

These are minimums and students with an academic focus will likely need to spend more time. Homework / Home study includes the review of notes as well as completing assignments. At G.W. Graham Middle-Secondary School we place an emphasis on the importance of homework / home study, time-management and the acquisition of good study skills. Independent reading is encouraged as a part of a regular program of home study.

Emergency Procedures

AT THE SOUND OF A FIRE ALARM ALL STUDENTS ARE TO EVACUATE THE BUILDING PROMPTLY.

Follow the instructions given to you by your teacher. If an alarm sounds when classes are not in session, move immediately out of the building and join your advisory class at the designated meeting spot.

Some keys to safely evacuating the building:

- Follow the instructions of the teacher and unless otherwise told, use the nearest and most convenient exit. In the case of an earthquake this will involve taking cover during any tremor.
- Close all doors and windows in the room.
- Walk – DO NOT RUN.
- Be prepared to be re-routed if certain exits are closed and report to your advisory teacher outside the building.
- Absolute silence is needed for safety.
- Students out of a room must immediately leave the building.
- Students are to meet at the designated meeting place for your advisory class.

False Fire Alarm

A student found guilty of triggering a fire alarm, without just cause, may be dismissed from school. Under the Criminal Code a fine of \$500.00, six months in jail, or both, can be given by the courts for tampering with fire equipment.

Student Services

The Student Services Department provides assistance to students and parents in the following areas:

- General Educational Counselling
- Specific School Counselling
- Personal Counselling
- Vocational / Career Counselling
- Referrals to other Social Services
- Referrals to other Youth Services

Students are assigned a counsellor at the beginning of the year, although students are welcome to see any counsellor if they choose to.

Learning Assistance

Learning Assistance provides the opportunity for students to increase basic skill levels while upgrading regular course work.

SCHOOL ACTIVITIES

Athletics

For those students who are interested, a wide-ranging program of inter-school sports is available. The following sports will be offered: Soccer, Volleyball, Field Hockey, Basketball, Rugby, Cross Country and Golf.

Intramurals

Intramurals are offered during noon hour all year and give students an opportunity to participate in games and events. These will be organized and up and running as soon as possible in the school year. If you have ideas or suggestions, bring them to the PE Leadership students.



Clubs and Activities

Clubs and activities will get up and running as soon as possible. What is offered is dependent on staff sponsorship and student participation. Clubs will be added if a sufficient number of students have a common interest, and a teacher-sponsor is available.

da VINCI PROGRAM OF DISTINCTION

The **da Vinci Program of Distinction** is an all-inclusive, grades 7 through 12 opportunity for GW Graham Middle-Secondary students to **advance** their learning through a **personal topic for investigation** based on the BC Ministry of Education Cross - Curricular competencies: Thinking, Personal & Social and Communication.

da Vinci Program of Distinction Benefits:

- Provides opportunity for students to advance their learning in an area of personal interest with the support of a mentor.
- Reinforces skills required for student success in all areas of the curriculum.
- Students can earn up to 4 credits toward their secondary school graduation.
- Enhances scholarship opportunities.
- Enriches post-secondary applications.
- Improves resume and employability prospects.

Grade 7 & 8 program - Discover Your Passion

The grade 7 & 8 **da Vinci Program of Distinction** is the starting point of a 6 year journey for GW Graham Middle-Secondary School students to develop and explore their personal interests in a supported and structured environment.

The Program:

During the discovery years of the **da Vinci Program of Distinction** all students will complete the following:

- A science fair project.
- Humanities convention project.
- Participation in take action day for each year.
- Participation in the Exploratories Program.

Grade 9 & 10 program – Develop Your Passion

The grade 9 & 10 **da Vinci Program of Distinction** is the middle point of a 6 year journey for GW Graham Middle-Secondary School students. Students have the opportunity to develop an individual project over an extended period of time.

The Program:

During the Developing Years of the **da Vinci Program of Distinction** students will complete the following:

- A Personal Project
- Display the Personal Project at the School Personal Project Exhibition.
- Participate in Take Action Day for each year.
- Contribute to the school or Chilliwack community through participation in a club/team or as a volunteer.

Grade 11 & 12 program - Define your passion

The grade 11 & 12 da Vinci Program of Distinction is the culminating phase of a 6 year journey for GW Graham Middle-Secondary school students.

The Program:

Upon graduation, students in the da Vinci Program of Distinction must complete:

- An area of distinction personal project.
- 2 grade 11 area of distinction courses.
- 2 grade 12 area of distinction courses.
- Participation in take action day for each year.
- Grade 11 and 12 with no 'N's in all courses.

If you have further questions about the da Vinci Program of Distinction, please contact the school principal, Mrs. Helen Plummer or the da Vinci coordinator, Ms. Tammie Chernoff.



ATTENDANCE

Attendance Policy

There is a direct correlation between school attendance & academic success. Graham citizens need to be aware that students who miss more than 10% of classes put successful completion of their course at serious risk. Whether excused or unexcused, classroom experiences cannot be replicated with work that is done independently at home. Students must attend classes.

Attendance Procedures

It is expected that students will attend every class of every school day. Teachers will take attendance in each class and keep a record of absences and tardiness.

Make-up work will be required for all absences. Absences by a student must either result in extra time put forth by the student to make up the work missed, or marks may be lost. **It is the student's responsibility to check with the teacher and to complete the required make-up (normally outside of class time) work.**

The school will contact home through our automated phone system to notify parents of their child's absence. It is the student's responsibility to provide a parental/guardian verification of absence within a day of returning to school. A telephone call in advance is strongly recommended.

If a student must leave the school prior to the end of the day, he/she is required to check out at the office. The student must bring a written request from home stating the reason and signed by a parent or guardian. If the student does not have a note, personnel in the office will attempt to contact the parents or guardians before the student is released from school.

Policy for Extended Absences

We strongly discourage students from taking vacations during the school year. Students who miss classes lose essential instruction and place increased demands on their teachers and classmates.

When planning for an absence parents and students should understand that teachers cannot, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. **Since a student needs to attend a full course to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade.**

We recognize that occasions arise where absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the negative impact to the student's educational program. Our intent is to maintain a high academic standing. In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

- A letter of request outlining the reason for the absence, dates, and duration of absence must be written to the school or submitted through the online Extended Absence form on the school website.
- A '**Prior Arrangement Form**' will be issued by the office for the student to present to their teachers.
- Teachers will state in writing on the '**Prior Arrangement Form**' the student expectations and consequences that could result from the extended absence and any alternatives that would help to minimize the potential harm to the student's final grade. **The responsibility for completion of all make-up work rests with the student.**
- Final clearance must be completed in the office by returning the fully compiled '**Prior Arrangement Form**' to the office.
- Prior arrangement releases must be submitted **at least ten school days in advance.**

Truancy

Given the seriousness of this issue, students who choose to be truant from school can expect an escalating series of consequences ranging from teacher initiated consequences for isolated incidents of truancy to involvement from school administration for chronic non-attending students. Consequences students may expect include:

- Contact with parents
- Being asked to make up missed time and work without credit
- Counsellor / Parent meetings
- Restrictions from attending fieldtrips and special events
- Detentions
- Meetings with school administration and parents
- In-School Suspension
- Assignment to home study or an alternate school placement.
- Attendance probation program.
- Saturday school



Lates

Students arriving late to class can expect a similar range of consequences. At 3 lates, teachers will be making a phone call home. At 5 lates, they will be referred to a counselor for intervention and if this is not successful, chronically late students will be referred to the administration.

Code of Conduct

All students of G.W. Graham Middle – Secondary school have the right to learn in a safe environment without discrimination of any kind. GW Graham Middle-Secondary School firmly upholds the values expressed in the **BC Human Rights Code** respecting the rights of all individuals – prohibiting discrimination against any person based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation in any manner. Of particular relevance within the educational environment, no person will experience discriminatory publication, which refers to publishing, issuing, or displaying-or causing to be published issued or displayed-anything that indicates discrimination against any person. Secondly no person will experience discrimination in service, which refers to denying any person any service available to the school community.

The school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation.

The G.W. Graham community recognizes the following Educational Environments and Public Spaces within the school.

| Educational Environment | | Public Space |
|-------------------------|-------------|--------------|
| Classrooms | Library | Hallways |
| Gymnasiums | Office | Concourse |
| Theatre | Field Trips | Outdoors |

The G.W. Graham community also recognizes Instructional Time (scheduled class times between 8:16 am and 2:38 pm) versus Free Time (before/after school; morning break and lunch time). In a spirit of compromise, the G.W. Graham community agrees to the following:

| Item | Educational Environment | Instructional Time | Public Space | Free Time |
|---|---|--------------------|--------------|-----------|
| Electronic Devices | Teacher discretion | Teacher discretion | Yes | Yes |
| Cell Phones | Teacher discretion | Teacher discretion | Yes | Yes |
| Music Media | Teacher discretion | Teacher discretion | Yes | Yes |
| *Cameras | No | No | No | No |
| Laser Pointers | No | No | No | No |
| Hats | Teacher discretion | Teacher discretion | Yes | Yes |
| Chewing Gum | Teacher discretion | Teacher discretion | Yes | Yes |
| Backpacks | No | No | Yes | Yes |
| Food, Drink | Teacher discretion | Teacher discretion | Yes | Yes |
| Roller Blades Skateboards, Heelies & Bicycles | <i>Not on school property; student responsible for care & control</i> | | | |

*Where students are using cameras for teacher sanctioned educational purposes, they are allowed. **At no time should students be recording others (video or still photos) without their permission.**

Please note that the above privileges have been extended on a conditional basis. Abuse of the above privileges will result in their cancellation.

Computer / Internet Use

School Computer use and network access is available to all students. Students must complete the Internet Services Agreement. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines respecting use. The terms and conditions are outlined in detail in the agreement.

The terms and conditions for network users are intended to ensure the efficient, ethical and legal utilization of the network resources. None of the terms and conditions is optional; violation of any provision will result in the termination of access privileges. There will be no use of social networking sites (e.g. Facebook; Instagram, Twitter etc.), or internet chat. A student user who violates any provision may be subject to disciplinary action up to and including suspension.

Students who choose to bring their own internet capable devices (iPod, iPad, smartphone, netbook, or laptop computer) are entirely responsible for its security. The school is not responsible for loss, damage or theft.



Social Media Policy

Social Media, defined as the use of technologies for information sharing, discussion and communication using interactive dialogue, is an extension of the classroom. What is inappropriate in the school community will be deemed inappropriate on-line.

Student Dress Code

At GW Graham we are in the business of learning. As such, we expect that students dress accordingly. Students who choose to wear clothing that is too revealing or inappropriate for this environment will be asked to change. Students who have nothing else to change into will be provided with GW wear to put on. Refusal to comply may result in the student being sent home for the day.

Drugs and Alcohol Policy

Students may not attend school, or any school related function such as dances, or field trips, in the possession of, or under the influence of, illicit substances or alcohol. Students who are suspected will be investigated and in all instances parents will be notified.

Students at the grade 7-9 level found to be in possession or under the influence of illicit substances or alcohol place their status as a GW student at risk and will be suspended. In most cases, students will be required to see a Drug and Alcohol Counselor prior to their return. If there is a second offence, the student will be referred to a District Behaviour Review with an Assistant Superintendent. At that meeting, a decision will be made as to whether the student will return to G.W. Graham or be placed at another school.

Students from grade 10 to 12 level found to be in possession of or under the influence of illicit substances or alcohol **will be placed at one of the other secondary schools.**

Weapons

Weapons of any kind (or anything that could be considered a weapon) are prohibited on campus. Students who are in violation will be suspended from school according to School District Policy. This includes (but is not limited to) knives, pellet guns, replicas of guns or other dangerous objects such as laser pointers. The school will involve the R. C. M. P. if the situation warrants.

Violence

Any kind of violence directed at other students or staff is strictly prohibited. Violence can be verbal/written (intimidation, harassment, threats in person, written or electronic) or physical (pushing, shoving, punching, etc.) Students should be aware that this includes incidents of violence off campus on the way to and from school or during lunch time. This also includes other circumstances where engaging in the activity will have an impact on the school environment. Unacceptable behaviors include bullying behaviors, cyber "hate" messaging or websites created in the student's home, cybercafés or other settings.

The consequence for students engaging in violent behavior (whether verbal/written or physical) could include suspension and may even result in students losing the opportunity to attend G.W. Graham.

Cell Phones

Students are not allowed to use their cell phones during class time. If staff see them or hear them during class time, they will be confiscated and safely stored in the office. On the first offence, cell phones will be returned to the student at the end of the school day. On the second offence and thereafter, the phone will only be returned to a parent/guardian.

In cases of illness and/or emergencies, students should be reporting to the office where a secretary will call the parent/guardian. If parents need to contact their child, they should be doing so through the office.

Personal Security

You need to protect yourself from loss of personal property:

- Do not reveal your locker combination,
- Do not bring valuables or cash to school,
- **All students must use a lock and locker in the P. E. change rooms.** Students are required to lock-up their items in the lockers provided.
- Do not leave items unattended, particularly in the hallways and outside classrooms.

Please report thefts or information about thefts to the office promptly. **The school does not replace lost or stolen property but every effort will be made to help you recover your possessions.**

Smoking

We believe that smoking is an unhealthy act and we will do whatever we can to discourage students from smoking. In accordance with School District policy and the school act, smoking is not permitted in the school buildings, on school grounds nor around the perimeter of the property. Students should not be smoking within sight of the school property. This rule also applies at all times during school field trips. Students are not allowed to be in possession of tobacco products.



Closed Campus

G.W. Graham is a closed campus for Middle School Students (grade 7 to 9). Students must stay on the school grounds before school, during break, lunch, and after school when waiting for a bus or ride. Permission to leave the school grounds can only be granted by an administrator in consultation with the parents, prior to leaving.

Secondary students (grade 10 to 12) do have the privilege of leaving campus at lunch and after school. If they are going to choose this option, students must leave within the first 10 minutes of lunch in order to ensure a timely return to school for afternoon classes. Students need to be aware that if there are difficulties, this privilege will be revoked. Students are reminded of the need to be good citizens while out in the community and that they must ensure they arrive at classes on time after lunch. Students will be required to produce ID on departing the campus.

ACADEMIC MISCONDUCT

Plagiarism

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of G.W. Graham Middle-Secondary School. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further improvement in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting purchased papers as your own
- Submitting papers from the internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of G.W. Graham Middle-Secondary School. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the express permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- Giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.

All incidents of plagiarism or cheating will be dealt with in a serious manner. Among other consequences, plagiarism or cheating may result in loss of credit for the assignment or test.

