

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	300 – STUDENTS	CODE:	AP 365
PROCEDURE:	ACADEMIC INTEGRITY		

BACKGROUND

The Christ the Teacher Catholic School Division is committed to enabling all students to reach their potential and succeed. It is the responsibility of students to be academically honest in all aspects of their schoolwork so that the marks they receive are a true reflection of their own achievement. Academic dishonesty, therefore, is a serious offence, and, as a result, it is imperative that students understand what academic dishonesty entails and are clear as to consequences. It is the responsibility of school staff to communicate to students that academic honesty is required in all aspects of their school work.

Ultimately, it is a shared responsibility among parents, students and staff to ensure an environment of academic honesty.

The intent of these administrative procedures are to ensure that the concepts of academic integrity and student responsibility are introduced in an age-appropriate way to all students across the school division.

DEFINITIONS

Academic Integrity

Academic Integrity is evidence of one's own learning through demonstration of responsibility, honesty, trust and respect. Actions such as cheating; plagiarism; having others complete the work; buying papers from the internet, resubmission of previously submitted work, or lying (e.g. misrepresenting contributions to group work, lying about circumstances to obtain extensions), indicate a lack of academic integrity.

Student Responsibility

Student Responsibility is assuming responsibility for one's learning, including getting to school/class on time; attending regularly; submitting work on time; and doing one's best on exams and assignments.

Plagiarism

Plagiarism is the unacknowledged use of someone else's words, ideas or creations as one's own whether deliberate or accidental. It is the process of taking another person's work, ideas or words, and using them as if they were one's own. Plagiarism can take many forms, including the following:

- submitting an essay/assignment written by someone else;
- having someone else complete one's assignment; or
- quoting or paraphrasing material without citing the source.

PROCEDURES

1. Students are expected to fulfill their responsibilities within the school's learning environments.
2. Teachers and the in-school administrator will clearly articulate expectations of students with regard to plagiarism, timeliness and student responsibility.
3. Expectations of students regarding timeliness of assignments and plagiarism will be communicated to students verbally and in writing (e.g., within "Classroom Expectations" or the "Course Outlines").
4. Teachers will review these expectations with students at the beginning of the school year or semester and as appropriate throughout the school year.
5. Students are expected to take responsibility for their own work and avoid plagiarism.
6. Students are expected to submit assignments on time.
7. Teachers may use their professional discretion to provide students who have missed deadlines due to exceptional circumstances with alternative arrangements to complete assignments.
8. **Academic Dishonesty (cheating/lying/plagiarizing)**
 - 8.1 Aspects of academic dishonesty include *cheating* (e.g., copying others' work, using cheat notes), *lying* (e.g., misrepresenting contributions to group work, lying about circumstances to obtain extensions), and *plagiarizing* (submitting or representing someone else's work as one's own).
 - 8.2 Students must understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work and that cheating and plagiarism will not be tolerated.
 - 8.3 Teachers should apply strategies to deal with academic dishonesty, such as the following:
 - 8.3.1 meeting with the student and, where appropriate, with the parent/guardian to discuss the academic dishonesty behaviours and, where appropriate, develop a plan to complete the work;

- 8.3.2 conferencing with the student and school administration to review academic integrity expectations;
- 8.3.3 documenting the incident in the student's file; and
- 8.3.4 applying other disciplinary measures such as detention.

8.4 **Plagiarism**

- 8.4.1 When a student plagiarizes the whole or a portion of an assignment, the teacher will use his/her professional judgment to determine an appropriate course of action, taking into account factors such as the nature of the assignment, the age and maturity of the student, the individual circumstances of the student, grade level, past behaviour and the potential impact of the consequence on subsequent learning and motivation. Whatever the consequence, students should complete the work in an honest way. Actions related to plagiarism may include the following:
 - 8.4.1.1 creating an open environment for discussion in the classroom, and responding to students' questions about plagiarism;
 - 8.4.1.2 teaching students how to conduct research, properly cite information sources, use quotations in their work and develop paraphrasing skills;

9. **Late or Missing Work**

- 9.1 In applying consequences to late or missing work, teachers will consider the nature of the assignment, the individual circumstances of the student (especially struggling learners), and the potential impact of the consequence on subsequent learning and motivation. Whatever the consequence, students are ultimately responsible for the timely completion of their assignments and for knowing that there are consequences for failure to adhere to those parameters. Actions related to late assignments may include the following:
 - 9.1.1 meeting with the student and, where appropriate, with the parent/guardian to discuss the reasons for non-completion and developing a plan to complete the work;
 - 9.1.2 developing an agreement with the student to complete the assignment;
 - 9.1.3 completing the work outside of school hours such as lunchtime or after school;
 - 9.1.4 assisting the student to develop better time-management skills;
 - 9.1.5 providing peer support for the student;
 - 9.1.6 collaborating with other staff to prepare a calendar of major assignment dates for every class;

- 9.1.7 planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
- 9.1.8 maintaining ongoing communication with students and/or parents about due dates and late assignments and scheduling conferences with parents if the problem persists;
- 9.1.9 providing an alternative assignment/test where, in the teacher's professional judgement it is reasonable to do so;
- 9.1.10 determining a mark that reflects the level of achievement demonstrated by the student on that particular assignment;
- 9.1.11 including late assignments as part of extended reporting as a complement to the reported achievement related to the curriculum outcomes; and/or
- 9.1.12 as a last resort deduct marks for missing or late assignments up to and including the full value of the assignment.

Reference: Academic Integrity and Student Responsibility Guidelines, Saskatchewan Ministry of Education, July 2011
Provincial Assessment Policy: Kindergarten to Grade 12 Academic Responsibility, Honesty, and Promotion/Retention – Manitoba Ministry of Education
Administrative Procedure: Academic Dishonesty and Plagiarism, Halton Catholic

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