

# ÉCOLE SECONDAIRE KELVIN HIGH SCHOOL POLICY ON ACADEMIC HONESTY

École secondaire Kelvin High School is committed to encouraging students to:

- Experience a sense of accomplishment both in school and in their personal lives
- Discover their full potential
- Value an atmosphere of trust and respect
- Assume responsibility for their own ethical behaviour
- Foster ethical behaviour in others

## **Policy on Academic Honesty:**

Academic dishonesty harms a student's own learning and self-esteem, and has negative influences on other students. Academic honesty is a responsibility shared among students, parents and school staff.

Cheating is defined as, but not limited to, any of the following:

- Claiming credit for work that is not your own (i.e. copying homework, assignments, test answers or downloading work from the internet).
- Allowing others to claim credit for your work.
- Using, or having in view, notes or other unauthorized material, including technology, during a test or other assessment.
- Plagiarizing material: plagiarism is using someone else's words or ideas without proper documentation, copying some portion of a text from another source without proper acknowledgement of indebtedness or borrowing another person's specific ideas without documenting their source. Plagiarism would also include having another person correct or revise your work or turning in a paper or assignment written by another person.
- Accessing or providing unauthorized material prior to assessment, including revealing test information.

## **Staff Responsibility:**

- Teachers will promote academic integrity by teaching the principles and vocabulary of academic honesty, clearly stating their standards and expectations as well as clarifying expectations for any collaborative activities.
- The teachers will go over the school's policy on academic honesty at the beginning of the school year with all students.
- Teachers will properly monitor tests/assessments and will endeavour to prepare assessment and assignments where it will be difficult to cheat.
- All teachers will model ethical behaviour and respect in their classrooms.
- Teachers will report all incidents of cheating, following the procedures outlined. It is essential that students know their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

**Parent/Guardian Responsibility:**

- Parents/guardians should provide appropriate opportunities for study at home.
- Parents/guardians should be actively involved in their child's learning, yet encourage their child to be responsible for his/her own learning and work.
- Ultimately, parents/guardians need to be supportive of École secondaire Kelvin High School's policy regarding academic honesty.

**Student Responsibility:**

- Students will endeavour at all times to work within the guidelines of the policy on academic honesty.
- Students will be required to sign the *declaration of compliance* upon completion of the review of the policy conducted by the teacher at the beginning of the school year.

**Consequences of Cheating:**

- Upon the first instance of cheating, the course teacher and appropriate vice principal will meet with the student.
- The vice principal will notify the parents/guardians.
- The teacher will assign a grade of zero for the particular assignment or test/assessment. This incident will be noted on Kelvin's database.
- The student will be given an opportunity to resubmit the assignment or write a substitute test within an appropriate time frame for full marks. However, any subsequent episodes of cheating in any course will result in a grade of zero without any opportunity of adjustment. Essentially, a student will have one opportunity to learn from his or her mistake.
- Additional incidents of cheating will jeopardize the student's standing in the course as well as the vice principal's or teacher's willingness to write letters of recommendation.