

## **Academic Integrity Policy – Late and Missing Work or Tests / Academic Dishonesty (Grade 9 to 12)**

Positive Expectations:

1. Be present and on time.
  - a. Have proper materials
  - b. Be positive and ready to work
2. Strive for personal best.
  - a. Be prepared to work cooperatively
  - b. Be respectful to all
  - c. Complete own work
  - d. Work and allow others to work
  - e. Use time effectively for intended purpose
3. Have respect for yourself.
  - a. Strive for academic excellence

Students are responsible for providing evidence of their learning (i.e. homework, assignments, labs, tests) within established timelines, and for understanding the consequences of not meeting the expectations established by the teacher. Unless previous arrangements have been mutually agreed upon by the teacher and the student, work will be submitted and tests will be completed on the dates outlined by the teacher (Provincial Assessment Policy, 2010).

Teachers will establish and communicate their expectations regarding deadlines to students. Teachers may apply consequences for late work or missed tests up to and including the following actions:

- Negotiate a suitable solution that sees the student complete their work / test in a timely manner
- Have the student stay in during free time to complete the assignment / test
- Deduct marks from the late assignment / test

**Incompletes** - Students may receive a grade of “IN”, representing “Course Incomplete” in the course at mid-term reporting periods if there are outstanding assignments. At the conclusion of the course, incomplete assignments may be graded as zero or, in the event that an assignment is mandatory for course completion, a final grade of 35% will be assigned for the course.

**Exceptions** - This policy does not necessarily include students who are on individualized programs or who have relevant adaptations to their programming.

**Communication** - The teacher will inform the home if a pattern of missing or late assignments / missing tests on the test date is noted. Students are expected to communicate with their parents/guardians regarding assignment status and progress.

*Academic Integrity Policy - (Grade 9 to 12) continued -*

**Academic Dishonesty (grade 7 – 12)** – Students who are guilty of cheating (e.g., copying others work, using cheat notes etc.), lying (e.g., misrepresenting contributions to group work, lying about circumstances to obtain extensions), and plagiarizing (e.g., submitting or representing someone else’s work as one’s own) may be subject to the following sanctions at the discretion of the principal in consultation with the teacher;

- Deducted Marks
- Detention
- Suspension of Credit
- Suspension of Student

In applying these consequences, the Principal and teachers will consider the nature of the assignment, the age and maturity of the student, the individual circumstances of the student and the potential impact of the consequence on subsequent learning and motivation. Whatever the consequence, students are required to complete the work in an honest way.