

NorKam Senior Secondary Policy for Academic Honesty

PURPOSE:

Genuine learning is built on a foundation of honesty and integrity. At NorKam we strive for excellence in all that we do and, as such, we maintain that all course work is original and reflects the standards stated in the Academic Honesty Policy. Whenever possible, violations and consequences will be treated as learning opportunities for any individuals involved. The guidelines below outline what constitutes academic honesty, how to avoid all forms of academic dishonesty, the procedure for addressing academic dishonesty and the consequences of such dishonesty for the student.

DEFINITIONS:

Academic Honesty Modeling of this core value requires that all members of the NorKam community respect the integrity of each other's work and recognize the importance of acknowledging and safeguarding the intellectual property of all people. Academic honesty is the expression of this respect and acknowledgement through honest work habits, honest communication, originality of work, and accurate and thorough citation practices.

Academic Dishonesty (or Malpractice) Any attempt to copy, falsify, fabricate, or otherwise misrepresent information relevant to a student's participation in any course is considered academic dishonesty. Cheating, plagiarism, fabrication, collusion, and academic misconduct are all forms of academic dishonesty/malpractice and do not reflect the values of NorKam Secondary.

- **Cheating:** An act or attempt at fraud or deceit where a student uses someone else's work or ideas for their own benefit.
- **Plagiarism:** The presentation of another source's ideas or work, in whole or in part, as one's own. ***Plagiarism can be either intentional (deceit) or unintentional (ignorance or error).*
- **Fabrication:** The intentional use of invented information or the falsification of research or other findings with the intent to deceive.
- **Collusion:** A type of plagiarism that involves working with others, without permission from the teacher, to produce work which is then presented as one's own independent work.
- **Academic misconduct:** The intentional violation of NorKam academic policies and procedures by the means listed below or by other means not explicitly identified in other sections of this policy.

VIOLATIONS AND CONSEQUENCES:

There are three stages of consequences that will be applied to instances of academic dishonesty. These stages are based upon the severity of the incident and the intention of the student. Stages two and three consequences may include those of earlier stages in addition to those listed within their own category.

STAGE ONE violations will be dealt with by the teacher. The student will meet with the teacher in order to discuss the violation and to determine a course of action. School administration may be advised of the incident. *Subsequent stage one violations will immediately be considered stage two violations of this policy and will be dealt with accordingly.

Stage one violations include, but are not limited to:

- copying written work from another person (not for marks).
- collusion during in-class work (not for marks).
- divulging information to another about a test or a quiz.
- using electronic or print information without properly citing sources.
- including a passage, image, or model from another source without proper citation.
- fabrication of quotes/sources or information for a written assignment (not for marks).
- any other academic misconduct that the teacher, principal or vice-principal deems to fit in this stage.

Stage one consequences may include, but are not limited to, one or more of:

- redoing and submitting the assignment/test again at the discretion of the teacher.
- completing an alternate and/or additional assignment/test at the discretion of the teacher.
- teachers notify administration of incident and a parent/guardian will be contacted.
- student may receive a lower report card effort mark.

STAGE TWO violations are more serious in nature and will be dealt with by the teacher and the principal or vice-principal. All incidents will be recorded in the school student management system and a parent/guardian will be contacted. **Subsequent stage two violations will immediately be considered stage three violations of this policy and will be dealt with accordingly.*

Stage two violations include, but are not limited to:

- copying from another student's quiz/test or assignment.
- allowing another student to copy from a quiz/test or assignment.
- using specifically prepared materials during a test (ie: notes, formula lists, etc.)
OR electronic devices during an assessment without authorization.
- collusion during an assessment or assignment.
- copying published papers from electronic or print sources.
- fabrication or misrepresentation of information, citation data, quotes, or sources of information for an assessment or written assignment.
- submitting an assignment or other assessment created in whole or in part by an individual other than the student.
- re-submitting previously graded work for marks in another class (*self-plagiarism*).
- any other academic misconduct that the teacher, principal or vice-principal deems to fit in this stage.

Stage two consequences may include, but are not limited to, one or more of:

- exclusion from receiving recognition for service awards, honour roll, gold cord, or Medal of Excellence.
- exclusion from extra-curricular activities such as dances, sports teams, clubs or other school-sanctioned events that demand social integrity.
- the student may receive an "N" for their report card effort mark.

STAGE THREE violations are very serious and may result in a referral to the district superintendent's office. Consequences will be applied to students who exhibit behaviours that are determined to be in conflict with the learning environment or when progressive interventions have failed to correct academic misconduct. A hearing will be convened with an administrator, a representative of the superintendent's office, a parent and the student. The representative of the superintendent, in consultation with school administration and teachers, will determine the consequence(s) and, ultimately, may determine that the offending student can no longer attend NorKam.

Stage three violations include, but are not limited to:

- accessing computer systems in order to alter marks or other records.
- copying and/or distributing any part of a test, quiz, or other assessment without authorization.
- taking a test for someone, or permitting someone to take a test for the registered student.
- stealing an examination or answer key for a quiz, test, exam, or assignment.
- repeated stage one and/or stage two violations.
- any other academic misconduct that the principal or vice-principal deems to fit in this stage.

Stage three consequences may include, but are not limited to, one or more of:

- in-school or directed suspension.
- alternative consequences as determined through the hearing process.

***This policy is in accordance with School District 73 (KAMLOOPS/THOMPSON) POLICY 600.2: Student Discipline, Effective Date, September 22, 2008.**

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