



*LEARNERS TODAY, LEADERS TOMORROW*

# Canadian International School Academic Integrity Policy

Revised: May 2<sup>nd</sup> 2024

## Academic Integrity Policy

Our Academic Integrity Policy is part of our school-wide approach to align our mission of “Learners Today, Leaders tomorrow” with our commitment to providing an inspiring and dynamic educational environment for our students.

As we work to develop inquiring, knowledgeable and caring young people, it is critical for students to understand the importance of academic integrity and academic honesty. We strive to have our students embrace challenge, respect diversity, and work to achieve their personal best. Our staff work to embed academic integrity and academic honesty as part of teaching and learning at CIS.

Academic integrity is essential to support authentic learning and assessment, and to ensure that all students have an equal opportunity to demonstrate their knowledge and skills. Academic integrity is the foundation for personal and professional integrity, respect for the integrity and work of others.

### Defining Academic Integrity

Developing and maintaining the required knowledge and skills needed by students to perform curricular and extracurricular work with integrity is essential to meeting our students' educational needs. Teachers and staff work hard to ensure students have opportunities to explore ideas and make their own thinking visible. At CIS, students will be supported in developing strategies and skills to find and navigate information from a variety of sources, evaluate sources, incorporate, build upon, and reference information and ideas to produce authentic work.

Authentic work, is work that:

- is based on the candidate's individual and original ideas
- is in the candidate's own words and style
- respects other people's time and effort
- fully and appropriately acknowledges all sources consulted
- is submitted on time, according to the teacher's requirements
- written solely by the student
- submitted by the student who completed the work

### Forms of Academic Dishonesty

- **Plagiarism:** the representation, intentionally or unwittingly, of the ideas, words, structure, or work of another person without proper, clear, and explicit acknowledgment. The ideas may be derived from various sources, from electronic to oral communication
- **Collusion:** supporting academic misconduct by another student, e.g., allowing one's work to be copied or submitted for assessment by another student
- **Duplication of work:** the presentation of the same work for different assessment, also known as “double-dipping”

- **Theft of information:** when the content of a quiz, test or exam, in whole or in part, has been obtained, disclosed, or shared prior to or during the assessment
- **Copying:** reproducing another person's work with or without their permission
- **Intimidation:** to threaten a member of staff physically, or psychologically, or threaten another student to provide extra help or change marks
- **Falsification:** inventing fictitious data for an assignment
- **Absenteeism:** truancy, under the pretense of illness or other valid but untrue reason, to avoid penalties for a missed or late assessment
- **Cheating:** consulting another student or source during an assessment when explicit permission has not been given by the teacher

### Consequences for Academic Dishonesty

Academic dishonesty will not be tolerated in any form. To ensure that student work is original and that standards of academic integrity are upheld and ingrained, students and staff will adhere to the following:

1. In the first instance of documented academic dishonesty, the teacher will notify the student and parents, log the incident in PowerSchool, and the student will receive an opportunity to complete a replacement assignment under supervision. (If the teacher notifies parents by email, and the parents have not responded within three days, a follow up phone call is required to confirm notification.) Administration is notified.
2. In the second instance of documented academic dishonesty, the teacher will log the incident in PowerSchool and notify the student and parents, confirming receipt of notification within three days. The student will receive a zero on the assessment without the opportunity to rewrite or replace it with an alternative assessment. Administration is notified for follow up with the student.
3. In the third instance of academic dishonesty, the teacher will log the incident in PowerSchool and notify administration. The student will receive a zero on the assignment with no opportunity to rewrite or replace the assessment and may also be subject to further consequences. Administration will meet with student and their parents to discuss steps forward.
4. Continued academic dishonesty is an administrative matter and may impact a student's eligibility for re-enrollment, the ability to secure character references for post-secondary and may result in disciplinary action which may include suspension and in extreme cases expulsion.

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## Academic Dishonesty in Major Assessments:

Academic dishonesty during **midterm exams, final exams, PATs, and diploma examinations** will be treated with the utmost severity. Any form of cheating, plagiarism, collusion, or other dishonest conduct during these assessments will result in an **automatic grade of zero** for the exam, without the possibility of a rewrite or alternative assessment. Such actions compromise the integrity of these high-stakes evaluations and undermine the standards of academic excellence upheld at CIS. The incident will be logged in PowerSchool, and parents will be notified immediately. Administration will convene with the student and their parents to address the gravity of the situation, and additional disciplinary actions may be taken. This strict policy reflects the school's unwavering commitment to maintaining the highest standards of academic integrity.

## Responsibility of the Student

- Students will act with honesty, integrity and in a responsible and ethical manner
- Students are responsible for submitting work that is their own original work
- Students will accept the consequences outlined in the school policy if they submit work that is not their own, in whole or in part, or engage in academic dishonesty of

any kind

- Students are responsible for seeking clarification from CIS teachers and staff if there is anything regarding academic integrity they do not understand
- Students are responsible for their own academic integrity

#### Responsibility of the Parent

- Parents will ensure they read and understand the Academic Integrity Policy in terms of the expectations for their children
- Parents are encouraged to ask for clarification if there is any aspect of the Academic Integrity Policy they do not understand
- Parents will encourage their children to develop effective time management strategies so that students have ample time to study, complete assignments, and seek support from their teachers
- Parents should refrain from inappropriately high levels of support with their child's school work
- Parents and the school should maintain open, honest, and respectful communication to best support the integrity of each child

#### Responsibility of the School

- CIS will provide all students with direct instruction regarding Academic Integrity and ensure students have access to relevant information regarding what constitutes academic dishonesty, and what repercussions might be
- CIS will make accessible the Academic Integrity Policy on the school website
- In all classes, teachers will set clear expectations for assignments and provide guidance to students on how to consult sources and correctly cite the sources they have used; periodic reminders will be provided throughout the school year
- Teachers will be role-models of academic integrity, and make sure all shared materials (handouts, presentations, etc.) include citations for outside sources
- Incidents of suspected academic dishonesty will be reported, investigated, and addressed promptly and consistently