

	Administrative Procedure	
	Subject	Academic Integrity and Student Responsibility
	AP Code	366

Background

The Ministry of Education expects all schools to ensure that the school establishes and communicates expectations of students concerning academic integrity and responsibilities, including timely submission of schoolwork and avoidance of plagiarism. These procedures are developed to guide teachers, school administrators, students, and parents/guardians on the appropriate use of information including issues associated with copyright.

Purpose

The intent of this procedure is to ensure that the concepts of academic integrity and student responsibility are introduced in an age-appropriate way to all students in the school. The policy will:

- Provide clarity regarding expectations related to academic integrity and responsibilities to students, teachers, administrators, parents/guardians, and board members; and,
- Support consistency in all grades and subject areas within the division.

Definitions

- **Academic integrity:** 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, or resubmission of previously submitted work indicate a lack of academic integrity.
- **Student responsibility:** 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:** The unacknowledged use of someone else’s words, ideas, or creations as one’s own, whether deliberate or accidental. The process of taking another person’s work, ideas, or words, and using them as if they were one’s own.

Student Responsibility

Students are expected to fulfill their responsibilities within the school’s learning environments. Students are expected to take responsibility for their own work and avoid plagiarism.

Procedures

1. General
 - 1.1. Teachers and the school administrator will clearly articulate expectations of students about plagiarism, timeliness, and student responsibility.
 - 1.2. Expectations of students regarding timelines of assignments and plagiarism will be communicated to students verbally and in writing (e.g., within “Classroom Expectations” or the “Course Syllabus”).

- 1.3. Teachers will review these expectations with students at the beginning of the school year or semester and as appropriate throughout the school year.
2. Plagiarism:
 - 2.1. When a student plagiarizes the whole or a portion of an assignment, the teacher will use his/her professional judgement to determine an appropriate course of action, considering factors such as age and maturity of the student, medical status, other personal circumstances, grade level, and past behaviour. Actions related to plagiarism should proactively deter students. These may include:
 - 2.1.1. Creating an open environment for discussion in the classroom and responding to students' questions about plagiarism.
 - 2.1.2. Teaching students how to conduct research, properly cite information sources, use quotations in their work, and develop paraphrasing skills.
 - 2.1.3. Requiring the student to complete the assigned work without plagiarizing or penalty on grades.
3. Late Assignments
 - 3.1. Students are expected to submit assignments on time. When a student does not submit work on time, the teacher will use his/her professional judgement to determine an appropriate course of action, considering factors such as age and maturity of the student, medical status, other personal circumstances, grade level, and past behaviour.
 - 3.2. Teachers may use their professional discretion to provide students who have missed deadlines due to exceptional circumstances with alternative arrangements to complete assignments. Actions related to late assignments will be taken within the context of a school-wide plan. These actions may include:
 - 3.2.1. Employing proactive measures, such as the development and communication of local school procedures and/or professional learning to enhance assessment and evaluation practices that increase student engagement.
 - 3.2.2. Communicating with the student and parent/guardian regarding the reasons for non-completion and developing a plan to complete the work.
 - 3.2.3. Developing an agreement with the student to complete the assignment.
 - 3.2.4. Requiring completion of work outside of school hours, such as lunchtime or after school.
 - 3.2.5. Providing peer support for the student.
 - 3.2.6. Providing an alternative assignment to accommodate a diverse learning need.
 - 3.2.7. Tracking the work until it is complete, or the issue has been resolved.
 - 3.2.8. Reporting late assignment behaviour separately from achievement related to curriculum outcomes on progress reports.
 - 3.2.9. Involving the input of learning specialists, such as student support teachers, counsellors, and outside agencies.

References

The Education Act, 1995

Academic Integrity and Student Responsibility Guidelines, Ministry of Education, July 12, 2011
(<https://publications.saskatchewan.ca/#/products/81375>)

Date Adopted

September 1, 2024

Revised
