



COLLINGWOOD SCHOOL

Collingwood School Academic Integrity and Punctuality Protocol Document

September 2018

WHAT IS ACADEMIC INTEGRITY?

Acting with integrity means that you always behave in a manner that is open and honest. Most students are very honest and those who try to achieve success by deception are a small minority, thus Collingwood School wants to make sure that the endeavours of honest students are protected and recognized, and that those who cheat are not rewarded with high marks. Perhaps the most common way that some students try to gain success dishonestly is by acts of plagiarism.

WHAT IS PLAGIARISM?

Plagiarism occurs when you submit the ideas and/or words of others as if it is your own work- it occurs when you use anything that is not from your own brain as though it were. Intellectual theft, which usually benefits only the thief, is as serious as many other types of stealing.

The most obvious instance of plagiarism:

When an assignment is submitted that contains several sentences or whole paragraphs directly copied from someone else, whether it is taken from an author (internet or otherwise), a tutor, a family member or another student, this is flagrant plagiarism. Using any source that allows something or someone to do the work instead of you constitutes an act of plagiarism. This includes the use of internet language translation sites. It should always be assumed that an assignment submitted for marks is an individual assignment unless the teacher explicitly states otherwise in writing. When collaboration HAS been explicitly permitted, or designated as mandatory, all the names of those involved in the preparation of the assignment must be recorded on the front page.

Less obvious instances, but plagiarism nonetheless:

1. Paraphrasing sentences so that the wording is slightly different but the ideas are the same.

Take this sentence as an example:

Plagiarism is to be deplored for many reasons: firstly, you are deceiving your teacher, parents and everyone around you; secondly, there are severe penalties and if these were imposed your academic career could be jeopardized; thirdly, you are cheating yourself of the feeling of satisfaction concerning a task well done if your only memories associated with an assignment are ones of guilt.

If this were re-phrased as:

We should condemn plagiarism for several reasons. First, you are not telling the truth about your abilities to everyone around you. Second, the terrible penalties could harm your academic career. Lastly, you won't have a feeling of satisfaction concerning a job well done if you look back on an assignment feeling guilty about having cheated.

This version still constitutes plagiarism as all the ideas are the same.

2. You cannot re-use work you have already done, unless a teacher gives you permission.

It is always assumed that you are completing NEW work; there is little or no development of skills if you just re-cycle something you have already written on. This includes re-using a novel you have already written on in a previous grade for an outside reading assignment. If you are in any doubt, ask your teacher; they might well give you permission to develop something in detail that you only touched upon briefly in a prior assignment.

HOW TO AVOID PLAGIARISM

Everything you submit has to be written entirely in your own original wording, based on your own ideas. If the wording and/ or ideas of someone else is essential to your argument then you have to cite your sources- you must exactly quote the words you are taking, using speech marks around the quoted material, and include a bibliography giving details of where you took the material from. The bibliography should be presented in an accepted format, either APA format or MLA, both of which can be obtained on-line. You will not have marks deducted for making references to the other sources, unless explicitly told not to do so; on the contrary, many teachers will be impressed by your research and might well give additional marks.

AVOID FACILITATING PLAGIARISM

Lending class notes to a student who has been absent is an act of kindness; allowing others to read or copy assignments that are to be handed in for marks is assisting them to cheat. A student who does this will receive a zero for the assignment they loaned.

PENALTIES FOR PLAGIARISM

For all grades: Please refer to the Student Code of Conduct.

Test Taking Agreement: 2018/19

In order to reduce student absence on test days, to create fairness for students writing tests as scheduled, and to reduce the load on teachers to write multiple tests, the following test writing policy will be in effect for the 2014/15 academic year:

Expectations for Students & Teachers

1. Students are expected to write the test on the day assigned by the teacher.
2. Teachers must give students at least 7 calendar days' notice of an upcoming test.
3. Priority for test dates will be based upon faculty using the on-line test calendar as outlined in the Academic Handbook.
4. Students will write a maximum of two (2) tests per day (this does not include quizzes).
5. Students will not be permitted to miss a different class in order to make-up a missed test.
6. Teachers will return and review tests with students within one week of the class writing date. Students who write after the assigned date may have a delayed return of their test and the test may not be reviewed as a result.
7. Teachers will be present prior to the test in order to help with review. If a teacher is away for one week, the test will not be set to occur during their absence unless it occurs the first period after the review is completed.
8. Teachers should not allow tests to run past the class hour and into another class's scheduled time unless the student is in Key or has an IEP.
 - Key teachers will be in direct communication with all classroom teachers regarding tests, with necessary accommodations being administered by the Key Department.

- Classroom teachers are expected to ensure that IEP students' accommodations are met.
 - Students will need to complete their test at lunch or after school with their classroom teacher. Please design your tests accordingly.
9. Teachers should design their tests for IEP/Key students in sections, so that parts can be separated when more time is required.

Expectations for Parents

- 1) Parents are required to contact the teacher via e-mail or voice mail if their child is ill and cannot write the test scheduled for that day. In other words, students are only excused by parental contact.

Consequences for a Missed Test

- 1) Teachers will note a missed test in the on-line PCR attendance box. This will allow tracking of missed tests to occur across all subjects.
- 2) The subject teacher will contact home if a test was missed due to illness or absence and there was no contact from a parent.
- 3) The student will write the test on the arranged day – the expected date is no later than the second class following their return.
- 4) Failure to write the test on the assigned day will result in a zero.
- 5) Students who wish to miss tests due to school-related activities (arts/athletics/service) must notify the teacher 4 calendar days before the test in order to have their test re-scheduled.
- 6) On the 3rd missed test, the student will meet with the Head of School and will not be allowed to write tests late again for any reason.

Collingwood School Punctuality Protocol: 2018/19

Collingwood School's mission is to prepare students to thrive in *meaningful lives*. This philosophy is delivered in our four stranded approach to developing well rounded young students. We believe that it is essential for our students to develop sound habits that support a healthy approach to life while at school as well as after graduation from Collingwood. Our assessment practices, therefore, should reflect the knowledge and skills that are required to attain success in our school, in post-secondary institutions and for life in adult society. Time management, completing work in a timely manner and meeting deadlines are life skills that our students will need to practice in order to achieve success throughout their lives. When students do not submit assignments or complete tests in a timely manner their teachers are unable to assess the student's understanding of the key concepts covered. Furthermore, students who develop the habit of submitting their assignments late are not demonstrating the academic skills that are required to move on to the next stage in the learning process. When the foundation skills required for successful learning are not in place the student's success will be impacted. This is not a punitive measure, but part of meaningful assessment practices. Students who comply with this practice should be rewarded accordingly.

As of September 2010, Collingwood's Morven Campus (Grades 8-12) will have the following policy in place regarding **student assignments**:

Submission Date	Punctuality Deductions
On-time	No deduction
1 school day late	10% off total assignment mark
2 school days late	20% off total assignment mark
3 school days late	30% off total assignment mark
4-6 school days late	Assignment will be on pass-fail basis only and no feedback/commentary will be given on the paper
7+ school days late	Assignment will be given a zero

- Teachers will consider extenuating circumstances (injury, prolonged illness, family emergency, absence due to school-sponsored event) for late assignments but only upon receipt of a note from a doctor, administrator, or teacher sponsoring an event.
- Prior to the student receiving a zero, during the 4-6 day pass fail period, teachers will post notification of this on PCR via an Interim report. This notice **MUST** be posted no later than the end of day 3. The 4-6 pass fail period will not commence until the notice is posted.
- If a student is in school for part of a day, they will be held accountable for homework due that day. For example, if a student is away during the last period of the day for a sports fixture, dental appointment etc, they are expected to find their last block teacher to submit the homework before they leave.
- The policy will be explained to parents via the August mail-out, particularly the requirement to check PCR regularly for late assignment and late test notifications. They will be requested to sign-off on this Punctuality Protocol to verify that they have seen and understood the policy.

As of September 2010, Collingwood's Morven Campus (Grades 8-12) will have the following policy in place regarding **student tests**:

After an absence, students will write the test no later than the day of the second class following their return or during the department's weekly test rewrite time. If they fail to do so, they will receive a zero. Students will, however, be expected to demonstrate his/her knowledge of the material. The only exceptions will be in the submission of a doctor's note. Teachers will notify parents via an email or phone call before the final day that the writing can occur.