



## Academic Integrity Policy

### 1. INTRODUCTION

- 1.1. This policy only applies to Sudbury Christian Academy's elementary (JK-8) and secondary (9-12) divisions.
- 1.2. Sudbury Christian Academy (SCA) takes academic integrity seriously, and teaches students from the earliest grades that honest completion of their assigned work is of the utmost importance.
- 1.3. Students are expected to complete all assignments, projects, quizzes, tests, exams, and other assessments and evaluations as prescribed, except when exempted according to the student's Individual Education Plan (IEP). Students may not 'opt out' of any assessment or evaluation.
- 1.4. Cheating in any form may constitute redoing the assignment or test; a grade of zero on the assignment or test; or a grade of zero in the course/subject in the case of three or more violations.
  - 1.4.1. The teacher will use his/her best discretion in determining the most appropriate course of action, and will consult the principal before communicating with the student and parents.

### 2. LATE ASSIGNMENTS

- 2.1. Assignments due dates shall be communicated to both students and their parents from JK-8, and to students alone from grades 9-12.
  - 2.1.1. Communication of due dates shall appear on any assignment handouts, Google Classroom assignment postings, Google Calendar, and MySchool Management.
  - 2.1.2. Due dates shall be posted as far in advance as reasonably possible for the type of assignment to allow sufficient time for all students to complete the assignment without undue stress to the student and his/her family.
- 2.2. Assignments submitted late without sufficient explanation from home will be penalized at a rate of 10% per day.

### 3. QUIZZES, TESTS & EXAMS

- 3.1. Quizzes may be administered without advance notice, provided they are short in length (one page or less) and only cover the most recent unit material.
- 3.2. Tests may be administered with advance notice of at least one week to allow sufficient time to study, and shall only cover material which has been thoroughly covered. Tests shall focus mainly on the most recent unit.
- 3.3. Exams will only be administered at the end of the school year for students in grade 7&8 to prepare them for high school. Exams may cover any content taught throughout the school year.

### **3.3.1. Cheating**

- 3.3.1.1. Any student caught cheating on a quiz, test, or exam will receive a mark of zero, regardless of the method used to cheat.
- 3.3.1.2. All instances of cheating shall be documented by the teacher using the school's MySchool Management system, and parents will be notified.
- 3.3.1.3. In the first documented instance of cheating, and at the teacher's discretion, the student may be allowed to write a make-up quiz, test, or exam.
- 3.3.1.4. Second and subsequent instances of cheating will earn an automatic zero.

### **3.3.2. Absence**

- 3.3.2.1. Occasional absence (<3) on the day of a quiz, test, or exam shall require an explanation from home. Provided an explanation of absence, the student may write an alternate quiz, test, or exam upon his/her return.
- 3.3.2.2. Frequent absence (>3) on the day of a quiz, test, or exam shall require a doctor's note or a phone call or meeting between the parent and principal to discuss the concern over frequent absence.
- 3.3.2.3. Students may be exempted from certain assessments or evaluations according to their Individual Education Plan (IEP) and/or supported by a letter from their physician verifying medical reasons for exemption. Students may not 'opt out' of any assessment or evaluation.

- 3.3.2.4. In the event of unexplained absence, the student may be prohibited from writing an alternate quiz, test, or exam, and shall receive a mark of zero.

#### 4. PLAGIARISM

- 4.1. Plagiarism is the conscious or obvious attempt of a writer to convince his/her reader that the words or concepts unique to another writer are his/her own, unique to the submitted assignment.
  - 4.1.1. Submitting the same assignment for marks in more than one class is a form of plagiarism.
- 4.2. There is nothing wrong with using someone else's words or concepts as long as quotations appear in quotation marks and credit is given to the original writer. Further, the majority of content is to be in the student's own words, unique to the submitted assignment.
- 4.3. The teacher will notify the parent using the MySchool academic discipline notification tool if the student is proven to have plagiarized. Students are required to re-do the assignment/project within a week if the teacher so allows. Otherwise, the grade for the assignment will be zero.
  - 4.3.1. Repeat conviction of plagiarism may result in an automatic zero without option to redo the assignment.