

CENTENNIAL SCHOOL LEARNING HONESTY POLICY

Centennial aspires to develop honest, ethical and accomplished students capable of being responsible citizens in Canadian society.

Since educational achievement should reflect an individual student's honestly acquired skill, knowledge and ability, students who participate in any activities that undermine the integrity of educational achievement at Centennial are serving neither their own nor society's best interests. Any form of cheating or school learning dishonesty will not be tolerated at Centennial.

Cheating is defined as any attempt by a student to complete an examination, assignment, or assessment by unfair means. Unfair means may include any one or more of the following:

1. Plagiarism – the unacknowledged use of another person's work and the presentation of that work, in whole or in part, as one's own. This may include the submission of the same work to more than one teacher without the teacher's consent.
2. Obtaining or providing information concerning all or part of an examination prior to or during the examination, taking an exam for another student or arranging for another person to take an exam in one's place.
3. Altering or changing test answers after submission for grading, altering or changing grades after grades have been awarded, altering or changing other academic records, making any other attempt to alter grades using means that have not been or would not be approved by your teacher.
4. Using unauthorized materials including the use of unauthorized electronic devices or information during an exam or assignment.
5. Cheating could include a student getting editing 'help' which results in a finished product not reflective of the student's ability to express him/herself.

NOTE: If a student is not sure about the authenticity of an assignment, he/she should check with the teacher before submitting it for marking. This is definitely a place where it is "better to be safe than sorry".

Progressive Discipline

When the School Learning Honesty Policy is broken, the following actions will be taken:

- Teacher speaks with student. Teacher will use his/her discretion to decide consequences, which may result in a zero being awarded
- Teacher will phone home, after consultation with counsellor
- A referral will be made to the student's counsellor.
- Counsellor will meet with the student and put a note in student's file
- If warranted, or if it is a second referral, the counsellor will refer to vice-principal
- Possible consequences could include: no letter of reference/recommendation to be written for the student for the current year; disqualification from all school awards (including honour roll) for the current year; re-doing of the assignment, to demonstrate the learning outcomes (marks may or may not be awarded)

At the discretion of the teacher, the following may occur on a first or subsequent infraction:

- An obligatory final exam and/or additional assignments to assure the validity of the student's achievement

At the discretion of the administration, the following may occur on a first or subsequent infraction:

- Suspension
- Transfer, by Administration, to an alternate learning institution
- Any other consequences Administration deems fit