



# Kingston Secondary School Academic Honesty, Summative & Culminating Task Policies

At KSS, our mission is to create a culture of inclusion and high expectations fostering wellness and risk-taking, and empowering students to accept all community members as critical, creative thinkers and effective communicators who will skillfully pursue their aspirations as citizens of the world.

Timelines for term work summatives like due dates, assigned in-class work periods, and summative test days are designed to help ensure success in a course. It is the student's responsibility to work hard during class time, to plan ahead, and to be aware of upcoming summative assignments and important course dates. Classroom work and formative, summative, and culminating assessment tasks are not optional, and it is expected that students will complete all summative and culminating assessment tasks under school staff supervision, within the timeline indicated by the teacher.

Strategies to assist with meeting summative timelines:

- Refer to the course outline for information about the number and type of summative assessment tasks for each course
- Use a calendar (paper or electronic) to record due dates and test days
- Ask for help if needed and use in-class work periods efficiently
- Complete formative assessment tasks in order to ensure feedback from teachers before a summative task
- Speak to the teacher **in advance** to discuss alternative submission options or if there is an upcoming situation that will mean missing a test or assignment day (for example: extra-curriculars or religious holidays)

Next steps for unexpectedly missing summative timelines:

- The missing summative will be completed at and within a time and place determined by your teacher (for example: at lunch)
- Students should expect an alternative version of any missed summative task
- Guardians will be notified that a summative task has been missed
- In the case of a skipped test or consistently missed timelines, the vice-principal will be involved, and detentions or other consequences may be assigned
- In the case of unexpected illnesses or other legitimate reason for an absence that will impact timely completion of a summative task, students should contact their teachers by email as soon as they are aware of an absence.

## Final Summative Assessments Task(s):

30% of the final grade will be based on final summative assessment task(s), in the form of an examination, culminating activity and/or any other method of assessment suitable to the course's overall expectations and delivery. These will be administered towards the end of the semester.

## Completion of Final Summative Assessment Task(s):

All final summative assessment tasks must be completed at the scheduled times. Families are informed at the beginning of the school year of the dates of the examination period, so plans for holidays or employment are not acceptable reasons for missing a final summative assessment task. The only exceptions will be conflicts in the schedule, medical reasoning, or a court order. In the case of extenuating circumstances that will cause absences, guardians should contact the principal.

## Academic Honesty:

A breach of academic honesty is the theft of intellectual property and is treated with the utmost seriousness. If you submit work or parts of work that are not your own, you have not shown that you cannot demonstrate the curriculum expectations.

To avoid this, your teachers will help you plan your work. If you find that you require assistance in order to complete the assignment properly, see your teacher well in advance of the due date. Your teacher can help you to establish a reasonable timeline to complete an assignment and/or strategies to do your research and write your final submission.

Providing work to another student for the purposes of academic dishonesty is a violation of our code of conduct. If you intentionally allow another student to use your work and present it as his or her own, you will be referred to administration and serve an academic detention where a paper on academic ethics may be assigned. A record will be kept centrally in the main office and consequences will be more severe for subsequent infractions, which may include suspension from school.

Remember when you do research, that you must cite all sources. If you do not mention where you got your information, you are giving the impression that you are the source of the information and you are stealing ideas, concepts, pictures, or data. Sometimes you will create or present new ideas but if you are using existing information from other sources you must identify these sources. A citation is a brief reference to someone else's work embedded in the body of your paper that acknowledges and gives credit for sources of information that you have used. You must cite another person's ideas or opinions (whether they are quoted directly or paraphrased), as well as any fact, statistic, illustration, image, graph, or information that is not common knowledge. Talk to your teacher or teacher librarian to learn more about the conventions of appropriate citation.

## Breach of Academic Honesty

Breaches of academic honesty are intentional attempts to gain credit for work that is not your own. For intentional cases where you have submitted work that is clearly not your own, your teacher will speak to you and the following steps will apply:

<b>Initial Breach of Academic Honesty</b>	<ul style="list-style-type: none"><li>- teacher will provide documentation to administration</li><li>- administration will document the breach internally</li><li>- guardians will be phoned</li><li>- academic assistance will be provided where required</li><li>- alternative assessment task will be assigned, and its completion will be closely supervised by teacher or administration</li></ul>
<b>Second Breach of Academic Honesty</b>	<ul style="list-style-type: none"><li>- teacher will provide documentation to administration</li><li>- administration will document the breach internally</li><li>- guardians will be phoned</li><li>- academic assistance will be provided where required</li><li>- detentions and/or suspensions may be assigned</li><li>- alternative assessment task will be assigned, and its completion will be closely supervised by teacher or administration</li></ul>
<b>Repeated Breaches of Academic Dishonesty in the same course</b>	<ul style="list-style-type: none"><li>- teacher will provide documentation to administration</li><li>- administration will document the breach internally</li><li>- guardians will be phoned</li><li>- academic assistance will be provided where required</li><li>- detentions and/or suspensions may be assigned</li><li>- student may be withdrawn from the course</li></ul>