



## **Introduction**

This policy provides guidance for the JJ Bowlen school community on maintaining academic integrity. A key part of student development is learning to take responsibility for their work and to acknowledge the contributions of others. Academic integrity ensures that teaching, learning, and assessment accurately reflect a student's knowledge, skills, and understanding.

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## **Definition of Academic Integrity**

Academic integrity is the practice of making knowledge, understanding, and thinking transparent. Students should clearly explain how they developed their ideas, recognize the contributions of others, and demonstrate ownership of their work (IBO, 2020).

Academic integrity also emphasizes learning over avoidance of plagiarism. When conducting research, students should acknowledge sources to give credit and actively consider how others' ideas contribute to their own understanding (Carroll, 2012).

Upholding academic integrity involves honesty, trust, fairness, respect, and responsibility, and aligns with the **Alberta Program of Studies** and **Teaching Quality Standards**.

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## **Purpose**

This policy outlines responsibilities, expectations, and procedures for maintaining academic integrity. It ensures that assessment practices are fair, consistent, and reflective of authentic student learning.

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## **Philosophy**

Academic integrity is central to a principled learning community. JJ Bowlen aims to foster a positive attitude toward learning by encouraging students to value originality, acknowledge the work of others, and develop the skills required for responsible academic practice.

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## **Student Responsibilities**

Students must:

- Submit authentic work and take ownership of their learning.
  - Acknowledge sources using appropriate conventions.
  - Avoid misconduct such as plagiarism, collusion, or duplication.
  - Reflect critically on the ideas of others to build understanding.
  - Notify staff if aware of academic misconduct.
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## Staff Responsibilities

Teachers and administrators must:

- Model academic honesty and promote it within the school culture.
- Provide guidance on research, writing, study skills, and citation.
- Monitor student work for authenticity using approved tools.
- Communicate expectations and consequences clearly with students and parents.
- Document incidents of malpractice and support restorative action plans.

## Assessment Practices

Teachers, with support from the Principal and Learning Team, will ensure assessments:

- Align with provincial, divisional, and school standards.
- Reflect learner outcomes from the Alberta Program of Studies.
- Actively involve students in the learning process.
- Are responsive to learner needs and support progress.
- Ensure grades reflect relevant, consistent, and recent evidence of achievement.

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## Assessment Submission Policy

- Students will have multiple opportunities to show their learning in different ways.
- If an assignment is not submitted by the due date, the student will have up to **two weeks from that date—or until the end of the unit**, whichever comes first—to hand it in. A comment will be logged in PowerSchool to explain the late submission and to note the extra opportunity provided.
- If the work is still not submitted within that time, **a zero will be recorded**.
- A zero will be used in when—despite extra support and multiple chances -there is no evidence of learning. If this happens, the teacher must communicate with the administration and the student's guardian/parent, and the event must be logged in PowerSchool.

## Malpractice

Malpractice includes, but is not limited to:

- **Plagiarism** – representing another person's work or ideas as one's own.
- **Collusion** – supporting another student's malpractice (e.g., allowing work to be copied).
- **Duplication of Work** – submitting the same work for different assessments.
- **Artificial Intelligence** – use of AI tools is prohibited in any form.
- **Other Misconduct** – behavior that provides an unfair advantage or negatively impacts another student.

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## Parent Responsibilities

Parents are expected to:

- Support their child in submitting authentic work on time.

- Model proper use of sources.
- Reinforce the importance of academic integrity.
- Check PowerSchool regularly.

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### **Consequences of Academic Misconduct**

- Students engaging in misconduct must re-submit work or demonstrate knowledge in a way that upholds academic integrity.
- Incidents will be documented in **PowerTeacherPro** as “Missing” or “NHI,” with a comment outlining the incident and next steps.
- Marks will be assigned once valid evidence of learning is available.
- Submission deadlines: two weeks from due date or until the end of the unit.
- Zeros are only assigned in exceptional circumstances after support and opportunities, with administration consultation.

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### **References**

- Edmonton Catholic School Division. (2022). *Administrative Procedure 360*.
  - Fishman, T. (2010). *Lessons from the Law: Bringing the right kind of legalism to Plagiarism Policy*. 4th International Plagiarism Conference.
  - Carroll, J. (2012). *Academic Integrity: A Teaching and Learning Issue*.
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