**ENVER CREEK EDUCATIONAL ETHICS / ACADEMIC CONDUCT POLICY**

**ACADEMIC INTEGRITY**

All students are expected to conduct themselves as responsible members of the Enver Creek learning community. The school will endeavor to inform students and parents of the applicable standards for academic integrity. If a student is in any doubt as to the standard of academic integrity in a particular course or assignment, then the student must consult with the teacher as soon as possible, and in no case should a student submit an assignment if the student is not clear on the relevant standard of academic integrity.

Below are examples of academic misconduct. Academic misconduct includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage, in any of the actions described below.

 1. Cheating, which may include, but is not limited to:

 a. falsification of any material subject to evaluation;

 b. use of or participation in unauthorized collaboration on a test, quiz, homework assignment

 or project with others without authorization/teacher permission;

 c. use or possession in an examination of any materials, including devices, other than those

 permitted by the teacher;

 d. use, possession, or facilitation of unauthorized means to complete an examination

 (e.g.,copying or receiving unauthorized assistance from another person or providing that

 assistance);

 e. dishonest practices that breach rules governing examinations or submissions for

 academic evaluation;

 f. allowing others to do research and writing of an assignment: i) using a commercial term

 paper company and/or ii) using the services of another person (family member, tutor, etc.)

 inappropriately, without acknowledgement; and

 g. communicating with other students during an exam.

 2. Plagiarism occurs where an individual submits or presents the oral or written work of another

 person as his or her own. When another person’s words (i.e. phrases, sentences or

 paragraphs), ideas, or entire works are used (including books, magazines, data, images,

 song lyrics, internet or other), the author must be acknowledged in the text, in footnotes, in

 endnotes, or in another accepted form of academic citation. Failure to provide proper

 attribution is plagiarism because it represents someone else’s work as one’s own. Plagiarism

 should not occur in submitted drafts or final works. A student who seeks assistance from a

 tutor or other scholastic aids must ensure that the work submitted is the student’s own.

 Students are responsible for ensuring that any work submitted does not constitute

 plagiarism.

 3. Submitting the same, or substantially the same, essay, presentation, or assignment more

 than once (whether the earlier submission was at this or another institution) unless prior

 approval has been obtained from the instructor(s) to whom the assignment is to be

 submitted.

Breach of the expectations or failure to follow the appropriate policies, principles, rules and guidelines of the school with respect to Academic Integrity may result in disciplinary action.

 (From the Enver Creek Student Agenda)