



RDPSD Alternative Programs
#202, 5214 47 Ave
Red Deer, AB Canada T4N 3P7

Phone: 403 343 1354
asc@rdpsd.ab.ca
www.asc.rdpsd.ab.ca

ASC/AHLS

Academic Honesty Policy

Academic honesty is an approach to studies in which students conduct themselves with personal integrity and comply with established academic practices in terms of the authenticity of their work and assessments without misrepresenting others' work as their own.

Academic dishonesty - intended or inadvertent - includes, but is not limited to:

- Plagiarism - misrepresenting another person's or persons' work or ideas to be your own. This can include word-for-word copying or paraphrasing without proper acknowledgment.
- Collusion - work done by more than one person that is intended to be completed by a single person. Collusion is distinct from collaboration in that collaboration is cooperation on academic work which is expressly permitted and openly acknowledged. Collusion also includes supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication of work - the presentation of the same work for different assessment components and/or diploma requirements.
- Misconduct - not complying with regulations such as exam regulations. This can include, but is not limited to, bringing prohibited items such as mobile phones into examinations or using unauthorized calculators on examinations.

Students are responsible to ensure all work submitted is their own authentic work and gives proper acknowledgment to those on whose ideas the work is based. If a student is found to be guilty of academic dishonesty an administrator in consultation with the student, teacher, and parent/guardian, will follow the following

ASC/AHLS takes a progressive approach to plagiarism to educate and correct the behaviour. If a student is currently enrolled in any ASC/AHLS course and found to have plagiarized work, the following steps will be taken (*Teachers may decide if a warning happens instead of calling the*



first instance. The warning will be recorded in the student's academic record (PowerSchool log entries):

FIRST INSTANCE

- Students are assigned a mark of zero and are given a chance to redo the question or the assignment. It is up to the ASC teacher's discretion whether or not to assign a mark of zero on the plagiarized question or on the entire assignment.
 - Parent/caregiver is notified by phone.
 - Teachers record the incident in the student's PowerSchool log entries.
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SECOND INSTANCE

- The student is assigned a mark of zero with no chance to redo the question or the assignment. It is up to the teacher's discretion whether or not to assign a mark of zero on the plagiarized question, or on the entire assignment.
 - Parent/caregiver is notified by phone.
 - The Principal, or designate, is notified and the instance is recorded in the student's PowerSchool log entries.
 - The Principal will send a letter ("2nd Incidence of Plagiarism") to the student and a copy to the student's teacher.
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THIRD INSTANCE

- The student is removed from the course in which the third instance occurred.
 - Parent/caregiver is notified by phone.
 - The ASC Principal, or designate, is notified and the instance is recorded in the student's PowerSchool log entries.
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Important

While removal from a course is limited to the course in which the third instance has occurred, the preceding steps can occur across different courses. A student who has been found plagiarizing in Course A and held to the First instance consequences who then plagiarizes in Course B will move to the Second instance consequences.

Further Instances



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After the third instance, any further instances of plagiarism in any course will result in immediate removal from that course. Ongoing occurrences may result in removal from all courses and barring of registration with ASC/AHLS.

Clean Slate - Students earn a clean slate after one academic term year passes with no instances.

Principal: Stephen Pottage
Vice-Principals: Shelley Lower

