

## Academic Responsibility, Honesty, and Promotion/Retention

### 1. Academic Responsibility

Schools in Beautiful Plains will

- establish and clearly communicate expectations regarding assignments
- set and communicate reasonable timelines for assignments and support students in meeting these timelines

Suggested Strategies:

- collaborate with other staff to coordinate timing of major assignments
  - ensure timelines for completion are known to students and parents
  - monitor student progress and support them in staying on track
  - choose when appropriate to extend time for completing work
  - contact parents to discuss strategies for keeping students on track and taking responsibility for their work
- establish, communicate and apply consequences for late and missing work

Suggested Strategies:

- confer with the student and where appropriate with the student's parents about the reasons for not completing work and consider legitimacy of reason
- develop plan and support the student to complete the work
- require the student to complete missing work when possible in a supervised setting
- provide appropriate support to the student to help address reason why work is not being completed
- provide alternative assessment tasks that accommodate diverse learning needs
- deduct marks for late or missing assignments

### 2. Academic Honesty

Tests/Exams/Assignments/Projects that students complete are all evidence of learning and must be the student's own work. Cheating and plagiarism will not be tolerated.

Schools in Beautiful Plains will:

- clearly communicate and reinforce expectations of academic honesty with students
- respond to academic dishonesty with a range of consequences based on factors involved

Suggested Strategies:

- contact parents
- document the incident in the student file
- report the behavior on the report card
- enforce loss of student privileges
- enforce appropriate disciplinary measures
- have student redo the work
- deduct marks

### 3. Academic Promotion/Retention

Beautiful Plains understands that decisions around student promotion/retention have far reaching implications for the students and their families. The intent of any retention must consider these implications. In all cases where retention is being considered, dialogue between the school and the parents must occur and be documented. Promotion or retention will be considered by the following means:

- K to 8- promotion decisions rest with the principal who will consult with teachers, parents, and other specialists as appropriate. If students are being retained, schools will have a plan in place to meet the student's needs.
- Gr. 9 to 12-final decisions on granting credits rests with the principal who will consult with teachers, parents, and other specialists as appropriate.

#### Conflict Resolution

In the event that concerns arise regarding assessment practices it should be first considered that many of these concerns arise out of incorrect or insufficient information and most can be addressed satisfactorily through informal discussion.

- Therefore it is important for the complainant to meet first with the person against whom the complaint is made. Whenever possible, a complaint or concern should be dealt with at the school level.
- Whenever a concern or complaint is directed to a Division Administrator or Trustee, it is important that the complainant be directed first to meet with the employee against whom the complaint is made.
- If this step does not provide a satisfactory resolution, the parties should meet with the School Principal or other immediate supervision in an attempt to resolve the issue.
- If the issue is not resolved at the school or with the supervisor, the concern should be directed to the Superintendent.

Approved: June 21, 2011