
ARTICLE 2 – ACADEMIC POLICY

1. Assessment of Learning Policy

Statement of Intent

CIC is committed to ensuring that all students meet and exceed all scholastic requirements. Specifically, CIC requires **students to be present, ready, willing, and able** to write all assessments of learning scheduled tests and exams prepared and administered by CIC faculty.

Policy

Students at CIC must complete all assessments of learning including writing all tests and exams at such times designated by CIC faculty. It is a student's responsibility to be aware of any changed dates or times for any test and exam. Any student who is absent from any test or examination will be assigned a grade of zero unless there is a valid reason for the absence, as determined by the student's teacher in consultation with the department head.

Notwithstanding an emergency or excusable intervening event, as determined by CIC at its sole discretion, a student must immediately advise CIC of his or her absence by using the appropriate protocol as set out in the Course Calendar, of his or her absence. If the absence was on account of reasonable grounds, the student shall provide CIC's Academic Office with satisfactory evidence supporting the absence. Satisfactory evidence such as a medical certificate must be provided to CIC's Academic Office within a reasonable time period thereafter.

Consequences for Breach of Policy

If a student is absent from a test or exam, without providing satisfactory evidence to justify the absence, the student's teacher in consultation with the department head, may determine if the student is entitled to write a make-up version of the test or exam, at a future date, subject to any deductions determined at the sole discretion of the student's teacher. The student can appeal to the department head in the event they are unhappy with the teacher's decision. In the event that a student misses two (2) tests or exams in a semester (whether such absences have been excused by the department head or not), the student may be required to meet with the Principal or Vice Principal.

No opportunity will be provided to a student to make-up a final exam unless the student can provide evidence of hospitalization or such other evidence to prove the occurrence of an exceptional intervening event sufficient to excuse the student from writing the final exam. The determination of any exceptional intervening event shall be at the sole discretion of the Principal or Vice Principal. In such circumstances when a student has been excused from a final exam, the student will be required to write a make-up exam at such time as determined by CIC.

Extra fees will apply for all make up tests and exams.

Parents/guardians will be advised of any student who is acting in contravention of this Academic Test and Exam Absenteeism Policy.

Any student in breach of the foregoing may be directed to the Principal or Vice Principal who shall determine the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.

2. Academic Assignment Policy

Statement of Intent

All academic assignments are dedicated to developing a student's intellectual, social, creative, and academic skills. It is necessary that all students actively engage with and complete assigned projects provided by CIC faculty and submit only originally-produced materials, as required.

Policy

Students at CIC must submit all academic assignments on the prescribed due date as established by the student's teacher. The teacher has the discretion to make alternate arrangements with the student but is under no obligation to do so, save and except the provision of sufficient reasons for the student's noncompliance. Based on Assessment, Evaluation and Reporting policy, teachers are permitted to make any alternative arrangements including but not limited to the following:

- Helping students develop better time-management skills;
- Maintaining ongoing communication with students and/or stakeholders about due dates and late assignments, and scheduling conferences with stakeholders if the problem persists;
- Setting up a student contract;
- Using counselling or peer tutoring to try to deal positively with problems;
- Holding teacher-student conferences;
- Reviewing the need for extra support for English language learners;
- Understanding and taking into account the cultures, histories, and contexts of students and parents and their previous experiences with the school system;
- Providing alternative assignments or tests/exams where, in the teacher's professional judgement, is reasonable and appropriate to do so;
- Planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute.

The Principal or Designate has the discretion to authorize any of the above accommodations.

Consequences for Breach of Policy

Mark Deductions for late assignments is 2% per day to a maximum of 20%. Hard Copies - end of school day, Soft Copies - end of day (11:59 PM), Last Day for late Submissions is the last day of classes before an exam period.

Assigning a Zero/No Mark

Assigning Zeros

Zeros indicate that there is no evidence of learning. A zero can act as placeholders or a grade depending on the circumstance. Marks of zeros should be used as the initial entry of grades.

Zero as a Placeholder:

Teachers are communicating to students and stakeholders that the student has not yet demonstrated learning and that there is an obligation of the student to demonstrate that knowledge.

Zero as a Grade:

Zeros must be in place for reporting periods. If the student submits work after the reporting period, then the teacher will replace the zero with the achieved mark. If no evidence of learning is submitted, then the zero will remain. Decisions regarding assigning a zero as a grade will follow the "Reasons for Entering NM (No Mark)" stated below and the consideration guidelines as described in Appendix D.

Possible Reasoning for Entering a Mark of Zero

- Unauthorized Absence
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- Not submitted
- Earned 0
- Academic Dishonesty
- Not Submitted with Approved Extension

Reasons for Entering NM (No Mark)

A mark of zero may be replaced with an entry of NM when a teacher, in consultation with department head or at the direction of the Circle of Care Committee (CoCC) leadership, determines that a zero would result in a misrepresentation of the student's overall achievement at a reporting period. An entry of NM may also be used when a teacher determines that there is no obligation of the student to demonstrate evidence for a particular evaluation. Decisions regarding Zero vs. No Mark should follow the consideration guidelines as described in Appendix D.

3. Academic Integrity Policy

Statement of Intent

CIC is committed to ensuring academic integrity in all school activities and aims to instill in its students the highest standards of academic behaviour.

At all times CIC students are expected to submit original work, whether working individually or in collaboration with other students as part of a group assignment or activity.

Policy

Guided by the Character Keys for Success at Columbia International College (CIC), we are committed to ensuring academic honesty in all school activities and aim to instill in our students the highest standards of academic behaviour and integrity. CIC students are expected to submit original work, whether working individually or in collaboration with other students. CIC achieves this by following the expectations outlined by the Ontario Ministry of Education through our Code of Conduct.

Rationale for Academic Integrity

- Citing reliable information gives credibility to your work.
- Not citing your sources means you are stealing the ideas of others.
- Cheating is unethical.

There are consequences to academic dishonesty and plagiarism which will impact your academic progress and violations will be tracked.

For the purposes of this policy, the following definitions apply:

Academic Dishonesty - Submitting or presenting the words, ideas, images, sounds, graphs, etc., of others as your own (even if you paraphrase it) without giving the original author credit. This includes submitting your own work to a teacher that has already been submitted and marked by a different teacher in another class.

<u>Intentional</u>	<u>Unintentional</u>
<ul style="list-style-type: none"> • copying a friend’s work • buying or borrowing papers • cutting and pasting blocks of text from electronic sources without documenting • media “borrowing” of diagrams, images, music, graphics, etc. without documentation • web publishing without permission of the creator 	<ul style="list-style-type: none"> • careless paraphrasing • poor documentation • quoting excessively • failure to use your own “voice”

Plagiarism - involves the submitting or presenting work that is either in whole or in part the ideas, language, or other intellectual property of another person, without acknowledging the source. Plagiarism applies to all assignments, projects, submissions, tests, exams or otherwise.

Consequences for Breach of Policy

Any student suspected of committing Academic Dishonesty will immediately be assigned a grade of zero, until such time that a student is able to demonstrate that the work is his or her own, if authorized.

Consequences include, but are not limited to, the following:

- Counselling
- Written warnings
- Resubmission of assignment or retaking an alternate test
- Deduction of marks
- A mark of zero (0%)
- Consequences in accordance with Article 16 of CIC Code of Conduct

4. Academic Discipline Review

CIC reserves the right to place any student on the Academic Discipline Pathway, if the student (i) fails all academic courses enrolled in a given semester; or (ii) fails the same level of English as a Second Language (“ESL”) two times. The Principal or party so designated by CIC, at his or her sole discretion will provide the student and his or her parent/guardians notice of the Academic Review, which will also outline the conditions of the Academic Review.

If a student on Academic Review fails to meet the conditions of the Academic Review, the Principal or Designate upon the recommendation of the Circle of Care Committee shall notify the student and his or her parents/guardians to an Academic Discharge, as set out in the disciplinary policy in Article 16.

5. Courses Taken Outside of Columbia

Students at Columbia International College must receive prior written permission from the Principal to take Ontario courses at another school.

A \$500 CAD administrative fee will be charged to process each credit. Permission may be given only if that course is not offered by Columbia International College.