

Key values of Sir John A. Macdonald Secondary School and the WRDSB include respect, responsibility, honesty, and trustworthiness. Our expectations for student behaviour and academic conduct come from these core values. In accordance with **Waterloo Region District School Board** guidelines outlined in **the Assessment, Evaluation, and Reporting Handbook**, the following policies are in effect at SJAM:

a) Late and Missed Assignments

Completing tasks on time has been shown to be a key part of school success. It is the expectation that students will submit all required work by the assigned deadlines.

- If work is not submitted on time, next steps will involve student-teacher conferences, parent/guardian contact and may include student referral to in-school supports.
- The teacher will determine a date after which he/she will no longer accept an assignment for marks. In the absence of these student products, teachers will use professional judgement to determine a grade based on evidence of learning available/seen to that point.
- If one or more assignments are not completed, students risk losing the credit for the course.
- The Learning Skills section of the student's Provincial Report Card will be used to reflect incidents of late and missed assignments.

b) Cheating and Plagiarism

It is the expectation that students will submit their own, original work for the purpose of demonstrating their learning. Note that plagiarism includes both sharing original work and using work that is not one's own. In the event that cheating or plagiarism occurs, the following consequences may be implemented, in consultation with administration, depending on the situation:

- The student who plagiarizes will be required to complete the *SJAM Academic Honesty Remediation Tutorial*.
- The student may be required to redo all or part of the assignment or assessment.
- The student may be required to complete an alternate assignment or assessment.
- Consequences may include a loss of access to academic awards and scholarship opportunities.
- Plagiarism will be reflected in the Learning Skills section of the student's Provincial Report Card.
- Potential disciplinary actions may also include suspension.

c) Waterloo Region District School Board Policy for Provincial Report Card marks below 50%

In the following cases, a credit will not be granted;

Grades 9 and 10:

- 45% is the only mark that can be reported for a student achieving below Level 1
- A student may receive an I if there is insufficient evidence to determine a grade

Grades 11 and 12:

- The only marks that can be reported for a student achieving below Level 1 are in the range of 35 - 45%
- If a student has demonstrated NO evidence, a mark of 0 will be assigned

