

Student Academic Dishonesty Settlement Form
Vincent Massey Secondary School

CHARGE OF ACADEMIC DISHONESTY

NOTE TO TEACHER:

To determine if this is the student's first violation, please refer to the Academic Dishonesty List (ADL) or Edsby Profile.

NOTE TO STUDENT:

The school policy on academic dishonesty is outlined on the school's website (www.publicboard.ca/school/Massey)

Student Name: _____	Teacher Name: _____
Course: _____	Course Code: _____
Indicate type of alleged violation:	Date of alleged violation: _____
<input type="checkbox"/> Cheating: _____	<input type="checkbox"/> Complicity (Unauthorized Collaboration)
<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Multiple Submission
<input type="checkbox"/> Fabrication and/or Falsification	<input type="checkbox"/> Other: _____

STEP 1: Teacher Recommended Action(s)

- Formal warning: Inclusion of Settlement Document in Edsby Portfolio and inclusion of details in the ADL.
- Required participation in a course and/or assignment on academic ethics and integrity.
- Reduction in grade on the assignment, examination, or academic exercise. Reduce grade to/by: _____
- Required resubmission of original assignment or academic exercise. Reduce grade to/by: _____
- Required resubmission of alternate assignment or academic exercise. Reduce grade to/by: _____
- Reduction in grade for the course. Reduce grade to/by: _____
- Other: _____

STEP 2: Teacher meets with student

Date of initial meeting: _____

Share all relevant materials/information with the student at this time including recommended action(s).

After the meeting, the student has up to three (3) school days in which to consider whether to accept a settlement and/or discuss any questions or concerns with their teacher, parent/guardian and/or Guidance counsellor.

Date Signed Settlement Form Due: _____

STEP 3: Teacher attaches brief summary of the incident, including copies of relevant materials to this form.

STEP 4: Resolution

Date signed Settlement Form received: _____

FOR THE TEACHER:

If option 1 is selected by the student: Submit the completed Settlement Form to the student's Edsby Portfolio & details to the ADL two (2) school days after the signed the form has been received.

Date Settlement Form Uploaded to Edsby Portfolio & ADL: _____

If option 2 is selected by the student: a) Inform the student's Guidance Counsellor and Vice-Principal/Principal within five (5) school days of receiving the signed Settlement Form and set up an Academic Honesty Meeting.

b) Submit Settlement Form to the student's Edsby Portfolio & details in the ADL two (2) days after completed Academic Honesty Meeting.

Date scheduled for Academic Honesty Meeting: _____

FOR THE STUDENT:

Please select **ONE** of the two options below. You have three (3) school days to consider your options.

OPTION 1: I ACCEPT THE SETTLEMENT AND RECOMMENDED ACTION(S).

By initialing **EACH** statement and by my signature below, I hereby agree to the terms of this statement.

- I voluntarily admit I am responsible for the violation(s) with which I am charged, and I accept the action(s) the teacher has recommended.
- I understand that if this is a first case, and I am accused of academic dishonesty in the future, there will be further disciplinary actions by school administration, including possible suspension (as outlined on the school's website).
- I understand that this settlement cannot be revoked once I have signed it.
- I understand that receiving a failing grade assignment/assessment (if applicable) may have additional academic consequences.
- I understand that any penalty in grading imposed due to an admitted academic integrity violation will not be replaced or upgraded.
- I understand this settlement form will be kept on record at Massey and details in the ADL.

Student's Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

OPTION 2: I DECLINE THE OFFERED SETTLEMENT FORM OR RECOMMENDED ACTION(S).

By initialing **ONE** of the two statements with supporting reasoning and by my signature below, I hereby agree to have the matter referred to an Academic Honesty Meeting with the Vice-Principal and/or Principal:

- a) I decline to accept responsibility for the alleged violation(s)

Because: _____

OR _____

- b) I decline to accept the teacher's recommended actions(s)

Because: _____

Student's Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Subsequent recommendation(s)/actions following Academic Honesty Meeting:

Student's Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Vice-Principal/Principal Signature: _____

Date: _____