

Academic Integrity Response Pack

A fair evidence-based process for instruction, documentation, conversation, and repair

THIS PACK INCLUDES

- Preventive instruction checklist
- Fact record
- Student conversation guide
- Repair and reassessment plan

Designed for grades 6-12. Print, adapt, and use it without an email gate.

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Prevent Before You Police

Students need explicit boundaries, examples, and allowed-help rules before consequences are fair.

Assignment design

- Name which collaboration is allowed.
- Name whether and how AI tools may be used.
- Require checkpoints or process evidence.
- Model citation and paraphrasing with a real example.

Student clarity

- Explain what counts as unauthorized help.
- Show an acceptable and unacceptable example.
- State consequences and repair options in advance.
- Provide a way to ask before submitting.

Academic Integrity Fact Record

Document what can be observed. Do not diagnose motive in the record.

Assignment, class, and date
Observed evidence that raised the concern
Comparison source or process evidence
Student explanation in their own words
Policy consulted and people notified
Immediate action taken

Conversation and Repair Plan

The goal is accountability, accurate evidence of learning, and a defensible path back.

What happened? Facts first.
What help or source was used, and where did it enter the work?
What learning can the current submission actually prove?
What must be redone or newly demonstrated?
Deadline, conditions, and available support
Follow-up and restored standing