

Northwest High School Academic Integrity Policy

At Northwest High School all students are expected to strive for and maintain the highest standards of academic integrity and honesty. The purpose of this policy is to define and clarify these expectations for students, parents, and staff. These expectations are supported in the [Student Code of Conduct](#) in Montgomery County Public Schools.

Practicing academic integrity and honesty at school means that a student has neither given nor received unauthorized aid on their work. Integrity is an important life skill that students are still developing in high school and reflects honesty and ethics in school and beyond.

All students are expected to interpret the above statement broadly and in good faith. Some examples of not following this policy include, but are not limited to:

1. Viewing someone else's work during an assignment/assessment or making their work available to other students.
2. Sharing the content of an assignment/assessment with other students or asking for others to share the content of an assessment.
3. Conferring with other students or adults on an assignment/assessment when the teacher has instructed that work be completed independently.
4. Using unauthorized notes or tools during an assignment/assessment.
5. Using a cell phone, computer, or any technology during an assignment/assessment in any way other than what your teacher has instructed.
6. Plagiarizing another's words, ideas, images, or work, including using translation services.
7. Misrepresenting information about events, hours, participation or other important data. (For example SSL hours or internship hours)
8. Forging a signature.
9. Preparing or attempting to perform academic dishonesty in any form.

In cases where a student is suspected of violating the Northwest Academic Integrity Policy, the following is expected to occur:

- Two-way communication between the teacher and student/parent regarding the situation.
- Follow up restorative/coaching conversation between the student/parent and teacher with a focus on how to complete the assignment in question and avoid violating the academic integrity policy moving forward.
- If needed or when there are concerns about repeated instances, communication between the teacher, resource teacher, counselor and/or grade level administrator.
- Documentation of communication between the student/parent and all staff involved.
- If a student is found to have had a lapse in academic integrity, this may result in the student having an opportunity to re-submit the assignment/assessment and earning a maximum of one letter grade below the highest possible grade.

The Northwest Academic Integrity Policy aims to instill in students an understanding of the role that honesty and integrity play in their character and behavior as young adults. This includes opportunities to maintain relationships and support students' social-emotional health and maturity.