

Northwest High School 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. The policy is intended to benefit all students and to protect those who do show integrity and honesty at school. These expectations are supported in The Student's Guide to Rights and Responsibilities in Montgomery County Public Schools and the Montgomery County Grading and Reporting Policy. Our policy states that:

Practicing academic integrity and honesty at school means that a student has neither given nor received unauthorized aid on his/her work.

All students are expected to interpret the above statement broadly and in good faith. Failure to follow this policy can take many forms and may include, but is not limited to, the following:

1. Looking on someone else's paper during an assessment.*
2. Moving your paper into the viewing range of another student during an assessment.
3. Telling someone who has not taken an assessment what the questions or problems are.
4. Asking someone who has taken an assessment what the questions or problems are.
5. Conferring with other students or adults on a take-home assessment when the teacher has asked that work be completed independently.
6. Writing or having unauthorized notes (cheat sheet) in a convenient place and/or referring to them during an assessment.
7. Using signals to help another student on an assessment.
8. Using a cell phone during an assessment.
9. Plagiarizing another's words, ideas, images or work.
10. Tampering with a teacher's records or grades.
11. Misrepresenting information about events, hours, participation or other important data. (i.e. SSL hours, internship hours)
12. Forging a signature.
13. Using strategic absenteeism on the day of an assessment or due date to gain unfair advantage.
14. Using online translating services or tools in World Language work.
15. Preparing or attempting to perform academic dishonesty in any form.

***The term assessment refers to any student work that is submitted for credit and/or a grade.**

Consequences for violation of the Northwest Integrity Policy *will* include:

- The teacher will document the incident in MyMCPS.
- Parents will be notified.
- The counselor and grade level administrator will be notified.

And may also include:

- The student earns a zero for the assessment.
- The student will conference with the teacher and grade-level administrator.
- Adults in charge of honor societies, teams, and extracurricular groups will be notified.
- The student may be removed from the honor society, team, or extracurricular group and/or may lose a leadership position.
- The administrator will document the incident in writing and keep the documentation on file.
- Suspension
- Recommendation for expulsion