

WEST POTOMAC HIGH SCHOOL HONOR CODE

Statement of Wolverine Pride

I am entrusted with the responsibility of upholding and contributing to an atmosphere of mutual respect, honesty, and fairness. My personal honor is essential to preserve my good name and the integrity of the West Potomac Community.

Pledge

I will neither plagiarize nor give/receive unauthorized aid on any test, quiz, research paper, lab or any other student-generated work.

To maintain academic integrity at West Potomac High School, all students will avoid:

- Cheating – giving or receiving of unauthorized information
- Fraud – deceiving others for personal gain (including copying, forgery, dishonesty, and falsifying data)
- Plagiarism – copying the language, structure, idea, and/or thought of another person and representing it as one's own original work; using information obtained from printed or electronic sources that is not appropriately cited

Proactive Measures

Student Responsibilities

To maintain and support the academic integrity of the school community by

- completing all assigned work, activities, and tests according to the stated policies without engaging in cheating, fraud, or plagiarism.
- understanding the school-wide Honor Code and individual teacher assignment guidelines.
- clarifying with the instructor any ambiguities about violations of the Honor Code on an assignment.
- protecting individual work from use by other students unless teacher permission is specifically given.
- signing designated assignments with the statement, "I have neither given nor received help on this assignment," thereby asserting the integrity of the work.
- checking all papers and assignments carefully for documentation and originality of thought.
- ensuring electronic devices will not be used to take pictures of assessments at any time. Electronic devices will be powered off and away during testing times.

Teacher Responsibilities

To maintain and support the academic integrity of the school community by

- clearly presenting the school-wide Honor Code and individual teacher guidelines, including specific guidelines for collaboration on assignments.
- maintaining the integrity of the testing process through monitoring test taking, changing assignments from year to year, developing multiple versions of a test, as well as other methods.
- utilizing a variety of resources to check for plagiarism and originality of thought.
- reporting any violation of the Honor Code to the parent and follow up with honor code referral.

Parent/Guardian Responsibilities

To maintain and support the academic integrity of the school community by

- becoming knowledgeable of the Honor Code expectations.
- attending conferences as requested.
- Talking with children about integrity, value, and implication.

WEST POTOMAC HIGH SCHOOL HONOR CODE REFERRAL FORM- Section 1

Instructions:

1. **Please click here for step-by-step instructions Honor Code Referral Instructions.**
2. The referring teacher is to complete Section I explaining the alleged violation and email to the chair of the honor council using the submission button at the bottom of this form. Please add any attachments to support this referral in the email.
3. Save a copy of this referral by following this process File-save as- save a copy in your files. T SA T T
4. After you submit section 1 using the button at the bottom of this form, print a copy of this two page referral to give to the student along with supporting documentation, after communication with the parent has been made.

Section 1 Honor Code Referral: To be completed by teacher.

Referring
Teacher:

First

Last

Student:

First

Last

Grade Level:

_____ Student ID: _____

Date of Referral:

Date of Incident (if different): _____

Type of Violation (check all that apply):

Cheating

Plagiarism

Fabrication

Misrepresentation of
academic records

Facilitating academic
Dishonesty

Other

Incident Summary: (Attach pertinent documents or narrative, to include communication with parent/guardian)

WEST POTOMAC HIGH SCHOOL HONOR CODE REFERRAL FORM

Note to the student:

- Your teacher believes that you may have violated the West Potomac High School Honor Code. It is your teacher's professional responsibility to submit an Honor Code Referral if there is a possibility of a violation.
- This matter has been discussed with you by the referring teacher and your parent/guardian has been notified.
- Any questions from this point should be directed to the chair of the Honor Council, Mrs.Chill (rechill@fcps.edu).
- You must now state your position, whether you violated or did not violate the Honor Code, by circling either A, B or C, and then signing the form.
- Selecting "A" means that you violated the Honor Code and will accept the penalty imposed by the teacher and/or Honor Council (you may attach a typed statement for the Honor Council to consider).
- Selecting "B" means you deny violating the Honor Code and you must submit a typed response along with the signed referral form, for the Honor Council to consider. You will be invited to appear before the Honor Council to discuss your case. You will be notified by the Chair of the Honor Council as to the date and time of your hearing.
- Selecting "C" means you are neither admitting nor denying that you violated the Honor Code and you wish to have the Honor Council review all of the evidence, including your typed response, before making a determination. You will be invited to appear before the Honor Council to discuss your case. You will be notified by the Chair of the Honor Council as to the date and time of your hearing.

- A. I hereby **acknowledge that I violated** the Honor Code and will accept the penalty imposed by the teacher and/or the Honor Council. (student may attach a written statement if desired)
- B. I hereby **deny that I violated** the Honor Code and wish to submit a typed response on my behalf for consideration by the Honor Council. I understand that I have the option of appearing before the Honor Council to discuss my case. My typed response is attached to the referral.
- C. I hereby **neither admit nor deny** that I violated the Honor Code and request that an investigation and hearing be conducted by the Honor Council. I understand that I have the option of appearing before the Honor Council to discuss my case. My typed statement concerning this incident is attached to the referral.

Student Signature _____

Note to the parent:

Your signature indicates that you have discussed the potential violation of the Honor Code with your child. It does not imply agreement or disagreement.

Parent Signature _____

WEST POTOMAC HIGH SCHOOL HONOR COUNCIL ACTION FORM

Teacher or Referring Party: _____

Student Name: _____

Date of Referral: _____

Date of Honor Council Review/Hearing: _____

Number of previous violations _____

After reviewing the attached referral and/or holding a hearing, the Honor Council finds the following:

____ **No evidence (or insufficient evidence) exists of a violation;** therefore, no further action will be taken.

____ **An act that violated the Honor Code occurred** but there does not appear to have been the intention of violating the honor code. Recommended action:

____ **An Honor Code violation occurred with intent.** Based upon the severity of the offense, further recommended action is:

If the student would like to appeal the above decision, he/she must do so in writing within two school days of receipt of this notice by obtaining an "Appeal of the Honor Council Decision" form from the Chair and following the procedural directions.

Cc: Teacher/Referring party, student named above, Honor Council file - violation 1

Cc: Teacher/Referring party, student named above, school counsellor, alpha administrator, parent/guardian, Honor Council file- violation 2+

WEST POTOMAC HIGH SCHOOL CONSEQUENCES FOR HONOR CODE VIOLATIONS

Options for recommended actions for students found guilty of violating the WPHS Honor Code:

1st Violation:

1. Student must resubmit the assignment or alternative assignment with any additions deemed necessary by the instructor.
2. The violation shall be reported and kept on file by the Honor Council in a secure location and destroyed upon the student's graduation from West Potomac.

2nd Violation:

All the above, in addition to:

1. Notification to Coaches, and Sponsors of any extracurricular activities. The student may be removed from any honor societies that he/she is a current member of and/or removed from class office.
2. The student may be deemed ineligible to apply to any honor societies or run for any SGA/class office for 12 months after the offense.
3. The violation shall be reported and kept on file by the student's administrator and school counselor, to be placed in the discipline and academic record files.
4. The Honor Council may recommend to administrator monitored community service on campus and/or detention.
5. Parent or guardian of student will be notified by mail (copy of Action Form will be sent).

3rd Violation and All Subsequent Violations:

All the above, in addition to:

1. The student shall be deemed ineligible to apply to any honor societies or run for any SGA/class office for the remainder of his/her high school career.
2. Violations will be forwarded to the alpha administrator.

WEST POTOMAC HIGH SCHOOL HONOR COUNCIL APPEAL PROCESS

1. The notice of the intent to appeal an Honor Council decision should be given to the Chair of the Honor Council within two school days of the receipt of the Honor Council's decision.
2. The Chair of the Honor Council will give the student this form to sign.
3. The Chair will give all accompanying documents from the Honor Council's decision to the grade level administrator within three school days of the date noted.
4. The student will return this form and provide a written statement explaining the reason for the appeal within three school days to his/her grade level administrator.

Reasons may include:

- a. Anything the student may have omitted from his/her original explanation to the Honor Council;
 - b. Additional information or documentation;
 - c. Any other reasoned assertion meant to persuade the Administrative Team that the Honor Council's decision should be overturned in full or in part.
5. The student's grade level administrator will submit all documents from the Chair and from the student for review by the Administrative Team.

The appeal requesting administrative review is made in written form. The decision will be made in consultation with members of the Administrative Team. Members of the Administrative Team will review all documents and advise both student and parent of its decision regarding the appeal within five school days. The decision will go to the Honor Council Chair to be maintained in the Honor Council files.

Although parents are not invited to appear before the Honor Council itself, parents frequently have a point of view or background information that they consider relevant. They may append a statement to the appeal made to the Administrative Team.

**WEST POTOMAC HIGH SCHOOL NOTICE OF APPEAL
OF HONOR COUNCIL DECISION**

I am formally appealing the decision of the Honor Council.

Made by: _____ (student)

Date: _____

To: Administrative Team – student’s alpha administrator

Attached: Written Statement by student and/or parent.