

WEST POTOMAC HIGH SCHOOL HONOR CODE PROGRESSION OF INTERVENTION (2023-24)

1st Offense

Teacher Actions	Administrator Actions	Student Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Individual Student/Teacher Conference <input type="checkbox"/> Confirm parent contact via phone and log contact in SIS <input type="checkbox"/> Submit honor code referral 	<ul style="list-style-type: none"> <input type="checkbox"/> Optional student conference with opportunity to appeal <input type="checkbox"/> Submit SIS entry 	<ul style="list-style-type: none"> <input type="checkbox"/> Opportunity to re-do assignment (or similar assignment based on teacher's discretion) for 4.0 credit <input type="checkbox"/> Ask teacher for deadline and method of resubmission

2nd Offense

Teacher Actions	Administrator Actions	Student Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Individual student/teacher conference <input type="checkbox"/> Confirm parent contact via phone and log contact in SIS <input type="checkbox"/> Submit honor code referral 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit SIS entry <input type="checkbox"/> Administrator Conference with opportunity to appeal <input type="checkbox"/> Schedule honor code seminar <input type="checkbox"/> Email parent/guardian seminar letter 	<ul style="list-style-type: none"> <input type="checkbox"/> Opportunity to re-do assignment (or similar assignment based on teacher's discretion) for 2.0 credit <input type="checkbox"/> Ask teacher for deadline and method of resubmission <input type="checkbox"/> Required honor code seminar attendance <input type="checkbox"/> 14 day club/ activity ban

3rd Offense

Teacher Actions	Administrator Actions	Student Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Individual student/teacher conference <input type="checkbox"/> Confirm parent contact via phone and log contact in SIS <input type="checkbox"/> Submit honor code referral 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit SIS entry <input type="checkbox"/> Administrator/student conference <input type="checkbox"/> Administrator parent contact 	<ul style="list-style-type: none"> <input type="checkbox"/> Student will receive a 0.0 for the assignment. <input type="checkbox"/> Student will be removed from any and all honor councils and school leadership positions. <input type="checkbox"/> 30-day school activity suspension

Student Appeals

Students have the right to appeal all honor code allegations to the honor council **within five school days** of receiving their honor code violation report via email. Students interested in appealing will be provided an appeal request form located in the honor code violation email report. All appeal request forms should be emailed to Jennifer Alpers, Honor Council Administrator at jalpers@fcps.edu.