



# HONOR CODE

*"As a member of the Haverford community,  
I am a man of integrity who embodies respect,  
honesty, and courage."*



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# Mission

The mission of The Haverford School Honor Code is to facilitate the moral, social, and character development of each boy and prepare students to address moral challenges honorably. The Honor Code promotes a strong sense of community based on respect, honesty, and courage.



# Values Education

The primary responsibility of the Honor Council is to promote the values included in the Statement of Values through educational programs that encourage students to think about and act on these values.

## *Faculty and the Honor System*

Faculty and staff play an important role in supporting and promoting the Honor Code. Faculty members' actions and behavior should be exemplary inside and outside the classroom. Teachers have the responsibility to define the specific Honor Standards in any academic work in their course.

At the beginning of the course, teachers must explain the definition of “authorized” and “unauthorized” help on assignments. If a student is uncertain about what help he is permitted to receive, he must ask the teacher for clarification.

## *Parents and the Honor System*

Although parents do not play a formal role in the workings of the Honor Code or the Honor Council, they play a vital role in supporting the Honor Code and educating their children about honor. The school will inform the parents of an accused student regarding any allegations involving their son. Parents should also be aware of and support the Honor Code for all academic assignments.





## Honor Code

AS A MEMBER OF THE HAVERFORD COMMUNITY, I AM A MAN OF INTEGRITY WHO EMBODIES RESPECT, HONESTY, AND COURAGE.

The following questions are guidelines to help members of The Haverford School community make the right choices:

- » Does this action mislead or deceive?
- » Does this action give me or others an unfair advantage?
- » Does this action deprive another person of his/her rightful property?
- » Does this action hurt or disrespect another person?
- » Does this action bring discredit to The Haverford School community and reputation?

Although the above questions are not part of the formal Honor Code, they are essential to helping students live by the Honor Code.

# Honor System

## *Article I. Honor Council Structure*

1.       Four Form VI Students  
          Three Form V Students  
          Two Form IV Students  
          Two non-voting Faculty Advisors
2. Any student wishing to be on the Honor Council must submit a letter of intent.

Once the letters are submitted, the Honor Council reviews them and selects candidates to be interviewed. After the interview process, finalists from each Form are selected by the Honor Council, and then given the opportunity to give a speech to their Form. These candidates are then voted on by Form to determine the representative(s).

3. Each year two rising Form IV students, one rising Form V student, and one rising Form VI student are added to serve on the Honor Council. Once selected, a student serves for the remainder of his years at Haverford.
4. By a majority vote the Honor Council may ask any member it feels has violated the Honor Code or a significant Community Standard to leave the Honor Council. In this case, the Honor Council selects another member of the violator's Form to fill his position on the Honor Council.

## *Article II. Honor Council: Roles and Responsibilities*

### **CHAIRMAN**

The Chairman, a VI Former, is responsible for running each hearing. He speaks to all the witnesses during the Honor Council Hearing and initiates and controls the question-and-answer sessions, but he is not the only one who can ask questions. He is also responsible for keeping order and ensuring that the Honor Council Hearings and deliberations run smoothly and efficiently.

## **VICE-CHAIRMAN**

The Vice-Chairman, a VI Former, is responsible for informing all members of the Honor Council and the randomly selected jury members of the time and date of a particular Honor Council Hearing. If the Chairman is unable to complete his duties, the Vice-Chairman will assume all of his responsibilities.

## **BAILIFF**

The Bailiff, a VI Former, serves as an escort to all parties in and out of the Honor Council Hearing room. His purpose is to calm the person in question and all witnesses. He will also explain the procedures of the hearing to the person in question and all witnesses. The Bailiff also introduces each person as he/she comes into the Honor Council Hearing room.

## **SCRIBE**

The Scribe is a non-voting member of the Honor Council. His primary function is to serve as the secretary of the hearing. While he does not vote, he does attend the deliberations in order to answer any questions that may arise regarding his notes.

## **COUNCIL MEMBERS**

The council members are present at the hearings. They ask questions of the person in question and all witnesses. At the conclusion of the Honor Council Hearing, the council members and jury members will make a recommendation to the Head of the Upper School.

## **GRAND JURY**

The Grand Jury, consisting of the Chairman of the Council, the Honor Council Advisors, and two randomly selected members of the person in question's Form, will determine if the incident is a possible violation of the Honor Code and therefore warrants a hearing.

## **JURY MEMBERS**

The jury members are present at the Honor Council Hearing. Jurors act as council members and have an equal role, but are only selected for that particular Honor Council Hearing. They are selected at random. They ask questions of the person in question and all witnesses. At the conclusion of the Honor Council Hearing, the jury members and the council members deliberate and then make a recommendation to the Head of the Upper School.

### ***Article III. Honor Council Hearing Procedures***

When an allegation is raised concerning a student of The Haverford School, this allegation may be reported to any administrator, faculty member, or representative of the Honor Council. The Dean of Students will investigate the allegation by speaking to all parties involved. Once the investigation is complete, the Dean of Students will present the evidence to the Grand Jury, who will determine, by a majority vote, whether an Honor Council Hearing is warranted. The Grand Jury will make its decision by applying the five questions stated under the Honor Code.

An affirmative response to any of the questions may warrant an Honor Council Hearing. If a hearing is not deemed necessary, the Head of the Upper School may still impose other disciplinary measures according to the Upper School Handbook. Should an Honor Council Hearing be deemed necessary, a witness list will be compiled by the Dean of Students. This list will include all teachers, advocates, and other witnesses who may clarify the situation.

Prior to an Honor Council Hearing, an eleven-person jury will be selected. If possible, six of the eleven jury members will be selected from the Honor Council on a rotating basis. The remaining five jury members will be randomly selected from the student body according to the table below (III Formers are not eligible to serve as jury members until second semester).

Form of Person in Question	Number of VI Formers	Number of V Formers	Number of IV Formers	Number of III Formers
VI	3	1	1	0
V	1	3	1	0
IV	1	1	3	0
III	1	1	1	2*

\* During first semester, the two III Form jury members will be replaced by a IV and V Former.



Two alternates will also be randomly selected, one VI Former and one V Former, who will serve in the event that someone is unavailable.

The entire student body is eligible to serve on a jury, except for a student who has violated the Honor Code. Students who have violated the Honor Code are ineligible to serve on a jury for that academic year.

In the event that two or more students are involved in the same allegation, one jury will be selected utilizing the Form of the most senior person in question. Should an allegation arise during an Honor Council Hearing (i.e. a witness not telling the truth), the jury sitting on that hearing will also serve as the jury for any subsequent hearing(s).

Prior to the Honor Council Hearing, all the jury members will be briefed about confidentiality and being unbiased and be required to sign an agreement. They will also be given a broad overview of the Honor Council Hearing. This briefing should be unbiased and state only the facts, the names of the accuser and the person in question, and what allegedly happened. This briefing is intended to share the facts of the case and to provide each jury member the opportunity to recuse himself.

The hearing begins with the Dean of Students presenting background information and answering any questions pertaining to the case. Following the Dean of Students, the accuser and all witnesses will meet individually with the Honor Council. There will be a question-and-answer period following each person's testimony. After all testimonies, the person in question will enter the Honor Council Hearing. The person in question will be read his rights, which include:

1. making a statement on his behalf;
2. having a teacher advocate; and
3. having witnesses make statements about the facts of the case.

The person in question will then be read the accusations against him according to the script below and asked if he agrees or disagrees.

“You are here because there are allegations against you involving lying, cheating, stealing, vandalism, disrespect, and/or violence that is a violation of The Haverford School Honor Code, which states: “As a member of the Haverford community, I am a man of integrity who embodies respect,

honesty, and courage.”

“More specifically, it is alleged that question number(s) 1, 2, 3, 4, and/or 5 of the Honor Code, which state(s) (choose rule below), was/were violated.

- » Does this action mislead or deceive?
- » Does this action give me or others an unfair advantage?
- » Does this action deprive another person of his/her rightful property?
- » Does this action hurt or disrespect another person?
- » Does this action bring discredit to The Haverford School community and reputation?

The person in question will then testify, and his advocate will be given an opportunity to make a closing statement.

Once all the facts and mitigating circumstances have been presented, deliberations will begin. After a recommendation regarding both the punitive and rehabilitative measures has been agreed upon by a majority vote, the Chairman of the Honor Council, in the presence of one Honor Council Faculty Advisor, will present the recommendation and its rationale to the Head of the Upper School. Once a decision is reached, the Chairman of the Honor Council will present the decision to the person in question.

The Honor Council is deliberate and thoughtful in hearing each student’s case. The Head of the Upper School meets with the Head of the Honor Council and a faculty advisor to carefully consider the case before choosing to enact the recommendation. If a student believes that the hearing was not conducted fairly and in accordance with the high standards to which the Honor Council aspires or that the final punishment and rehabilitation are not commensurate with the offense, he has the option of appealing the decision to the Headmaster. To do so, he must write a detailed letter informing the Headmaster as to why he believes his case merits an exception and he should be prepared to speak to these circumstances.

#### ***Article IV. Consequences***

The goal of the Honor System is to promote personal growth and to support community standards. Remembering that rehabilitation and personal growth are goals of the Honor System, the Honor Council will consider mitigating and extenuating circumstances when making its recommendation.

## ***Article V. Amendments***

Amendments to the **Honor Code** may be proposed in two ways: First, an amendment may be proposed by a vote of two thirds of the entire Honor Council. Second, an amendment may be proposed by a petition signed by ten percent of the Upper School student body.

For an amendment to the **Honor Code** to take effect, there must be a ratifying vote in the second semester in which two thirds of the entire student body votes in favor of the amendment.

Amendments to the **Honor System** may be proposed to the Honor Council by any member of The Haverford School Community.

For an amendment to the **Honor System** to take effect, there must be a ratifying vote in which two thirds of the entire Honor Council votes in favor of the amendment.

## ***Article VI. Annual Events***

At the beginning of the academic year, all Upper School students will participate in a ceremony that marks their commitment to the Honor Code.





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**THE HAVERFORD SCHOOL**

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