Mission Statement
The Honor Code of Fort Worth Country Day has been established to instill trust, integrity and respect for others in ways that create and maintain an environment of trust based on a balance between responsibility and freedom, providing each individual with an opportunity for great self-development.

Definition of Honor
The basic components of honor are honesty, integrity, trust and respect for oneself, others and their property. The Fort Worth Country Day Honor Code is designed to uphold these qualities. The Honor Code is not only a system of expectations with the School, but a way of life for the members of the FWCD community. Honor is ultimately a matter of personal responsibility. The Honor Code, however, is a way for each individual to raise the whole community to a higher level of trust and freedom. By acting honorably and trusting that others are acting honorably, the individual contributes to a positive, trusting environment that aids personal and community development. Students, faculty and administration are equally charged with the responsibility for promoting the principles of honor and creating this atmosphere of trust.

Statement of Honor
Under these principles of honor, the Honor Code includes:

1. **Expectations.** Students are expected not to lie, cheat or steal. Students are expected to be honest and forthright in all communications with members of the FWCD community. Students are expected to respect the personal property of other community members. Students are expected to take responsibility for completing their own academic work as defined by the individual teachers. It is the students’ responsibility to understand what constitutes cheating. Students should assume that all work is to be done individually unless the teacher states that collaboration on a particular assignment is permitted. It is the teacher’s responsibility to establish clear expectations for all assignments.

2. **Reporting Violations of the Honor Code.** The Honor Code cannot function if those living under it do not hold others accountable for their actions. Every member of the Upper School community has the moral obligation to confront students who have violated the Honor Code and to report the violations to the Honor Council. While failure to do so in itself does not constitute a punishable offense, this expectation is crucial to the maintenance of the Honor System. However, if a student has been found guilty of violating the Honor Code, he/she is required to reveal the identity of any accomplices involved in the infraction.

3. **Annual Signing of the Honor Pledge.** In keeping with the above expectations, the Honor Code requires that every student recite the following Honor Pledge at the beginning of each school year, agreeing to uphold the expectations of the Honor Code:

   “On my Honor, I will not lie, cheat or steal, and I agree to act honorably in everything I do at Fort Worth Country Day.”

After reciting the Honor Pledge, with their classmates as witnesses, students will then sign their name in the Honor Book, below the Honor Pledge which will be written at the top of each page in the Honor Book. Any student that joins FWCD after the beginning of the school year will recite the pledge and sign the Honor Book in front of the Honor Council.
4. **Signing of the Honor Statement.** The Honor Code further requires that every student write and sign the following Statement of Honor on every test or other graded assignment:

   “On my Honor, (the student’s signature)”

Signing the pledge and statement serves as a reminder of the concepts that the Honor Code represents. A person’s signature is a promise of honesty and integrity.

**The Honor Council**

The Honor Council is an elected body of students, responsible for supervising the maintenance of the Honor Code, which includes dealing with violations of the Honor Code and educating the community about the expectations of the Honor Code. Members of the Honor Council will offer guidance and give access to the Honor System to everyone in the community. A student who witnesses a violation of the Honor Code may bring that information to an Honor Council member as well as to a teacher or administrator. The composition and duties of the Honor Council and the actual procedures for dealing with an Honor Code violation are explained in the Honor Council Charter.

**Honor Council Charter**

**Article I - Name**

The official name of this organization shall be the Fort Worth Country Day Upper School Honor Council, hereby known as the Honor Council

**Article II - Membership**

The Honor Council shall consist of seven elected student members: three representatives from the rising senior class; two representatives from the rising junior class; one representative from the rising sophomore class; and one representative from the rising freshman class. The president of the Honor Council will be elected from the senior and junior representatives.

**Article III - Advisor**

The advisor(s) to the Honor Council will be faculty members appointed by the division head. The advisors will be selected from a list of faculty submitted by the Honor Council. The advisor(s), along with the president, will serve to coordinate efforts between the administration and the Honor Council. They will attend all meetings of the Honor Council that deal with violations of the Honor Code.

**Article IV - Elections**

**Section 1: Eligibility Requirements**

A. A candidate for any position on the Honor Council must be currently enrolled at FWCD, be in good academic and disciplinary standing, be enrolled for the school year in which the term of office takes place, have met financial obligations with the Business Office and have the approval of the administration. Any student who has been on any kind of disciplinary probation in the Upper School cannot run for a position on the Honor Council. No student is allowed to hold a position on the Honor Council during a period of academic probation.

B. Membership in the Student Council or Discipline Committee does not preclude a student from serving on the Honor Council.

**Section 2: Election Procedures**

A. **Election of Representatives**
1. Honor Council representative elections for rising sophomores, juniors and seniors will be held in the spring for the next school year.
2. Candidates will file in writing with the Honor Council advisor at least one week prior to the election date. The advisor will verify the candidate’s eligibility to run.
3. All elections will be held by secret ballot, where students will only be eligible to vote for their respective class representatives.
4. The three candidates with the most votes in the senior class will be designated Honor Council class representatives. There will be a runoff only in the case of a tie between the third and fourth place candidates.
5. The two candidates with the most votes in the junior class will be designated Honor Council class representatives. There will be a runoff only in the case of a tie between the second and third place candidates.
6. The candidate receiving the most votes in the sophomore class will be designated Honor Council class representative. There will be a runoff only in the case of a tie.
7. The election for a freshman representative will be held in the fall after the Honor Code orientation.
8. The candidate receiving the most votes in the freshman class will be designated the Honor Council class representative. There will be a runoff only in the case of a tie.
9. The fourth place candidate in the senior class, the third place candidate in the junior class, the second place candidate in the sophomore class, and the second place candidate in the freshman class will be designated Honor Council alternates. In the event that a student is removed from the Honor Council, the alternate from that class will fill the position (see Article VIII - Dismissal).

B. Election of President

1. The six newly elected members of the Honor Council will hold a meeting as soon as possible.
2. In that meeting the six members will elect a junior or senior representative to serve as Honor Council president.
3. Once the president has been elected, an announcement should be made as soon as possible.

Article V - Duties

Every member of the Honor Council is expected to uphold and maintain the concepts set forth by the Honor Code.

The duties of the Honor Council representatives include, but are not limited to, the following guidelines:

Section 1: The president will be responsible for:

A. Notifying all members of Honor Council meetings.
B. Organizing that part of the freshman orientation that concerns the Honor Code.
C. Running an assembly of the Upper School at the beginning of the year to discuss the Honor Code.
D. Working with the advisor to organize meeting times of the Honor Council.
E. Announcing decisions reached concerning violations of the Honor Code.

Section 2: Led by at least one senior representative and freshman representative, the Community Liaison Committee will be responsible for:
A. Making sure that every Upper School student has signed the Honor Book at the beginning of the year. Any new students that join FWCD after the beginning of the year will sign the Honor Book within the first week of starting at FWCD.
B. Organizing an assembly of Middle School students during the first semester of the school year, explaining the Honor Code.
C. Organizing an assembly of Lower School students at least once during the year to discuss academic integrity.
D. Organizing an assembly of 8th grade students during the final quarter of the school year, educating the students on the Honor Code expectations in the Upper School.

Section 3: A member of the Honor Council, designated as the Secretary, will be responsible for:
A. Recording minutes and recommendations of all meetings of the Honor Council and delivering them to the Honor Council advisor.
B. Maintaining a file that contains all minutes of all Honor Council meetings and hearings.

Section 4: Student Council Meetings
The president of the Honor Council will attend at least one Student Council meeting per academic quarter in order to update the Student Council on the status of the Upper School community regarding the Honor Code. Other members of the Honor Council are encouraged, but not required, to attend these quarterly meetings.

Article VI - Procedures of the Honor Council
Section 1: Regular Meetings
A. The Honor Council will meet regularly to organize the duties of the members and discuss matters involving the maintenance of the Honor Code.
B. Regular meetings of the Honor Council should be coordinated with the Honor Council advisor.

Section 2: Violation of the Honor Code
A. Any member of the School community who observes a violation of the Honor Code is expected to discuss the incident with the person involved and/or report the incident to a member of the Honor Council, a teacher or the division head. While this is an expectation, failure to do so in itself does not constitute a punishable offense.
B. If the situation warrants further action, the division head and the advisor to the Honor Council, will meet to discuss the situation and determine if a formal meeting of the Honor Council is necessary.
C. Before the Honor Council meets, the Honor Council advisor and the Honor Council president will meet with the person suspected of violating the Honor Code to inform him/her that he/she needs to meet with the Honor Council.
D. If the Honor Council president is suspected of an Honor Code violation, another member of the Honor Council will assume the responsibilities of the president.
E. In all cases, the advisor and the parent/guardian of the student in question will be notified of a meeting regarding a suspected violation of the Honor Code. The advisor and the parent/guardian of the student in question will again be notified by the administration after a decision is reached by the division head upon completion of the case.
F. If a meeting of the Honor Council is necessary, it should be held as soon as possible.
G. All meetings of the Honor Council to discuss a suspected violation of the Honor Code must be at a time when classes are not meeting in a location physically separated from the Upper School.
H. The Honor Council will hear verbal and/or written testimony from the person who observed the alleged violation.

I. The person in question will then be invited into the meeting to further discuss and describe the situation.

J. When a student comes before the Honor Council, he/she may invite any FWCD staff members to the meeting to serve as moral and emotional support.

K. After the person in question leaves the meeting, the Honor Council will discuss and vote on a recommendation of action to be submitted to the division head.

L. The Honor Council advisor will notify the Honor Council of the decision of action to be taken. The division head may confer with the Honor Council before making the final decision.

M. If a student has been found guilty of violating the Honor Code, he/she is required to reveal the identity of any accomplices involved in the infraction.

N. An abstract of the case will be generated and posted in a timely manner and at least within the quarter when the violation took place, after the decision is made. The abstract will contain an outline of the events that led to the meeting of the Honor Council and the final decision. No names will be included in the abstract. Coinciding with the posting of the abstract, the president of the Honor Council will announce the content of the abstract to the Upper School community.

**Section 3: Confidentiality**

A. Every effort should be made to maintain the confidentiality of a person reporting an Honor Code violation.

B. Every effort should be made to maintain the confidentiality of a person that is found to have violated the Honor Code.

C. All information disclosed in a hearing of the Honor Council should be kept confidential by everyone involved.

**Article VII - Amendment Procedures**

The Honor Council has the right to amend the Honor Code Charter with a vote of five of seven members of the Honor Council, and the approval of the Upper School division head and the Head of School.

**Article VIII - Dismissal**

If a member of the Honor Council violates the Honor Code or is placed on disciplinary or academic probation, then he/she will no longer be an Honor Council representative. The alternate for that class will assume the position as Honor Council representative. In the event that an alternate from a class does not exist, the Honor Council advisor and the administration will appoint a student from that class to fill the position as needed.