

The Honor Council Code:

Preamble:

The Honor Council of Reed College is a group of appointed students, faculty, and staff that educates, advises, and mediates among members of the Reed Community regarding the Honor Principle. The Honor Principle is not a co



## II. Training:

Training will occur whenever new members are appointed to the Honor Council. Students, faculty, and staff members may all attend training. The Student Chair of the Education Subcommittee is responsible for introducing new members to the structure and responsibilities of Honor Council. Furthermore, there will be an extensive training at the beginning of each semester organized by the voting members of Honor Council.

## III. Full Honor Council Meetings:

The full Honor Council (students, faculty, and staff) shall hold a meeting open to the community at large at least once a month. Each of the subcommittees shall report on its actions since the last meeting. Additionally, events planning and general concerns brought to the attention of the Honor Council should be discussed. The Honor Council will take minutes in this general meeting. Community members may contact the Chair of the Honor Council to access minutes of full Honor Council meetings.

## IV. Advisory Role

- A. Members of Honor Council act as advisors to the campus community about the Honor Principle and Honor Process: in seeking the advice of a Council member, community members can expect to gain knowledge about their options in seeking resolution of disputes, grievances or breaches of honor. When consulted, Honor Council Members should attempt to neutrally present all available options and resources to aid in resolution of a conflict.
- B. Community members wishing to contact the Honor Council either verbally or in writing can obtain the names of Council members from the switchboard operator. Names of Voting Members should be distinguishable from ex-officio members as needed. In seeking advice the community member may remain anonymous.
- C. When giving advice, members of the Honor Council will not attempt to investigate the validity of the accusation, nor will they promote a particular result, but rather will discuss the processes through which a resolution might be reached.
- D. In no way will the Honor Council or any of its members seek to take sides in advising or in mediating a particular dispute. Members of the community that have been accused, either formally or informally, of an honor violation may discuss the matter confidentially with a member of the Honor Council.
- E. Normally, all communication between Honor Council members and community members relating to Honor Council business is confidential. If a member of the Council is unclear on the proper advice to give an inquiring member of the community, the Honor Council member must gain permission from the

community member before seeking the advice of other Honor Council members or other officers of the College. The exceptions to the strict confidentiality of Honor Council consultation are violations of the college's Sexual Assault Policy, Sexual Harassment Policy, and situations when there is a risk of imminent harm.

## V. Subcommittee Operation and Procedure:

### A. Education Subcommittee:

#### 1. Overview:

The Education Subcommittee serves to educate the community about the Honor Principle and Honor Process. To educate the community, the Education Subcommittee organizes community discussions about issues relating to the Honor Principle and hosts events for new members of the Reed community. The subcommittee works with college offices and student groups including Residence Life and the Judicial Board to facilitate community education. The Education Subcommittee will make available to the Reed community information regarding other committee functions and practices by means of mediation documents, procedural flow charts, confidential consultation regarding honor issues, and information regarding how to procure mediation or how to bring an honor issue to the Community Rights Subcommittee. In addition to all responsibilities listed below, the Subcommittee may undertake additional endeavors as befits its educational mission.

#### 2. Meeting Structure:

#### 4. Educational Events:

- a. Student Honor Council members will work with the Residence Life program to hold informal discussions in the residence halls in cooperation with the student Judicial Board members for the purpose of continuing to educate students about their options for resolving honor concerns. The Honor Council may also hold similar sessions for interested students who live off campus.
- b. The Education Subcommittee will plan at least one event per semester for the general education of the community about the Honor Principle and Honor Process.
- c. In addition to educating students on a regular basis, the Subcommittee may hold events directed at the faculty and/or staff. These programs aim to foster an awareness of the Honor Principle and its practical application for faculty and staff, targeting specific areas that need clarification (e.g., academic misconduct, grievance procedures, etc.).

#### 5. Publications:

- a. The Subcommittee shall also maintain the Honor Principle website by updating relevant information and adding documents as necessary.
- b. The Education Subcommittee may compile annual reports summarizing the Council's activities for the year. The Council may periodically report to the community about larger issues and problems concerning honorable conduct through articles published in *At Reed* and *The Quest*. These communications may take the form of white papers and should seek to stimulate campus wide discussion of the Honor Principle and the use of the community grievance procedures in adjudicating honor violations.
- c. The Education Subcommittee maintains and publishes the *Living With The Honor Principle* booklet in digital and paper form.

#### 6. Information Gathering and Liaisons:

various campus groups and offices. Each ex-officio member should have at least one such liaisonship.

- c. Each student member will be assigned an area group or dorm for which he or she is the Honor Council dorm representative. The dorm representative

#### 4. Filing a Mediation Request:

In order to begin the mediation process, one party to a conflict must complete a mediation request form and submit it to the Honor Council. Mediation request forms are available outside of the Honor Council Office. Completed forms can be submitted to any member of Honor Council or slid under the Honor Council Office door. The Chair of the Mediation Subcommittee will process this form. The Chair will select an acceptable mediator and forward the mediation request to the mediator. The mediator will then schedule a convenient time for the mediation.

#### 5. Pre-mediation Meetings:

Prior to formal mediation, the mediator may schedule a preliminary meeting with each party individually to discuss the issue. If these meetings occur, the mediator must meet with all parties to the mediation.

#### 6. Formal Mediation Process:

- a. No one may be present at mediation except the disputants and the

Dorm life, Posters on Campus, Vandalism). The community member who initially requested mediation should not be identifiable as such from the Mediation Summary Statement.

#### 7. Confidentiality and Recordkeeping:

- a. Any mediation that takes place as part of the honor process will be held in confidence, unless all parties agree otherwise. The Honor Council defines confidentiality with respect to mediation as an agreement not to release the names, the nature of the conflict, or details about the mediation process. This policy applies to Honor Council members, selected mediators from the community, and any and all parties involved in the dispute. Any information surrounding the incident known before the mediation took place is not bound by confidentiality. Exceptions to the strict confidentiality of Honor Council consultation include violations of the college's Sexual Assault Policy, Sexual Harassment Policy and situations when there is a risk of imminent harm.
- b. Information may be shared with individuals involved with the particular mediation (e.g., Honor Council Chair, Mediation Subcommittee Chair, selected mediators). Additionally, a summary of the nature of the conflict and specific details of the mediation process (but not names of the disputants) may be shared on a limited basis between mediators and members of the Honor Council for training purposes.
- c. All documentation of the mediation will be placed in a confidential file maintained by the Chair of the Mediation Subcommittee. The chair of the Honor Council and the Chair of the Mediation Subcommittee may access these records as needed. Mediation documentation should include the mediation request form and the Mediation Summary Statement. The parties may mutually agree to maintain



This subcommittee addresses honor issues affecting the Reed community as a whole. While the entire community is ultimately responsible for ensuring that the Honor Principle is respected and upheld, the CRS pursues honor issues impacting the community at large in cases where no individual is willing or able to take action on his or her own behalf. Upon receipt of a complaint from a community member, the CRS will initiate action in accordance with the procedure outlined in section 3 below.

2. Meetings:

The CRS meets as issues arise. Additionally, it must convene at the beginning of each semester as a procedural refresher.

potential respondent.

- d. When it has been decided that there is enough information, further deliberations are held to decide whether CRS should participate in the case. The decision to either accept or decline CRS participation is decided by two majority votes.
  - i. The first vote is to determine whether the Honor Principle is relevant to the incident. This is not a vote on whether the Honor Principle or any College Policies have been violated.
  - ii. The second vote is to determine whether CRS is well suited and an appropriate body to bring the case forward. One consideration is whether the issue affects the community at large or is unlikely to be brought forward by any one individual.
- e. Once the CRS decides whether to raise an issue, the CRS Chair will notify the complainant whether CRS has opted to participate in the case. If CRS decides not to participate, the party will also be informed of available options if he or she decides to continue with the honor process as an individual.

#### 4. CRS Procedure and the Honor Process:

- a. Once CRS has decided to accept an issue, CRS begins the Honor Process. Formal mediation is the normal first step for a CRS case. However, by majority vote CRS may opt to begin with informal mediation or an honor case. If CRS pursues an honor case directly, it should be confident that its choice to bypass mediation is well founded and defensible in presenting the case to the appropriate hearing board.
- b. In engaging the Honor Process, CRS will appoint one or more of its members to act on behalf of the subcommittee. The appointee will proceed through the Honor Process as if the issue were raised by an individual, following the stipulations below:
  - i. If a resolution is reached through mediation, the outcome is presented so6bJTJ E00ET aq 000m23RS

If the case is accepted by the hearing board, the CRS member(s) acting for the committee will serve as complainant in the Honor Case following the procedure in the Judicial Board Code. A member of CRS may serve as a second during the hearing.

- iii. Upon completion of the Honor Case, the decision is presented to the entire CRS. An appeal of the hearing board's decision can be pursued by unanimous vote of CRS members. The procedures for appeal will be followed as described in the Judicial Board Code.
  
- c. At the conclusion of a CRS case, the chair of CRS or a designee thereof will write a summary of the CRS involvement in the case. All documentation of the case will then be placed in a confidential file. Mediated resolutions to CRS cases are not disciplinary actions. The chair of the Honor Council and the Chair of CRS may access these records as needed. In consultation with the chair of CRS, the Dean of Students may view and/or release summaries of the records or details of a particular case to any faculty member or other officer of the college whom the Dean of Students believes has a reasonable need to know in order to ensure the safety of the campus community and to avoid redundant proceedings.

#### 5. Recusal:

Any member of CRS may choose to recuse himself or herself from involvement in the proceedings if he or she perceives a serious conflict of interest, or is already proceeding or considering proceeding with formal mediation or an honor case

