

## **Expectations of the Code of Conduct**

### **Honor, Respect, and Integrity in Academics**

Honor, Respect, and Integrity are recognized values of responsible citizenship. Mutual trust depends upon truthfulness and fairness in all relationships. ESD places great emphasis upon the development of moral and spiritual strength and those facets of character which are essential ingredients of one's integrity. The Academic Pledge commits students to maintaining a quality of community life from which all members benefit. Students are expected to represent themselves truthfully, do their own work, and claim for themselves only that which is truly theirs. It is also the community's belief that each child should be evaluated on the merits of his or her own work and that each student should be able to trust that others are being evaluated in the same way.

Thus the honor system is based on mutual trust rather than a set of rules. To this end, the Episcopal School of Dallas embraces the following Academic Pledge:

*On my honor, I promise that I will not lie, steal, or cheat. I will abide by, respect, and support this Academic Pledge as a member of the Episcopal School of Dallas.*

The foundations of this Academic Pledge are laid down in the Lower School, as the teachers and chaplain introduce young students to the virtues of honor and honesty. Lower School students learn to treat one another the way that they wish to be treated. Strong character is nurtured as these children are taught to tell the truth and to do their best on their own work.

By Middle School, most students have a well-defined sense of what constitutes honorable behavior. The middle grades offer an ideal time for students to learn the importance of being honest and direct in their academic efforts. It is crucial that students and parents develop a clear understanding of what constitutes academic dishonesty and plagiarism. The Middle School handbook carefully reminds students that lying, cheating, or stealing of any kind is a breach of the Academic Pledge and the ESD Code of Conduct with disciplinary repercussions. To reinforce the significance that honor plays in our school environment, Middle School students begin to follow special rituals that will continue into their Upper School years. At an assembly led by the Upper School Honor Council, all Middle School students sign the ESD Code of Conduct, which includes the Academic Pledge, in the "book of signatures," acknowledging that they understand the importance of the Academic Pledge. This book of signatures, which will also include the Upper School and faculty signatures, will be kept on display in the Study Commons. Also, beginning in Middle School, students sign a confirmation of their commitment to the Academic Pledge on all assignments turned in for a grade, a habit that they will continue through Upper School. This signature says simply: "Honesty, Respect, and Integrity." Signing each graded assignment with these words confirms that the student understands and accepts their commitment to living the ESD Code of Conduct in their actions as a student.

In the Upper School, students should have a full and complete understanding of what constitutes honorable work and what represents a violation of the Academic Pledge. New students will quickly become part of the community as they too take part in the annual signing and learn to write "Honesty, Respect, and Integrity" on each piece of their daily work. In Upper School,

students who violate the Academic Pledge are brought before the Honor Council, an elected board of their peers, to discuss their case. After hearing from all parties involved in the violation, the Honor Council determines a verdict and makes a recommendation regarding discipline to the Assistant Head and Head of Upper School. The administration will determine any final disciplinary action.

Violations of the Academic Pledge at the Episcopal School of Dallas include, but are not limited to, the following:

<i>Lying:</i>	Making a false representation of the truth.
<i>Quibbling:</i> as to	To avoid acknowledging the truth or speaking the truth in such a manner deceive another.
<i>Cheating:</i>	Any acts of deception that result in gaining or attempting to gain an unfair academic advantage over another, representing another's work as one's own, or aiding another student in such deception. Cheating includes but is not limited to, copying from notes, books, or material without the permission of the teacher or aiding another student in such practices.
<i>Copying:</i>	Copying is the direct use of another student's work to complete a test or assignment, or allowing another student to copy one's work.
<i>Plagiarism:</i>	Plagiarism is the use of, or paraphrasing of, another's ideas or expressions in your writing without properly acknowledging (citing) the source. This includes material posted on the Internet.
<i>Collusion:</i>	To allow a peer, parent, or tutor to edit or modify your work in any substantive fashion. Corrections made to papers, etc., should reflect your own work.
<i>Stealing:</i>	To take something that is not yours or to borrow without consent.

### **Honor, Respect, and Integrity in the ESD Community and in Daily Life**

Members of the ESD community treat one another with respect and understand that the principles should influence their behavior, decisions, and actions at all times. These conditions apply not only during daily life on campus, but at all events that involve our school and its good name. Members of the community should also practice honor in the way they present themselves on social media.

Regarding on- and off-campus extracurricular events, the ESD community understands that:

- Participation in extracurricular activities is a privilege and not a right.
- All members of the ESD community participating in extracurricular, school-related activities and events, either as participants or spectators, are expected to uphold the ESD Code of Conduct regardless of the activity – e.g., sporting events, fine arts performances, academic competitions, community service, student government-sponsored activities, and all other types of school clubs and events.

- ESD students, parents, and faculty who participate in extracurricular activities are held to a high standard inasmuch as their behavior also has an impact upon the wider community's perception of our school and its reputation.
- Participation in an extracurricular activity may be suspended due to violations of the ESD Code of Conduct regardless of whether school is in session when the misconduct occurs, whether the student is involved with the extracurricular activity when the misconduct occurs, and regardless of where the misconduct occurs.
- Participation in any illegal activity, including but not limited to possession, consumption, distribution, or sale of alcohol, drugs or drug paraphernalia, is a violation of the ESD Code of Conduct.
- Hostile behavior and language, and the inappropriate use of dangerous objects is not tolerated.
- Student actions that are unwanted and unsolicited regarding the property of other individuals are violations of the ESD Code of Conduct.
- Tampering with fire or other safety equipment is a violation of the ESD Code of Conduct.

We encourage participation in social media for the purposes of appropriate communication, collaboration, and the promotion of school unity and spirit. Participation in social media brings with it increased responsibility, and students, parents, faculty, and staff must at all times present positive images and productive exchanges. It is important that all members of the ESD community remember:

- Social media is, by definition, a public forum.
- As such, involvement in social media by any member of the ESD community is expected to be respectful and appropriate, in keeping with the **Principles of Honor, Respect, and Integrity**.
- Communication that is harmful, degrading, dangerous, and/or disrespectful damages the reputation of the Episcopal School of Dallas and thus is in violation of the ESD Code of Conduct. Examples include, but are not limited to, bullying, harassment, and the transmission or dissemination of inappropriate digital or other material.
- Students are expected at all times to act in accordance with the ESD Acceptable Use Policy.

Together, the Acceptable Use Policy and the Code of Conduct clearly outline the School's expectations for online behavior.

### **Honor, Respect, and Integrity in Athletics**

ESD athletes view the opportunity to represent their school on the field as a privilege. The athletes' commitment to the community is exemplified daily through attributes of their attitude and character as follows:

*Courage:* ESD student-athletes are positive and confident. They respect all opponents, and fear none of them. They are humble. They realize that a truly confident athlete does not need to talk about performance. They allow their own performance to speak for itself.

*Excellence:* ESD student-athletes recognize the strong traditions of ESD athletics. They compete to the best of their abilities and always support their teammates' efforts.

*Respect:* ESD student-athletes are proud to be a member of ESD athletics. They treat the school's good name and all equipment and facilities, home or away, with utmost respect.

*Discipline:* ESD student-athletes do the right thing even when people are not looking. They make good decisions about their physical and emotional well-being for the good of the team and themselves.

The Episcopal School of Dallas also places a premium on good sportsmanship in the athletic arena by all members of the community. In perception and practice, good sportsmanship shall be defined by qualities of behavior that reflect proper conduct, respect, and integrity. Below are several essential keys to good sportsmanship:

- Learn, understand, and respect the rules of the game.
- Show respect for the officials and coaches.
- Show appreciation and respect for your teammates.
- Show respect for the opponent and their fans.
- Appreciate special talents, regardless of which team possesses those talents.

The Episcopal School of Dallas expects our coaches, players, parents, and fans to represent our school in a manner that is respectful of others both on and off the fields of competition. The faculty, staff, coaches, and administrators will set the tone for good sportsmanship.

- We expect our coaches to model, teach, and require good sportsmanship.
- We expect our student-athletes to display every quality of good sportsmanship.
- We expect our parents to continue to help teach, model, and respect good sportsmanship.

When ESD students elect to participate on an athletic team, they assume a commitment to themselves, their teammates, and the School to develop their athletic potential. Therefore, the use of alcohol or drugs will not be tolerated. Every student-athlete will be required to sign a pledge stating they will not use drugs or alcohol while a member of any athletic team.

### **Honor, Respect, and Integrity as a Parent**

The Episcopal School of Dallas believes that students learn best when there are positive and productive relationships among parents, educators, and children. The success of these relationships is essential to the fulfillment of the School's mission. To be a member of our school community is to accept and abide by the following expectations:

- ESD parents understand and demonstrate support for the school's policies and procedures.

- ESD parents treat everyone with respect, and seek to resolve problems through appropriate channels (i.e., grade representatives or deans/teacher/advisor, division head, Head of School)
- ESD parents support the school's efforts to prevent student abuse of drugs and alcohol. Parents do not sponsor any activity at home or elsewhere where drugs and/or alcohol will be knowingly available to students. Parents should not be under the influence of drugs and/or alcohol in the presence of ESD students at school and school-sponsored events, wherever they occur.
- ESD parents set a good example of sportsmanship towards officials, coaches, faculty, students, and other schools (and their fans) at school-related athletic and extracurricular events.
- ESD parents respect the school's responsibility to do what is best for the entire community, while recognizing the needs of their individual student. This acknowledgement includes acceptance of different perspectives, support for the School's consequences for inappropriate actions and behavior, and acceptance that the School cannot always share all the facts of any given situation.
- ESD parents strive to maintain a positive home environment consistent with the Principles of Honor, Respect, and Integrity. They provide an academic structure that sets their children up for success.
- ESD parents respect the school calendar and understand the importance of student attendance to support and fulfill the school's commitment to educating and providing a full ESD experience for their child.
- Parents who violate the ESD Code of Conduct run the risk of jeopardizing their own children's standing with the School.

### **Honor, Respect, and Integrity as Faculty and Staff**

The faculty and staff, as members of the ESD community, are bound by the same Principles of Honor, Respect, and Integrity as other members of the ESD community. Beyond following these same Principles of Honor, the faculty and staff are also bound to a high standard of responsibility. Faculty and staff must be aware of the imbalance of power inherent in the relationship among faculty, staff, and students and must never abuse it.

- ESD faculty and staff know and support the Principles of Honor, Respect, and Integrity and the mission of ESD by initiating practices that aid in the fulfillment of ESD's Mission Statement.
- ESD faculty and staff believe that working with students is best achieved in a partnership with their family. The teacher is the professional and the expert in the classroom; the parent is the resident expert about their own child.
- ESD faculty and staff strive to maintain positive and professional communication with all members of the community.
- ESD faculty and staff act as role models in and out of the school.
- ESD faculty and staff work to protect the physical and emotional safety of all students.

- ESD faculty and staff observe appropriate boundaries in communication with students and parents. This includes directing all emails through approved channels of communication and abstaining from associating with students on social media except through school channels. Faculty and staff do not participate in any unduly familiar behavior or communication with students.
- ESD faculty and staff strive to protect the confidential information of students. Confidential information includes, but is not limited to, knowledge concerning educational assessments, test scores, grades, behavior, mental or physical health, and family background or finances.
- ESD faculty and staff work to create a positive atmosphere in the classroom that is conducive to student learning.
- ESD faculty and staff do not engage in, participate in, or condone in any way the use of alcohol or illegal drugs by students.
- ESD faculty and staff should report any suspicions of breaches of the Code of Conduct within the ESD community as soon as they occur through the appropriate channels.