



Student Honor Reporting

The student reporting of honor infractions is an extremely difficult yet important step in protecting the values of the Porter-Gaud community. Student reporting aligns with the values established by our WATCH prayer, requiring character and action. However, because of the moral courage necessary to report another student, reporting violations is not required by our honor code. The decision lies completely with students.

Typically, filing an honor report begins with an initial discussion with an administrator, a teacher, or a member of – or advisor to – the Honor Council. These conversations can help students decide whether or not to file a report. Should a student decide to move forward, they are welcome to complete our online reporting tool, or simply write their own report following the procedures outlined below. However, it is essential that students understand the process in full before submitting their report.

1. A student report is confidential but not anonymous. Honor Council advisors will read over the report and carefully follow up when they need additional information. As necessary, other administrators may become aware of your name in order to collect additional information relevant to your report. However, advisors and administrators will not share your name with other students.

1.1 If your report goes to a hearing or intervention, your name as a student reporter will be redacted, unknown to members of the Honor Council and to the charged student.

1.2 Be aware that a charged student will often conjecture about who may have reported them to the Honor Council. However, student reporters should know that this is conjecture.

2. Students may write and submit the report on their own, or if they prefer, work with a HC member, a HC advisor, or a trusted teacher. They can use the online tool found under their resources tab or write an email to honorcouncil@portergaud.edu. When submitting an email, students should consider the following:

2.1 Explain what happened in a narrative.

2.2 Include details like time and place and who was present.

2.3 Focus on what happened as factually as you can. Impressions may be valid as you 'tell the tale', but prioritize what you might have observed objectively.

2.4 You are in no way expected to 'investigate'; please convey the facts only as they are known to you. Include as many details as seem relevant.

After filing a report, The HC advisors or administrators may contact the student reporter if further elaboration or investigation is needed. However, once the report is filed, the student's role is usually concluded. Should there be additional questions, please contact the Honor Council for advice or clarification. We are happy to help.