



**Policy SY12-13.2: Disclosure Policy**  
**Approved August 21, 2012**

Student discipline at Thomas MacLaren is predicated on the fact that learning takes place best in a safe and orderly environment. On those occasions when school rules are violated, the school administration acts in a manner that balances the needs of the learning community with that of the individual. Nevertheless, certain choices that student make can have consequences that extend into their future. Specifically, colleges are becoming increasingly concerned about student behavior on their own campuses and now routinely ask both the student and the school about an applicant's high school discipline record.

Students who have had disciplinary or honor infractions (i.e. plagiarism) *prior* to the senior year are expected to respond honestly on any college application that asks questions such as "Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?" or "Have you ever been dismissed, placed on probation or suspended from an educational institution?" In those instances when the question is answered in the affirmative, the College Counselor will assist the student in developing a personal statement that will help contextualize the situation. Students and families need to be aware that many college applications require a counselor or administrator to complete a form that asks those same questions to confirm a student's discipline record.

In regards to the college application process, Thomas MacLaren's policy is to report any significant *change* in a candidates' academic status or qualifications, including conduct record, *between the time of recommendation and graduation*. These include but are not limited to a significant drop in grades, honor violations, probation, suspension and dismissal. Seniors who are guilty of violations during their senior year will be expected to notify their college(s) of the situation and a school representative will follow up with a letter. The student should work closely with the College Counselor to ensure that both accounts are communicated in a consistent and thoughtful manner.

While disciplinary matters are of a concern to colleges, our experience is that they understand that young people make mistakes. Admission committees are typically more concerned with the manner in which students respond to disciplinary sanctions than the actual event leading to the sanctions. A mature and thoughtful response to a discipline infraction can illustrate a student's growth and development as a young adult.

This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.