STUDENT LEADER POLICY

Student workers and representatives shall read, understand and comply with the school's Student Records Policies and Procedures and shall adhere to the school's policies and procedures regarding maintaining the confidentiality of any student information and/or records to which they have access.

The following are the consequences for violation of this policy. Note: These consequences may differentiate at the discretion of Administration depending upon the severity of the violation and relevant circumstances:

- **1st offense** – suspension depending on the severity of the disclosed information released.
- **2nd offense** – being brought before the Board of Directors for a possible expulsion.

Students subject to the school's Confidentiality Policy include but are not limited to:

- Student Representatives on the Board of Directors
- Student Government
- Mediators
- Anyone working in the office
- Anyone working with the senior administrative staff, in the Dean's office, and/or any teacher(s) or staff that you may work with where you may witness confidential information.

These are a few examples of information consistent with the confidentiality policy:

- Test scores
- Mediation records
- Disciplinary information
- School records