

Effective and appropriate communication between administrators, staff, parents and students is vital to the success of the educational process. In order to insure that such communication can take place in confidence, it is necessary to protect the right to privacy of students and staff.

Individuals associated with students in any capacity shall:

1. Not disclose confidential information about students obtained in the course of professional services unless disclosure serves a compelling professional purpose or is required by law.
2. Not accept employment or engage in any business or professional activity that will require the disclosure of confidential information that has been gained by reason of official position.
3. Not knowingly make disparaging, false, or malicious statements about staff or students.
4. Not withhold pertinent information that is not confidential.

Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension or dismissal.

Westford Public Schools Policy References:

- P5507 – HIV/AIDS
- P6111 – Student Records
- P6301 – District Computing Environment
- P7109 – New Member Orientation

Other References:

- Massachusetts Department of Education Regulations 603 CMR 23.00:
Student Records

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Policy Revised:

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886