

## **CONFIDENTIALITY**

**R4110**

At the beginning of each school year, administrators/supervisors will advise school personnel of the Confidentiality Policy 4110 and of the importance of privacy and confidentiality as it relates to all information concerning students and staff.

If a parent, staff member or student believes there is a breach of confidentiality, that individual should immediately notify the building Principal in writing detailing the circumstances surrounding the disclosure of confidential information.

After notice of an alleged breach of confidentiality, the building Principal will meet with the party involved within three (3) school days to review the confidentiality policy and to determine whether a breach has occurred. If a breach has occurred, the meeting will be documented.

A second offense will result in a written letter of reprimand from the building Principal and placement in the personnel file.

A third offense will result in a recommendation from the building Principal for suspension or dismissal. The Superintendent of Schools and building Principal will meet with the individual within five (5) school days of the incident to determine the appropriate action to take. The Superintendent of Schools will make the final decision.

Regulations Adopted:  
Regulations Reviewed:  
Regulations Revised:

WESTFORD PUBLIC SCHOOLS  
Westford, Massachusetts 01886