

**SECRETARIAL PERSONNEL ASSIGNMENTS**

Persons employed in secretarial and clerical positions shall observe the same ethical responsibilities as teachers in dealing with confidential information. In short, they are to refrain from disseminating personnel information and information regarding **student learner** progress, aptitude and behavior to anyone within or outside the school system except when so instructed by their superior. *Violation of this shall be grounds for dismissal.*

<b>Adopted:</b>	<b>04/09/1973</b>
<b>Revised:</b>	<b>1984</b>
<b>1st Reading:</b>	<b>01/10/1994</b>
<b>2nd Reading/Adopted:</b>	<b>02/14/1994</b>
<b>Reviewed:</b>	<b>06/10/2013</b>
<b>Notification:</b>	<b>02/12/2024</b>
<b>1st Reading:</b>	<b>03/18/2024</b>
<b>2nd Reading/Approval:</b>	<b>04/08/2024</b>