

San Juan Unified School District  
Preschool-Adult Schools and Programs  
EARLY CHILDHOOD EDUCATION CHILD DEVELOPMENT PROGRAMS  
**HEAD START/EARLY HEAD START**

**Policy Committee**  
**Confidentiality Statement**

It is unlawful and unethical to disclose any student or family information either verbally or written without the express written consent of the family. Information that is obtained concerning San Juan Unified School District (SJUSD) Head Start families while working as a volunteer will be held in the strictest confidence. Confidentiality of records in the Head Start program is an integral part of Head Start services to Head Start families. All records which are accumulated during a child's school year shall be locked and remain confidential and shall not be released to anyone other than staff without the parent's written consent. No information concerning a child's progress shall be discussed with individuals outside agency staff without the parent's written consent.

It is expected that SJUSD Head Start staff will respect the confidentiality of the families who have children enrolled in the Head Start program. Discussions of children or families will not take place outside of the SJUSD Head Start program or with anyone who does not have a vested interest in the program. It is further expected that staff will respect the differences in style attributed to each employee and not complain, degrade, or run down any staff person who is attempting to do their job according to their job description, or volunteer, parent or child, who may be trying to do what is expected to the best of their ability. It is also expected that volunteers in the classroom, substitutes, students, and contracted employees working in the Head Start program will follow the same confidentiality procedures as staff members.

Members of classroom Parent Committees and SJUSD Head Start/Early Head Start Policy Committee will not discuss matters pertaining to the operation of the SJUSD Head Start program with persons not directly involved, including discussing results of audits, reviews, personnel actions, and grievances. When matters are open for public information, a news release or memo will be issued. Parents who are serving on a Head Start committee to evaluate performance may look at their own child's folder or have a staff person review a folder. Parents who are serving on a committee to interview prospective Head Start employees are also under the confidentiality rule. What takes place during the interview or the outcome of the interview is not to be discussed.

Volunteers and Policy Committee members are subject to dismissal for not maintaining confidentiality.

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Signature

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Date