



**Head Start Staff, Policy Council, Parents, Volunteers, and Consultants
Standards of Conduct Policy and Confidentiality Statement**

Standards of Conduct-Performance Standard 1302.90 (c) (1)

I understand that as a part of SMMUSD Head Start/State Preschool, **I WILL**:

- Implement positive strategies to support children's well-being and prevent and address challenging behavior;

Further, I understand that as a part of SMMUSD Head Start/State Preschool **I WILL NOT**

- Use corporal punishment;
- Use isolation to discipline a child;
- Bind or tie a child to restrict movement or tape a child's mouth;
- Use or withhold food as a punishment or reward;
- Use toilet learning/training methods that punish, demean, or humiliate a child;
- Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
- Physically abuse a child;
- Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
- Use physical activity or outdoor time as a punishment or reward;

Additionally, **I WILL**

- Respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members
- Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care

Confidentiality Statement-Performance Standard 1303.20

I understand that as a part of SMMUSD Head Start/State Preschool, **I WILL** protect the confidentiality of any personally identifiable information (PII) in child records.

Performance Standard 1303.21

Additionally, **I WILL** abide by FERPA and IDEA confidentiality provisions by,

- Not releasing any information about a student unless authorized to do so;
- Not acquiring any personally identifiable information other than what is required for the child's record in order to perform my job duties;

Performance Standard 1303.024

Further, as a part of SMMUSD Head Start/State Preschool, **I WILL** maintain confidentiality in student records by

- Ensuring only parents and program officials have access to such records;
- Destroying such records within a reasonable timeframe after such records are no longer needed;
- Maintaining a record of access indicating to whom any record containing personally identifiable information (PII) was disclosed and why;

By signing below, I acknowledge that I have received, read, understand, and agree to adhere to the SMMUSD Head Start/State Preschool Standard of Conduct, and Confidentiality Policies.

Failure to comply with directives in this document may result in further disciplinary action up to and including suspension and/or cessation of services to Head Start children.

Signature

Date