

CONFIDENTIALITY

*Any concerns or observations made by paraprofessionals within the classroom should be discussed with the teacher. It is then the teacher's responsibility to discuss these issues with the parents if deemed necessary.

Information regarding enrolled children or other children attending may only be shared with the following:

- The legal guardian of the child.
- Other NWCA employees on a need-to-know basis.
- Individuals, persons, agencies, institutions or organizations with whom parents have signed a "consent for release."
- Organizations or individuals listed on a court order which is on file at the central Head Start office.
- Appropriate law enforcement agencies who are investigating criminal or civil proceedings.
- Appropriate parties in an emergency.
- **All confidentiality issues should be discussed with Head Start Office Staff prior to release of information.**