

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 4100 P-1

GUIDELINES FOR STAFF HAVING ACCESS TO
CONFIDENTIAL COMMUNICATIONS FROM STUDENTS

The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:

- A. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian shall remain confidential and shall be used only for the purpose that its access was granted. (Board Policy No. 3600)
- B. The release of information regarding staff members is governed by Board Policy No. 4340.
- C. While certain professionals may have a legal confidential relationship as in attorney-client communications, school staff members including counselors (except licensed psychologists) do not possess a confidentiality privilege.
- D. A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g. child abuse, sale of drugs, suicidal ideation).
- E. A staff member should exercise professional judgment regarding the disclosure of confidential information when there is reasonable likelihood that the student's general welfare may be endangered.
- F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. sexual activity, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents.

Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

Cross References:

(cf. 2167 - Drug and Alcohol Use/ Abuse Program)
(cf. 3410 - Health Services)

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(cf. 3600 - Student Records)
(cf. 4340 - Public Access to District Records)

Legal References:

RCW 26.44.030
WAC 248-100-071

Reports--Duty and authority to make
Responsibility for reporting to and cooperating
with the local health department

Implemented 04-25-93
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