

Confidential Communications Procedures

Staff members are encouraged to seek advice on issues of a serious, confidential nature with the school principal or other, appropriate district administrators.

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

1. Information contained in the student's cumulative record folder is confidential and is only accessible through the designated custodian of student records. Information secured through the authorization of the records custodian shall remain confidential and shall be used only for the purpose for which its access was granted. The release of information from student records is governed in policy 3600 and procedure 3600P.
2. The release of information regarding staff members is governed by policies 4340, Public Access to District Records, and 5230, Certificated and Classified Staff Personnel Records.
3. While certain professionals may have a legal, confidential relationship as in attorney-client communications, school staff members including counselors (except licensed psychologists and registered nurses) do not possess a confidential privilege.
4. A staff member is expected to reveal through their immediate supervisor or principal information given by a student when there is a reasonable likelihood that a crime has or will be committed, such as child abuse, sale of drugs, or suicidal ideation, or a threat to do bodily harm to another person.
5. A staff member should exercise professional judgment regarding the disclosure of confidential information when there is the likelihood that the student's general welfare may be endangered.
6. 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, such as sexual activity, sexually-transmitted diseases, and pregnancy. The staff member should encourage the student to discuss such matters with his/her parent(s)/guardian(s).