FILE: JOB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 16, 1998 FILE SECTOR: STUDENTS

DATE REVISED: June 19, 2008 POLICY TITLE: CONFIDENTIALITY / STUDENT DATE REVISED: August 20, 2015 INFORMATION DISCLOSURE

Students should feel free to contact counselors, teachers, staff members and administrators regarding personal problems. As a general principal, this relationship shall remain confidential. At the same time, students must be aware that information which forewarns of or discloses potential discrimination, or actual danger to the health, safety or life of the counselee, or other students, district faculty/staff or others, or which indicates disruption of the daily maintenance or operation of the school, must be revealed to appropriate officials.

The Medford Area Public School District has an obligation under both state and federal law to be aware of incidents involving harassment or discrimination where a student's right to a free and appropriate public education may be compromised. In the event that a counselor, teacher, staff member, or administrator has knowledge of any harassment or discrimination of a student that in any way affects that student's right to a free appropriate public education, notice of that type of problem must be given to the proper administrator so that the district can take all appropriate and necessary steps to comply with federal and state laws in such instances.

The following shall be a non-inclusive summary of those situations which shall require disclosure:

- 1. When the counselee's condition indicates a clear and imminent danger to the counselee or others.
- 2. When the information provided to any staff member forewarns or discloses potential discrimination on the basis of:
- a. sex (including sexual harassment)
- b. race
- c. color
- d. religion
- e. national origin
- f. ancestry
- g. creed
- h. pregnancy
- i. marital or parental status

- j. sexual orientation
- k. disability (physical, mental, emotional or learning)
- any other perceived or inappropriate treatment of a student by others which could signify discrimination or harassment.

- 3. Of any conditions that may be potentially disruptive or damaging to the school's mission, personnel and/or property.
- 4. When the information provided to a staff member forewarns or discloses a threat of serious or imminent danger to the health, safety or life of any person.
- 5. When the information provided to a staff member is required to be reported under Wisconsin's Child Abuse Reporting Law.

The information provided under this policy shall be limited to the information reasonably necessary to meet the educational needs of the student and the safety of others.

The above-referenced disclosures are mandatory, and should be reported to a building administrator or his/her designee as soon as possible, but not later than 24 hours after the staff member becomes aware of the issue. Both staff member and building administrator or his/her designee should document all incidents.

In relation to items 1 and 4 above, any issues involving concern for the immediate health or safety of the school, its students, personnel, property, or the counselee or other students or staff, shall be reported immediately, to the building administrator or his/her designee.

Prior to engaging in counseling, students must be made aware of the staff members' responsibility to disclose the above-referenced issues. This requirement will be made known to students by the individual professional and/or in the approved student handbook.

This does <u>not</u> absolve any school employee from his/her legal responsibility as an immediate reporter of suspected abuse and neglect.

CROSS REFERENCE: IJ, JB, JBA, JHG, JHH, & JHI

LEGAL REFERENCE: 48.981(2), 48.981(3)(c), 118.13(4), 118.126, 118.128,

885.205, Wis. Stats., 64 Op. Att'y Gen. 82 (1975). Ethical Standards for School Counselors, Section A.10, Section

D2. and 118.13, Section D, ASCA Standards