

School Guidance Plan for Evaluation/Confidentiality

School Guidance Plan Evaluation Procedures

Under the direction of the principal, each school will evaluate its counseling plan annually.

The evaluation will include the following elements:

1. School, evaluators, school year evaluated and date of evaluation;
2. FTE of assigned counseling personnel;
3. Guidance plan goals;
4. Outline of generally applied schoolwide program effected by all staff and a brief description of its effects;
5. Outline of specific activities conducted by counselor or child development specialist including the number of students and/or families included;
6. Brief summary of focus for succeeding year; and
7. Other pertinent information as determined by evaluators.

The evaluation will be forwarded to the superintendent and reported to the Board.

Confidentiality in Counseling

School guidance programs and counselors exist primarily to assist students with their academic, social and behavioral development as it relates to school. The main purpose of confidentiality is to offer students a relationship in which they will be able to deal with what concerns them without fear of disclosure. Therefore, it will be the professional responsibility of school counselors to respect fully the right of privacy of those with whom they enter counseling relationships.

Confidentiality must not be bridged by the counselor except:

1. Where there is a clear and present danger to the student or to other persons;
2. To consult with other professionally competent persons when this is in the student's interests;
3. When the student waives this privilege in writing;

4. At the earliest time possible, as determined by the counselor, parents will be informed that their student is in counseling. When students are referred to an outside agency, the laws dealing with that agency's rights will then be enacted.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling and they are not part of the public or official records of the institution in which the counselor is employed. Revelation to others of counseling materials should occur only upon the student's consent. Counselors must not discuss confidential matters over the telephone. Counselors should insist a request for information be made in writing on official stationery.

When a counselor is in doubt about what information to release in a judicial proceeding, the counselor should request, through the principal, a conference with the superintendent and/or school attorney to discuss the issues involved.