



Student Assistance Program

Ethical Guidelines and Standards of Practice

Bowman Woods Elementary

Echo Hill Elementary

Indian Creek Elementary

Linn Grove Elementary

Novak Elementary

Westfield Elementary

Wilkins Elementary

Excelsior Middle School

Oak Ridge Middle School

Linn-Mar High School

LINN-MAR

STUDENT ASSISTANCE

STAFF

Kristin Hicks, MAE

Associate Director of Student Services

Jacob Young, Jr., BSW

Student Assistance Specialist

Tammy DeVries, LBSW

Student Assistance Specialist

Mike Shipley, CCJP

Excelsior Middle School Student Assistance Specialist

Jessica Deahl, MA

Oak Ridge Middle School Student Assistance Specialist

Kevin McCauley, CADC, CPS

High School Student Assistance Counselor

Lisa Mooney, LISW, MSW

High School Student Assistance Counselor

Janessa Walters, MA, CDPS

High School Student Assistance Counselor

Tony Nichols, MA

High School Academic Assistance Counselor

Danielle Patterson, MA

High School Academic Assistance Counselor

Katie Smith, BSW

Family Resource Specialist

Karen Wilson

Student Services Administrative Assistant

LINN-MAR STUDENT ASSISTANCE PROGRAM

ETHICAL GUIDELINES AND STANDARDS OF PRACTICE

PHILOSOPHY STATEMENT FOR THE LINN-MAR STUDENT ASSISTANCE PROGRAM

The Student Assistance program is a school comprehensive prevention, intervention and counseling program for students in Grades K-12 characterized by a team approach. This professional, systematic process is designed to provide education, prevention, early identification, intervention, referral, counseling and support services for students with risk behaviors which are interfering with their ability to achieve to their fullest potential. The positive influence of the Student Assistance Program encourages student success in the school environment, fosters risk reduction, provides a safe environment, and promotes opportunities for knowledge, skill, and attitude development. Key components are developmental curriculum and education, policy, staff and community in service and education, early identification, counseling support processes, use of community resources, and ongoing evaluation.

MISSION STATEMENT FOR THE STUDENT ASSISTANCE PROGRAM

The Student Assistance program attempts to provide a network of prevention, intervention, counseling, and support to overcome conditions that interfere with a student's ability to achieve to their fullest potential. The goal is accomplished by providing strategies and support to the school, community, and parents, to improve their ability to help students succeed in school. The team also marshals other school and community resources as necessary for effective assistance to students.

This document includes ethical guidelines and standards of practice for those people involved in the Student Assistance Program in any capacity. These guidelines and standards are intended to clarify the ethical responsibilities to students, families, school staff, Student Assistance staff, community, school support groups, and the profession for which they serve.

These guidelines were developed to identify the standards of conduct necessary to maintain and regulate the high standards of integrity and leadership among person involved in the Linn-Mar Student Assistance Program. They are meant to stimulate reflection, self-examination, and discussion of issues and practices.

A. RESPONSIBILITIES TO STUDENTS

Those involved in the Student Assistance Program will:

1. Have primary responsibility to the student, who is to be treated with respect and dignity, and with concern for confidentiality.
2. Be responsible to offer Student Assistance components to all students who indicate a need for such services and include all students with risk behaviors.
3. Inform the student of the purposes, goals, and procedures, under which he/she may receive Student Assistance. Include the possible necessity for consulting with other professionals and legal or other authoritative restraints.
4. Are responsible for maintaining current knowledge of laws relating to Student Assistance Program practice and ensures the rights of students are adequately protected.
5. Make referrals to appropriate service providers based upon student's needs and monitor student progress.
6. Protect the confidentiality of student records and change personal data only according to prescribed laws and school policies.
7. Provide only accurate, objective, and observable data regarding a student's behaviors.
8. Inform appropriate authorities when the student's condition or statements indicates a clear and imminent danger to the student or others. This is done after careful deliberation and when possible in conjunction with other professional consultation.
9. Account for each student referred to the Student Assistance program by continued evaluation of student success and needs and provide additional assistance whenever necessary.
10. Maintain confidential record according 42 U.S.C. 290 ee-3 and 42 U.S.C. 290ff-3 for Federal Laws and 42 CFR part 2 for Federal Regulating.

B. RESPONSIBILITIES TO FAMILIES

Those involved in the Student Assistance Program will:

1. Have primary responsibility to the family of the student who is to be treated with respect, dignity and with concern for confidentiality.
2. Respect the inherent rights and responsibilities of parents for their children and endeavor to establish a cooperative relationship with parents at appropriate times.
3. Inform parents of the role of the Student Assistance Program with emphasis on the positive prevention nature of the program and the role of confidentiality between students, staff, and families.
4. Treat information received from families in a confidential and ethical manner.
5. Share information about a student only with those persons properly authorized to receive such information.
6. Offer ongoing support and collaboration with families for the success of their child.

C. RESPONSIBILITIES TO SCHOOL STAFF

Those involved in Student Assistance Program will:

1. Establish and maintain a cooperative relationship with faculty, staff, and administration, to facilitate the provision of optimum Student Assistance Program services.
2. Promote awareness and adherence to appropriate guidelines regarding confidentiality and the distinction between public and private information.
3. Provide staff with accurate, objective, and concise data necessary to assist the student.
4. Offer appropriate in-service training and current Student Assistance Program information for all staff.
5. Encourage awareness and appropriate use of related professions and organizations to whom the student may be referred.
6. Provide services within their board-approved job descriptions and with an awareness of their specific areas of responsibilities and limitations.

D. RESPONSIBILITIES TO STUDENT ASSISTANCE TEAM MEMBERS

Those involved with Student Assistance Programs Teams will:

1. Select multidisciplinary teams based upon the goals and mission of a Student Assistance Team as defined by the Linn-Mar Community School District and implemented within particular needs of each individual school building in the district.
2. Support the components included in a Student Assistance Program with an emphasis upon prevention, confidentiality, referral, identification, intervention, counseling, support, and evaluation.
3. Select professionals with leadership, communication skills, and expertise which related to the wide range of issues of youth and families.
4. Act upon referrals to the Student Assistance Program by collecting observable data and planning developmentally appropriate levels of interventions.
5. Treat information received from school staff, students, parents, and community resources in a confidential and ethical manner.
6. Maintain confidential records according to 43 U.S.C. 290ee-3 and 42 U.S.C. 290ff-3 for Federal laws and 42 CFR part 2 for Federal Regulations.
7. Provide staff with accurate, objective, and concise data necessary to assist the student.
8. Know and utilize community resources and services for referrals.

E. RESPONSIBILITY TO THE SCHOOL AND COMMUNITY

Those involved in the Student Assistance Program will:

1. Inform appropriate officials of conditions that may be potentially disruptive or damaging to the school's mission, personnel, students, or property.
2. Work cooperatively with community agencies, organizations, and individuals in the school.
3. Delineate and promote the Student Assistance Program role and function in meeting the needs of those served.

4. Assist in the development of curricular and environmental conditions and programs appropriate for the school and community to meet student needs.
5. Develop a systematic evaluation process for the Student Assistance Program.
6. Offer on-going educational opportunities for families and community members regarding issues of our youth.
7. Provide an ongoing cooperative link between school and community services.

F. RESPONSIBILITIES TO SCHOOL SUPPORT GROUPS

Those involved in the Student Assistance Program will:

1. Emphasize that student support groups are psycho-educational and counseling groups not therapy groups.
2. Have primary responsibility to the students in the group who are to be treated with respect and dignity and with concern for confidentiality.

G. RESPONSIBILITIES TO STUDENT ASSISTANCE PROFESSION

Those involved in the Student Assistance Program will:

1. Conduct themselves in such a manner as to bring credit to self and the Student Assistance Program practice.
2. Actively participate in local, state, and national associations which foster development and improvement of Student Assistance programming.
3. Adhere to ethical standards applicable to Student Assistance Program practice and other professional practices, school board policies and relevant statutes established by federal, state, and local governments.
4. Clearly distinguish between statements and actions made as a private individual and as a representative of the school Student Assistance Program.
5. Understand that it is a privilege and honor to be in this profession at Linn-Mar Community Schools. Please respect that honor and privilege.

H. RESPONSIBILITIES TO APPROPRIATE USE OF TECHNOLOGY

Those involved with the Student Assistance Program and the use of technology will not:

1. Download files from the Internet except for an express business purpose.
2. Use email or the Internet for any purpose that is illegal, against District policy, or contrary to the Linn-Mar Community School District's best interest.
3. Transmit or disseminate the District's confidential information (such as student information), etc., to any outside source without an express business purpose or authorization.
4. Participate in instant messaging that is not related to the employee's work.
5. Write or participate in blogs that injure, disparage, and/or defame the District, its students, staff or community, and/or its employees' reputation.
6. Post or transmit any message anonymously or under a false name or permit any other individual to do so.
7. Collect information about others without their consent.
8. Establish or foster relationships that are inappropriate.
9. Be professional when using Social Media (i.e.: Facebook, Instagram, Snap Chat, Etc.)

I. RESPONSIBILITIES TO SELF

Those involved in the Student Assistance Program will:

1. Monitor one's own physical, mental, and emotional health and professional effectiveness.
2. Refrain from any destructive activity leading to inadequate services or harm to self or a student.
3. Take personal initiative to maintain professional competence and keep abreast of innovations, trends and legal issues related to the Student Assistance Program.
4. Understand and act upon their commitment and responsibility to the Student Assistance Program.

J. RESPONSIBILITIES OF CELL PHONE AND TEXT MESSAGING.

Those involved in the Student Assistance Program and the use of cell phones will:

1. Text message students in a group text message and for informational purposes only or for emergency purposes.
2. Communication with a student regarding personal issues is encouraged to be done only through the school's email system.
3. Print email conversations with student and put into student's file.
4. Group text messages to students should not be sent to student after 9:00 pm and not before 6:30 am.
5. Use of texting or email should be done for professional use only.
6. Face to face interactions regarding student personal concern is strongly encouraged.