

Procedure 3-106.C Federal Grants and Other Funding Sources – School Safety Program Grant

A. Counseling Confidentiality

School counselors and social workers are required to maintain student confidentiality to build trust and protect student privacy in accordance with the American School Counselor Association (ASCA) Ethical Standards and the Family Educational Rights and Privacy Act (FERPA). Information shared during counseling sessions remains confidential, with the following mandatory exceptions where disclosure is required by law or professional ethics:

1. Harm to Self or Others: Imminent danger of suicide, self-harm, or physical harm to another individual.
2. Child Abuse or Neglect: Suspected or reported child abuse, abandonment, or neglect, which must be reported immediately to the Department of Child Safety (DCS) or law enforcement pursuant to A.R.S. § 13-3620.
3. Legal Orders: Receipt of a valid court order or subpoena requiring the release of records.
4. Parent Notification: see below.

B. Parent and Legal Guardian Notification

Pursuant to A.R.S. § 1-602 (Arizona Parents' Rights), parents and legal guardians possess the fundamental right to be informed of physical, emotional, or mental health concerns regarding their child identified through school guidance programs.

Standard Notifications: District staff must notify a student's parent or legal guardian within 24 hours (or by the end of the school day) when a significant health, emotional, or mental health concern is identified.

Urgent Safety Concerns: Immediate verbal contact (followed by written documentation) is required if a student exhibits acute distress, suicidal ideation, or risk of harm.

Exception Protocol: Notification may be delayed or modified only if district staff have reasonable cause to believe that notifying the parent would place the child in clear, imminent danger of abuse or neglect, in which case DCS or law enforcement must be contacted immediately prior to parental outreach.

C. Community and State Agency Referrals

To connect students and families with necessary external support services, staff shall follow the standardized District referral workflow:

1. **Intake & Assessment:** The school counselor/social worker conducts an initial site-level screening and documents student needs.
2. **Parent Consultation & Consent:** Staff consult with the parent/guardian to review recommended community resources and secure written consent for external referrals.
3. **Agency Routing:** Staff route the standardized referral form directly to designated community partners, including:
 - Mental Health Services
 - Child Protection: Arizona Department of Child Safety (DCS) Reporting Line
 - Emergency Safety: Show Low Police Department / Navajo County Juvenile Services
4. **Follow-Up:** The site counselor documents the referral in the district's secure tracking system and conducts a follow-up check within 10 business days.

D. School Resource Officers and Law-Related Education

As a core component of the district's proactive safety strategy under A.R.S. § 15-154, assigned School Resource Officers (SROs) shall deliver approved Law-Related Education (LRE) instruction across District campuses.

Curriculum Framework: SROs shall present structured, age-appropriate LRE modules (e.g., Arizona Foundation for Legal Services & Education curriculum) covering topics such as juvenile law, digital citizenship, substance abuse prevention, and conflict resolution.

Instructional Mandate: SROs must deliver a minimum of thirty (30) instructional hours per semester in designated social studies or wellness classes.

Documentation: SROs shall maintain quarterly logs of classroom presentations, lesson plans, and student participation rates for submission to the district compliance officer and inclusion in ADE grant reporting.

IGA Alignment: A board-approved Intergovernmental Agreement (IGA) with local law enforcement is maintained to fully satisfy ADE officer placement standards.

E. Data Protection

To protect employee and student privacy and maintain compliance with state and federal data privacy standards—including the Family Educational Rights and Privacy Act (FERPA)—all District personnel involved in preparing, reviewing, or submitting grant applications, program proposals, or modified spending plans to external state or federal entities (including the Arizona Department of Education Grants Management Enterprise) shall strictly enforce Personally Identifiable Information (PII) redaction protocols.

Prohibited Personal Information: Grant application narrative sections, budget breakdowns, supporting attachments, and job descriptions submitted to the state must never contain sensitive PII, including employee Social Security numbers, home addresses, personal phone numbers, or student record details.

Mandatory Pre-Submission Audit: Prior to transmitting any grant proposal or spending plan via ADE's online portal, the submitting administrator or site compliance officer must conduct a formal document audit to confirm all sensitive personal identifiers have been fully redacted or replaced with standardized position titles (e.g., "Grant-Funded School Counselor - Site A").