FERPA
• Governs educational records only
• Usually requires written permission from student to release information
• Faculty and staff may share information based on personal knowledge and observation, conversations with students or others who have observed the student
• Exceptions for “legitimate educational interest”
• Exceptions can also be made for health or safety emergencies if disclosure is necessary to protect health and safety of student or others, to appropriate parties only
• University law enforcement records are not protected by FERPA and university may contact campus police to investigate possible violations of law

MENTAL HEALTH RECORDS
• Mental health records are not covered by FERPA
• Mental health professionals are bound by state licensing laws and professional Ethics
• Counseling Center staff cannot confirm or deny that a student is a client without a signed release from the student
• Exceptions to confidentiality must include *imminent* danger to self or others, suspicion of child or elderly abuse
• It may be useful to provide information about disturbed students to the Student Affairs office as well as the Counseling Center, because Student Affairs has more leeway in contacting others who may help

SHARING INFO WITH PARENTS
• FERPA allows educational record to be shared if student is a tax dependent
• University officials can contact parents with information obtained from personal observation or from another person who has observed the student
• Parents can be notified to protect health or safety, except in the case of a health care provider with a confidential treatment relationship with a student

GENERAL PRINCIPLES OF CONFIDENTIALITY
• Share on a “need to know” basis only – tell only those who need to know, and only what a particular individual needs to know
• Use email with great discretion
• Be aware that once a staff member is informed of a problem, he or she may have a responsibility to act, so be very picky about whom you inform
• Treat students’ privacy with respect – ask yourself, “Would I want others to know this about me?”
• Do not re-release confidential information, such as health or mental health info, that was released to you
• Do seek consultation with supervisors and other professionals if it will help you to assist the student and/or maintain the safety of any individual, including yourself
Resources on Campus

Conflicts or Concerns Regarding a Faculty Member
- Notify the Department Chair of that person’s department
- If the person of concern is the department chair, notify Academic Affairs Office x1348
- Human Resources: Jon Conrad x1527

Conflicts or Concerns Regarding a Staff Member
- Notify the Department Chair of Division.
- If concern is about Department Chair, notify the Vice President that oversees the department
- Human Resources: Jon Conrad x1527

Students with Disabilities or Emotional Concerns
- Disability Services/Support Office - Students can self-identify and ask for accommodations based on disabilities. Staff can answer questions about disability issues. X1510

Emergencies and Safety Issues
- **Call 911 if there is a possible immediate danger.**
- Office of Campus Safety and Police provides expert assistance if you are worried about a possible threat from any source. X1421. Their website contains information about crime prevention, emergency preparedness, and legal concerns, as well as the opportunity for anonymous crime tip reporting. http://home.moravian.edu/public/safety/forms.htm

Medical Concerns
- Health Center - Students can be treated for illness or minor injury on campus. Students should call for appointments. X1567

Spiritual Concerns
- Chaplain’s Office at x1583 for referral to campus clergy.

Conduct Concerns
- Student Conduct x1503 administers disciplinary sanctions and should be made aware of inappropriate behavior by any student. Dean Nicole Loyd
- Academic Conduct (dishonesty) 1348

Equity and Diversity
- For more info, contact the Office of institutional Diversity x7847

Sexual Assault or Sexual Harassment can be reported to:

- Counseling center x1510
- Campus Safety x1421
- Health center x1567
- Chaplain’s Office x1583
- Human Resources x1527

Information about sexual harassment and how to report is available at http://training.newmedialearning.com/psh/moravian/faculty/520.shtml
http://caps.ucdavis.edu/resources/staff/margin/Margin.pdf

Guidelines help teachers with effective response when students self disclose personal problems in writing.