



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6278

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CATEGORY: **Students, Discipline**

EFFECTIVE: **1-29-62**

SUBJECT: **Referrals and Reports to Community  
Youth-Serving and Social Agencies**

REVISED: **1-04-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing referral of students to youth-serving agencies, sending school reports to social agencies, and for on-campus counseling of students by youth-serving agencies during school hours.
2. **Related Procedures:**

Drugs, narcotics, alcohol—general .....	5140
Suicides .....	EP 10
School attendance of, and equal education access for, married students, pregnant students, and minor parents .....	4255
Child abuse or neglect (nonaccidental physical injury) .....	6370
Nondistrict instructional programs, materials, or services .....	4053
Release of student information .....	6525

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-7800, H-8900; Education Code Section 49076.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Institute for Learning.
2. **Release of Student Information.** Written consent of parent, guardian, or student eighteen or over is required prior to release of any student information to any nondistrict organization, agency, or individual (E.1., Attachment). Receiving party must certify that the information will not be used for any purpose other than that authorized. (Procedure 6525)
3. **Referrals** to any nondistrict organization, agency or individual are primarily suggested by district counselors, inschool counselors, and nurses after evaluating student and family needs with the student and parent/guardian. Appropriate referrals are made to the parent/guardian when it has been determined that such services would be in the best interest of the student.
  - a. Minimum of three (3) referrals are suggested; specific provider shall not be recommended.

- b. Referrals are suggested only. At no time can district staff require families to seek outside professional services.

4. **Limitations**

- a. Counseling and guidance services by nondistrict youth-serving agencies may be available to students on campus only if Procedure 4053 has been followed.
- b. Probation interns and interns of other nondistrict approved youth-serving agencies may not counsel students on campus unless the approved agent is present.

**D. IMPLEMENTATION**

1. **Referrals to Community Youth-Serving Agencies**

a. **Principal or designee**

- (1) In cases of emergency, calls the San Diego Police Department or Fire Department.
- (2) Principal refers student to district counselor for identification of appropriate referral.
- (3) Refers student to nurse if the major problem is identified as a health problem.
- (4) Refers to inschool counselor, as appropriate.

b. **District counselor (or nurse, if problem is health related)**

- (1) Counsels with student and parent/guardian; confers with appropriate school personnel; evaluates the case and determines appropriate referrals for family and student.
- (2) Seeks written consent of parent/guardian to talk with nondistrict referral person from time to time regarding status of problem or of its resolution.
- (3) Completes written summaries to nondistrict referral sources as outlined in C.3.

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**2. Filing Reports on Students with Social Agencies**

- a. Counseling and Guidance Department, upon request for student information from a social agency, obtains parents'/guardians' written approval.
- b. Principal compiles, signs, and forwards report directly to social agency or to the Probation Department.

**E. FORMS AND AUXILIARY REFERENCES** (Available from the Counseling and Guidance Department)

1. Copy of "Release of Information" form, Attachment

**F. REPORTS AND RECORDS** (Section D.2.)

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education