

Ethics and Boundaries for School Staff

Ethical Decision-Making Model and Worksheet

DIRECTIONS

Use the model below to work through ethical dilemmas.

ETHICAL DECISION MAKING MODEL

(Adapted from N. T. Dibble & J. C. Raines. 2021. *Ethical Decision Making in School Mental Health*. Oxford University Press. Adapted with permission.)

1. **Know yourself, your profession's code of ethics & the relevant laws.**
2. **Analyze the predicament.**
3. **Seek consultation.**
4. **Identify courses of action.**
5. **Manage the safety concerns and unintended consequences.**
6. **Enact the decision.**
7. **Reflect on the process & outcomes.**

ADDITIONAL INFORMATION

1. **Know Yourself, Code of Ethics, and Laws & Policies**
 - Own experience, biases, perspective, worldview.
 - Code of Ethics & Human Resources Policies/Staff handbook, Teacher, Admin, or Pupil Services Standards.
 - FERPA, HIPAA, PPRA, Wis. Stats., district policies.
2. **Analyze the Predicament**
 - Pull together all your information.
 - Identify the ethical dilemma: legal, ethical, both?
 - Who is involved and who does it affect?
 - Who has power?
 - Recheck specific laws and policies.
 - Recheck own biases that may be interfering.
3. **Seek Consultation**
 - Types of consultation: ethical, clinical, legal, supervision.
 - What are their credentials and experience?
 - THINK CRITICALLY ABOUT THE ADVICE - ultimately you are responsible for your decisions and actions.
4. **Identify Courses of Action**
 - At least three.
 - List costs and benefits of outcomes.
 - Consider ethical principles.
5. **Manage the Safety Concerns**
 - Consider what another school staff might do in this situation, what advice would you give a friend?
 - Consider any safety concerns - do no harm.
 - Try to consider potential unintended consequences.
6. **Enact the Decision**
 - Decide on a plan.
 - Are you acting in the best interests of the student?
 - Would you be ok with your decision being made public?
 - Monitor and evaluate the unfolding of the plan.
 - DOCUMENT.

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7. Reflect on the Process & Outcomes

- Consider the outcomes and the process, including what you could do differently.
- Modify practices to avoid future problems.

Know Yourself, Code of Ethics, and Laws & Policies

Identify your own biases in this situation.

What laws apply to this situation?

What standards, ethical considerations, or principles apply?

Are there possible relevant district policies, laws, or rules? What could they be?

Analyze the Predicament

What is (are) the ethical and/or legal dilemma(s)?

Who is involved and who does it affect? Who has power?

Seek Consultation

Identify an actual person you would discuss this situation with. Write their name:

What are their credentials and relevant experience? Consult in your small group.

Identify Courses of Action

List at least three.

List costs and benefits of outcomes.

Manage the Safety Concerns

Consider any safety concerns and the idea to do no harm. What risks are there?

Try to consider potential unintended consequences.

Enact the Decision

What plan will you implement?

How and where would you document your process?

Reflect on the Process & Outcomes

Consider the outcomes and the process.