


Administrative Procedures 353

Referral for Counselling Services

	<p>External References:</p> <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 148, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 175, 231 	<p>Adopted: June 28, 2011</p> <p>Amended: July 8, 2015</p>
	<p>Internal References:</p> <ul style="list-style-type: none"> • AP 352 Positive Behaviour Support - Appendix A – Student Conduct Support Protocol • AP 360 Student Discipline • Form 352-1 Student Positive Behaviour Support Plan • Form 352-2 Student Positive Behaviour Support Plan Review • Form 352-3 Referral to Behaviour Intervention Team • Form 353-1 Referral for Counselling Services • Form 353-2 Referral for Counselling Services Parent Information • Form 353-3 Self-Referral for Counselling Services • Form 353-4 Individual Counselling Permission • Form 353-5 Student Services Individual Counselling Program Plan • Form 353-6 Record of School Visit Counselling Services • Form 353-7 Monthly Record of Caseload Counselling Services • Form 353-8 Child & Youth Counsellor Client Satisfaction Survey • Child and Youth Counsellor Handbook 	

Background

Section 191 of The Education Act allows a Board of Education to provide both counselling services for educational advice and counselling and for psychological services necessary to the growth, development and general well being of students. The general well-being of student as individuals would deal with most, if not all, issues for which counselling might be sought or recommended.

Procedures

1. Accessing Supports
 - 1.1 The counselling referral can be initiated by a teacher, principal, parent, student support services personnel or by the student.
 - 1.2 In all instances, initial contact is made directly with the counsellor, who will conduct an intake interview, complete Form 353-1 Referral for Counselling Services and obtain the necessary consent.
 - 1.3 Parental consent in writing is required after the initial intake interview for all students under the age of 14. In the case of students aged 14 or older, the Form 353-3 Self-Referral for Counselling Services is completed and written consent for counselling is provided directly by the student.
 - 1.4 Completed referral forms are forwarded to the Division Office Administrative Assistant responsible for records for confidential storage.