

## Administrative Procedures 353

### Referral for Counselling Services



**Adopted:** June 28, 2011

**Amended:** August 11, 2020

#### **External References**

- Education Act: Sections 85, 87, 148, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 175, 231

#### **Internal References**

- AP 350 Student Conduct – Appendix A – Student Conduct Support Protocol
- AP 360 Student Discipline
- Form 350-1 Student Positive Behaviour Support Plan
- Form 350-2 Student Positive Behaviour Support Plan Review
- Form 350-3 Referral to Behaviour Intervention Team
- Form 353-1 Referral for Counselling Services
- Form 353-2 Referral for Counselling Services Parent Information
- 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 16.