

ADMIN PROCEDURES MANUAL

Administrative Procedure 240 *NEW in 2019*

STUDENT COUNSELLING SERVICES

Background

Counselling services shall be available to all students from Kindergarten to grade 12 as an integral part of school programs and services.

Counselling in the school setting includes a variety of supports, including both one-onone and group activities. Students can receive support in the areas of personal development, social emotional learning, mental wellness, and educational and career planning. Counselling services may be proactive and provide early intervention and prevention, or reactive to respond to emergent challenging issues.

Procedures

- 1. Every effort will be made to employ professionally trained clinical counsellors who have completed a supervised practicum and who have had successful experience in education.
- 2. Counselling services provided by the school shall meet identified needs of students in three key areas:
 - Educational;
 - Personal/Social (including both social emotional learning and mental health); and
 - Career development and assistance.
- 3. Counsellors shall respect the confidentiality of information received in accordance with professional ethics and the law, except in the event that students are presenting as a risk to themselves or others, the child is in need of protection, or when legal requirements demand that confidential material be revealed.
- 4. Counsellors will be expected to have parent/guardian permission to work with children from K-8 both one-on-one and in group settings. (Form 240-1 attached).
- 5. Regular monitoring and evaluation of the performance of the counselling services provided relative to the program description shall occur.

Reference: Sections 8.2, 17, 20, 22, 65, 75, 85 School Act

Freedom of Information and Protection of Privacy Act

SD No. 40 (New Westminster)

Adopted: May 28, 2019

 $Modification\ to\ this\ document\ is\ not\ permitted\ without\ prior\ written\ consent\ from\ SD\ No.\ 40\ (New\ Westminster)$

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Dear Parent/ Guardian

The New Westminster School District is pleased to offer counselling support to our students. Counselling support can take many forms and can be on an individual basis or in a small group setting. This support may be on going, or short term as needs arise.

Counselling support can be accessed either formally or informally. Your child may have been referred through our formal process and brought before our School Based Team. School Based Team includes our administration, resource teachers, school counsellor and the classroom teacher. In consultation with the team, it may have been recommended that your child receive additional support. Your child may also have been referred through a less formal process by a staff member.

Some of the issues that a school counsellor may address with your child include, but are not limited to: transition to a new school, anxiety, shyness, conflict resolution, and peer relations. Your school counsellor can also help with referrals to outside agencies and provide transitioning support if you are on waitlist with an external agency.

If you wish your child to be eligible to receive this support during the current school year, please sign below and return form to the school.		
Counselling Parent/ Legal Guardian Permission Form 240-1		
As the parent	/ legal guardian,	
I give consent	for my son/daughter	to work
with the scho	ol counsellor for the school year.	
Please Print: _	Parant/Lagal Cuardian	Data
	Parent/Legal Guardian	Date
-	Parent/Legal Guardian Signature	