

## REFERRAL TO GUIDANCE COUNSELLOR

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If the classroom teacher has a concern regarding a social, emotional, behavioural or safety issue regarding a student, they should consult the student services resource teacher initially, who will in turn consult the guidance counsellor for further directions.

If a parent has similar concern, he/she may also contact the student services resource teacher or the counsellor directly. The counsellor will work in conjunction with the student services resource person at all times.

If a student makes a self-referral or situationally sees the counsellor for assistance, it is at the discretion of the counsellor as to whether the student services resource teacher or parents/guardians become involved.

If the Child and Adolescent Treatment Centre (CATC) or another outside agency wishes to make a referral to the counsellor, the student services resource teacher, administration and the parents/guardians will be informed.

In any situation where the counsellor determines a student to be a safety risk, the administration will be informed. Other agencies and/or parents/guardians will be contacted if deemed appropriate.

The student services guidance counsellor is the case manager for students requiring Behaviour Intervention Plans (Level 2 & 3 EBD). The Guidance Counsellor takes the lead for intake meetings for CIS students.

### REFERRAL PROCEDURE

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1. The student services resource teacher consults with counsellor regarding appropriateness of referral and time availability.
2. A request for services form will be filled out by the referring person. Signatures from the student services resource teacher, referring person and parent/guardian will be requested. The original signed form goes in the guidance file and a copy goes in the student services file.
3. The classroom teacher is consulted by the counsellor for an appropriate pull out time. At this time more background information can be ascertained from the teacher if this is appropriate.
4. The parent(s) will be contract regarding more background information on the student. A basic outline of the direction that the counselling may take will also be discussed.

### Referral to Outside Agencies

1. If deemed appropriate, the counsellor will refer the student to an outside agency. At this time, parents/legal guardians will be informed. Required forms will be completed.

### Program Guidelines

- See Guidelines for Comprehensive Guidance and Counselling in Manitoba
- See Ethical Guidelines in Counselling
- See Guidance Counsellor Position Description in Administrative Manual