



## Counseling Referral Process

One-on-one and group counseling referrals should be made via this [Google Form](#). Students must exhibit an observed need in academic, behavioral and/or social-emotional support before being referred. Services will include but aren't limited to set weekly meetings, mental health check-ins, skill building, goal setting, and developmentally appropriate interventions.

The overall goal of counseling services is to empower students through growth strategies and unconditional positive encouragement in a safe environment. Counseling plans will be developed based both on their individual/group needs as well as the school community's expectations of all learners. And in connection with the MTSS structure in place at BMS, there will be an emphasis on a six-week intervention window to determine what type of ongoing services might be needed moving forward. Tracking of counseling services will be brought to the monthly Child Find Committee meetings.

The student-counselor relationship will be founded in restorative practices and student-driven learning.

**\*\* Students referred for counseling will be prioritized based on scheduling availability and level of need at the time of referral, with final determinations made by Administration. \*\***

### **Once a referral is received:**

- A. Referring staff will be notified via email that the referral was received.
- B. Counselor will connect with the referral source to discuss the nature of the referral as soon as conveniently possible.
- C. Parents/Guardians will be contacted by the counselor to seek consent of services.
- D. Staff and counselor will discuss the best approach for meetings
- E. An initial meeting with the counselor and student(s) will be arranged if necessary to start the process.
- F. Collaboration with other support staff will occur as needed and in the best interest of the student(s) and classroom community.
- G. Regular communication with teachers and staff will occur while counseling services are in place.
- H. To the extent possible, all efforts will be made to ensure students DO NOT miss classroom lesson time.

**\*\* Parental consent is needed to move forward with ongoing support. Verbal consent is acceptable yet written consent is preferred. A letter explaining counseling services will be sent home with students to provide more information as well as request permission to move forward with services. \*\***