

Counseling Referral Procedure and Information

To ensure that all student, teacher and parent needs are met by the counseling services, it is requested that all staff follow certain procedures when sending a student to the counselor or requesting specific group meetings and guidance lessons.

Hours of Service

Counseling Services will be available on the Hickory Day School campus Monday, Tuesday and Thursday each week from 1pm-3pm. This may be subject to change depending on need of services and availability of the counselor throughout the year.

Contact Information

The counselor can be reached either through email or phone communication. In the case of a crisis situation, the counselor will do their best to be available, even if off campus. The counselor's email is cbriggs@hickoryday.org and her phone number is **828-764-8257**. The counselor can be reached through either phone call or text message in the case of an emergency or crisis situation.

Counselor Location

During school hours, the counselor can be found in the multi-purpose room.

Referring a Student

Individual Counseling:

When referring a student for individual counseling, please email the counselor first to ensure that the counselor is free to provide services. In addition, please include a brief summary if possible of the situation for which services are needed. In the case of a crisis or emergency, this summary can be simply titled "crisis". The counselor will provide services to the best of her ability in order to best meet both teacher and student needs without disrupting the student's education.

Group Counseling:

Should a teacher, parent, student or administrator feel that group counseling is necessary to address an issue, it is requested that the counselor be alerted at least two days in advance so as to properly prepare for the session. Group Counseling sessions may require parental approval and will involve a vetting process so as to ensure that groups go smoothly. Group counseling meetings will be planned to fit a schedule for as long as necessary and will require active participation by all students involved.

Guidance Lessons:

In order to address the primary concerns identified through the Needs Assessment, the counselor will seek to collaborate with teachers, parents and administrators to develop specific guidance lessons that may take place within the atmosphere of the classroom. To that end, educators are encouraged to request Guidance Lessons that can be incorporated into their daily curriculum. The counselor will work with the educator in order to craft an appropriate lesson and then will perform follow-up assessments to identify further need and effectiveness.

Confidentiality

Following ethical and legal standards, the counselor is bound to confidentiality with regards to services provided. Discussions between students and the counselor during school hours will be kept to only the student and counselor unless the possibility of harm to oneself or third parties are present. This confidentiality will also extend to teachers seeking assistance from the counselor as well as any sort of data collected regarding academic achievement and attainment. Students will be made aware of their confidentiality rights upon meeting with the counselor and will also be bound to the same need for confidentiality if engaging in Group Counseling.

Separation of Duties

Although the counselor may be on campus past 3pm to provide aftercare services, counseling services will be limited only to the 1pm-3pm time frame. The counselor may extend these hours in the case of a crisis situation, but otherwise the counselor will not break from this time frame. In addition, counseling services will not be provided to anyone when out of school hours in order to prevent dual relationships from developing.

Possibility of Outside Referral

In some cases, the counselor may not be able to provide all necessary services to students. This may include diagnosing of potential disorders or working outside of the counselor's scope of ability and knowledge. Ethically, the counselor should not provide services outside their skill range. As such, if a student is deemed to need services outside the counselor's capabilities, they may be recommended to outside sources of counseling with the advisement of campus administration.

Parental Meetings with the Counselor

Parents are encouraged to meet with the counselor if they are concerned about their student's success in the realms of academic, social and career achievement. Parents wanting to meet the counselor should follow the communication procedure listed above and should be aware of the counselor's responsibility of confidentiality. Under FERPA, parents have a right to access student records if the child is under the age of 18, however the counselor is under no obligations to disclose specific details of any conversations between the student and the counselor unless the threat of harm is present to the student or third parties.