

**ADMINISTRATIVE PROCEDURE****STUDENTS****Administrative Procedure – Outside Counselors**

In the event that outside counselors are brought in to the school for specialized services not available through District employees, the Principal and/or the Director of Guidance, and/or the Student Assistance Program Coordinator will meet with the individual to discuss and clarify the beliefs and values of the Morton Community. The Director of Guidance and/or the Student Assistant Program Coordinator will then recommend to the Principal the outside counselor that best meets the District's needs. The school principal will inform the Superintendent of the school's choice of outside counselor and the firm for which they work. The Superintendent will notify the Board of Education on the outside counselors and their organization after approval.

Morton Unit School District 709 expectations of this individual will also be clarified and discussed. Before meeting with any student, a written agreement will be developed outlining the purpose, times of meetings, and basic information which will be covered during any meetings with students. Students may be referred to outside counselors by teachers, counselors, administrators and/or parents. Students may meet with the counselor(s) up to 5 times without parental permission as per ACA code of ethics; however, parents will be notified as necessary after the first visit and permission obtained for further visits unless there is a concern over the safety of the student. Parents will be notified and permission to participate will be obtained for any participation that extends beyond 5 visits with the external counselor(s).

Outside counselors will hold a master's level degree in counseling or will be trained and/or demonstrate experience in dealing with their specific area of counseling (ex: substance abuse, pregnancy, grief/loss, etc.).

The above procedure may be waived if a school has an immediate crisis. The Superintendent's approval of the crisis and the school's recommendation for outside counselors will still be required.

ADOPTED: April 4, 2000

REVISED: December 22, 2010

REVIEWED: December 11, 2013