

**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.

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. Parents will be notified and permission to participate will be obtained, before any student contact is made.

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. Notification to the Superintendent of the crisis and the school's recommendation for outside counselors will still be required.

ADOPTED: November 28, 2007

REVIEWED: March 24, 2014