

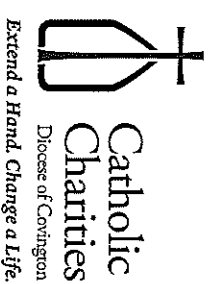
Working Together For Effectiveness

Catholic Charities will...

1. Provide well qualified and appropriately screened (Virtus) and licensed counseling staff who agree to live by their Professional Code of Ethics.
2. Provide all the counseling staff with:
 - Training and clinical supervision on a regular basis
 - Materials (puppets, therapeutic books, art therapy materials, etc.)
 - Use of duplicating equipment and necessary postage
 - Consultation with CC staff with similar as well as diverse clinical perspectives
 - Liability insurance
3. Keep confidential case files at CC for appropriate periods of time.
4. Assure that professional standards are maintained. CC is accredited by the Council on Accreditation.

Catholic Charities' counselors will...

1. Support teachers in contacting individual parents to discuss any concerns that the school has regarding the child.
2. Build a therapeutic alliance on behalf of a referred child by:
 - requesting oral and written information from teachers and parents,
 - offering information and recommendations regarding strategies to assist the student, and
 - discussing concerns both before and after recommendations are made.
3. Participate in parent-teacher conferences when appropriate and feasible.
4. Terminate each case in a professional manner, in order to best help the children utilize their new skills, and make recommendations for further treatment if warranted.



School Based Counseling Program 2019-2020

The School Counseling Program provides school-based mental and emotional health support services to children during school hours. Schools contract with Catholic Charities for staff time spent in consultation with children, parents, teachers and school administrators.

This booklet provides information about the school counseling program, as well as a delineation of the roles and responsibilities of the Catholic Charities' staff and the school staff in implementing the program. We hope this written agreement provides clarity, direction, and mutual understanding of our tasks, thus maximizing the effectiveness of the program.

**Our mission is to promote healing,
restore hope and affirm human potential
through services that empower,
voices that speak for justice,
and partnerships that strengthen communities.**

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An office of the Diocese of Covington

General Delivery of Services

Catholic Charities (CC) will provide Boone County High School with 306 units of direct service during the 2019-2020 school year. Direct service units are hours spent in direct consultation with individual students, groups, parents or teachers. This means the school counselor provides 8.50 hours of direct service per week. Staff time spent consulting with parents by phone or in-person are included in the 8.50 hours. For each hour of direct service, an additional 1.10 hours of indirect service or "collateral time" is spent. Collateral hours include consultations with other professionals or agencies, clinical supervision, paperwork and filing, preparation of materials for sessions, travel, and any written correspondence required for referrals or recommendations and agency meetings. Much of the collateral time may be conducted at Catholic Charities.

The Catholic Charities' personal counselor assigned to your school is responsible for implementing the program.

To that end, she/he will:

1. Introduce him/herself and the goals of the program to school staff and students.
2. Provide assessment of referred students by:
 - a. collecting background information from parents and teachers;
 - b. meeting with the student 3-4 times for 30-45 minute sessions (during school hours) only after a parental consent form has been signed, and
 - c. making recommendations to parents and teachers on the student's behalf.
3. Suggest appropriate referrals to other services as needed.
4. Provide on-going counseling for children.
5. Consider the teacher's needs when scheduling an appointment and arrange the appointment ahead of time whenever possible.
6. Provide to the principal a End-of-the-Year Summary of students seen through Individual Counseling or groups.

Working Together For Effectiveness

Boone County High School will provide...

1. The Full Cost of this program in your school to Catholic Charities is **\$34,400.00**. Your school's fee is \$0. The fee is paid by the Boone County Fiscal Court, United Way and generous donors of Catholic Charities.
2. Regularly scheduled communication between principal and the school counselor.
3. A private designated space that allows for confidentiality. Access to telephone and internet are necessary.
4. Advanced notice of school schedule changes that would impact the counselor's scheduled appointment.
5. Written school procedures addressing safety issues: hazardous weather plans, fire evacuations, medical emergencies and unlawful intrusions.
6. Support for correspondence with parents e.g. sending home Catholic Charities forms and reminders for parents to return them.
7. Cooperation from teachers that allows students to be removed from class.
8. Support for extended consultations between teachers and the counselor by providing classroom coverage when possible.
9. A printed or electronic copy of student demographics for the entire student body which includes, full address, including zip code, gender, date of birth, and parent contact. This information is used to bill the fiscal courts.

To optimize program effectiveness, school staff will...

1. Convey the school's concern about a student with the parents directly. This strengthens the working relationship between school, parents and CC.
2. Encourage families to follow up on the recommendations of the counselor. In rare cases the child's overall needs may require consideration of an alternate school placement.
3. Inform parents of programs available through Catholic Charities or regional resources when appropriate.
4. Respect the right of personal and family privacy by using discretion in discussing children's personal situations (e.g. discussions in hallways, lunchrooms), and in storing any written information to/from the Catholic Charities staff regarding cases. The End-of-the-Year Summary Report provided to the principal is confidential.
5. Arrange for CC staff to introduce the program's goal to classes and PTO.
6. Include the counselor in parent-teacher conferences when appropriate.