

Toronto City School District

Operating Procedures for School Based Counseling Services

The Toronto City School District Operating Procedures for School Based Counseling Services were developed collaboratively by personnel from the Toronto City School District (TCSD) and the school's third party provider of counseling services (PROVIDER).

A. Points of Contact

The TCSD and the PROVIDER Points of Contact will oversee and ensure compliance with the operating procedures. TCSD POC: Katie Long, School Nurse, 740-537-2442, 1305 Dennis Way, Toronto, OH 43964, katie.long@torontocityschools.com. PROVIDER POC: Kelly Treadway, CHANGE, Inc. Supervisor, 681-522-5276, 3158 West Street, Weirton, WV 26062, ktreadway@changeinc.org

B. Communication of Students Receiving Counseling

A meeting will be held on a weekly basis between the PROVIDER counselor and the TCSD nurse to review and verify students who are involved in the referral process or receiving counseling. The TCSD nurse will make the initial referral to the PROVIDER counselor. The PROVIDER counselor will receive the referral and contact the parent to schedule an intake appointment. If the parent enrolls the student in services, PROVIDER counselor will notify the TCSD nurse within five school days in writing.

C. Documentation of Students Receiving Counseling Services

The PROVIDER counselor will maintain documentation of students receiving counseling through the eClinicalWorks electronic records system. The TCSD nurse will document students receiving counseling through the DASL system.

D. Disclosure of Denial of Counseling

If a student is denied services, the PROVIDER counselor will notify the TCSD nurse within two school days and disclose the reason for the denial. The PROVIDER counselor will meet on a weekly basis with the TCSD nurse and Building Principals to verify any counseling referrals and/or discharges from practice.

E. Documentation of Denials of Counseling Services

PROVIDER counselor will provide an official written document stating reasons for the denial of services to the school nurse. The TCSD nurse will document the denial of services in the DASL system. The TCSD will notify the building principal and school superintendent.

F. Notification of Parent(s)/Guardians for Denial of Counseling Service

Within two school days of receipt of the documentation from the PROVIDER counselor, the TCSD's nurse will notify the parents and/or guardians in writing stating the reasons for the denial.

G. Notification of Parent(s)/Guardians When Student Requires Services Not Provider Offers

Within two school days of the PROVIDER'S determination that the student requires more services than the PROVIDER offers, the PROVIDER counselor will provide an official written document to the TCSD nurse and parent(s) and/or guardian stating that the student requires more services than the provider offers. The PROVIDER counselor's written documentation will contain at least three options for referral services with their contact information. The referral process is expected to be completed within thirty days of the notification to parents. A PROVIDER counselor will continue services during this thirty-day referral process. Services will be discontinued after the thirty-day time period.


H. Meeting with Parent and Appropriate TCSD Staff

Where the PROVIDER determines that the student requires more services than the PROVIDER offers, a meeting will be held within ten school days of documentation being provided to the TCSD nurse and the parent/guardian. The meeting will include the parent, the PROVIDER counselor, TCSD nurse, the student's Section 504 or IEP team, school psychologist, and any other appropriate school personnel. If the parent/guardian is unable to attend the initially scheduled meeting at least three attempts will be made to ensure their participation. The parent/guardian will have the option of meeting in-person, virtually, or via telephone. If parent/guardian is still unable to participate, they will have of the option of providing written input. The purpose of the meeting will be to (1) create a plan to ensure that the student receives the necessary mental health services; and (2) determine whether there is a reason to suspect that the student has a disability or additional disabilities and, if applicable, evaluate and/or reevaluate the student for disability-related services.

I. Communication of Suspected Disability

Once the PROVIDER counselor suspects a disability following the initial evaluation or throughout the course of treatment, he/she will make a written referral to the TCSD principal within five school days.

Operating procedures were adopted and implemented January 12, 2023.


Maureen Taggart, Superintendent


Date