

Ralls ISD Counseling Service Plan

Welcome back! I want to take a moment to outline some information on counseling services available through Ralls ISD and supporting agencies.

If you have a student that you think is in need of counseling services, please follow the outlined procedures to ensure the student is referred and serviced accordingly:

- Consult with your campus administrator to determine the main concern with the student (family related, school related, etc.) As a small district, we do not have campus counselors. Administrators and the District Counselor work closely together with outside resources and with teachers to make sure students are served as needed.
- If it is determined that counseling services need to be an option, fill out the referral form (attached) and send it to me, Shauna Lane, at Central Office. Please also send me an email or phone call (no details needed) letting me know you are sending a referral.
- Once I get the referral, I will follow up with the person referring and the student and parent as needed.
- Once I follow up, I will determine if services are necessary and if they can be provided in-house, or if services will need to incorporate an outside agency. Ralls ISD does utilize Catholic Family Services, MHMR of Lubbock, and the Community In Schools Program.
- If it is an emergency, case of suspected child abuse or suicide, contact your campus administrator immediately and/or Mrs. Lane at 253-2571 x 1108 or slane@esc17.net. Please refer to the orange and yellow information handouts on these two subjects. If you are uncertain, contact your administrator or Mrs. Lane before you let the student leave.
- Please feel free to follow up on your referrals; however, I cannot discuss personal information a student discloses. I usually ask the student for permission to share necessary information with teachers or administrators for educational purposes only. Please do not be offended if I am vague or unable to give you details. I am required to do so in an effort to keep confidentiality and protection of the students and families involved.
- Please remember, all counseling services and most school related situations are **CONFIDENTIAL**. No other staff, student, or parent needs to be informed by school personnel of a pending referral or if a referral has been acted on through the district or another agency.

Again, this is the process and procedure for a student referral for counseling services within Ralls ISD. These procedures are in place to ensure a student is referred and receives services as needed in the most efficient and private manner possible.

If you have ANY questions or concerns about a referral or the referral process, please call or email and ask. I will be glad to clarify any information in order to help us help students.

Thank you, and have a great year!

Shauna Lane
Ralls ISD Counselor

August 15, 2011