

Dear KPS parents, care-givers, and students,

During the use of distance learning or any school closure we want to assure you that school counseling services will still be available for students via the Microsoft Teams online platform. If your child wants to request a one-to-one online meeting with their school counselor, they should email their respective school counselor to set up a meeting time during office hours and to set up an appointment.

- Mrs. Adams - Grades K-6 – ruth.adams@k12.nd.us
- Ms. Martin - Grades 7-9 - nikki.martin2@k12.nd.us
- Mrs. Vettel - Grades 10-12 - courtney.vettel@k12.nd.us

We must require the following for your child to participate in online school counselor meetings:

Informed Consent Form **completed and signed by parent/guardian** – you may scan it or take a photo and email it to your school counselor. The form is attached below.

- Computer or tablet with webcam and audio capability, connected to the internet.
- An email address for the student or parent (that the student and/or parent can access).
- A quiet and private space for your child where they will not be disturbed or interrupted during their school counseling session.
- An adult or older sibling available to help younger students request an appointment and sign into their session.

Mrs. Adams, Mrs. Vettel & Ms. Martin will be available for sessions approximately 30 minutes in length with students. We will adjust available scheduling as needed.

Instructions on how to use the online platform can be found [here](#).

If you have any questions, please reach out to us – We will be available to you via email or by phone at 701-764-5877 to answer any questions you may have.

Warmest Regards,

Mrs. Adams – K-6 School Counselor

Ms. Martin – 7-9 School Counselor

Mrs. Vettel – 10-12 School Counselor

Tele-counseling Informed Consent- KPS Public Schools

Dear KPS families,

During distance education or the event of a school closure we will be able to provide tele-counseling services to your child. The Killdeer school counselors intend to maintain communication with students who may need counseling services at home. Our role is to provide your child with the additional support they need during this unprecedented public health situation. Whether your child needs a simple check-in or in-the-moment coping strategies, we are here to help.

Tele-counseling Sessions

Tele-counseling services will require online access through Microsoft Teams using your student's K12 email address after a student registers for a session by email. If you would like to schedule a session, please email your school counselor and they will help you set up an online meeting time. If possible, please include a brief description of the student's needs in the email request. An adult or older sibling should be available to help younger children request an appointment and sign into their session. Please note that your school counselor's availability will be limited to certain hours.

Confidentiality

As a general rule, school counselors will keep the information your child shares with them in our sessions confidential, as would be expected in a traditional school setting. There are, however, important exceptions to this rule that are important for you to understand before your child shares personal information with us in a tele-counseling session. In some situations, we are required by law or by the guidelines of our profession to disclose sensitive information.

Confidentiality cannot be maintained when:

1. Your child discloses a plan to cause serious harm to themselves.
2. Your child discloses a plan to cause harm to others.
3. Your child discloses they are being harmed by someone else.

An exception to this rule is when a student gives permission for the school counselor to share what has been discussed with a trusted adult, such as a parent/legal guardian, teacher, and/or principal.

Risks of Tele-counseling Services

There are many benefits of tele-counseling services; however, there are potential risks with this technology as well.

These might include:

1. The video connection may not work or it may stop working during the tele-counseling session.
2. Due to the nature of the service, we cannot guarantee full confidentiality due to the nature of online communication and/or lack of control over end-user security. Microsoft Teams is very secure, but again, we cannot guarantee it with 100% certainty. We encourage a quiet and private space for your child where they will not be disturbed or interrupted during their tele-counseling session.

Consent

I have read this document and understand the benefits and risks of tele-counseling services made available by the school counselor of the KPS school district. I grant consent for my child to use this service. If I have any additional questions or concerns, I will contact my respective school counselor.

Signature of Legal Guardian

Date

Printed Name of Legal Guardian

Printed Name of Student

Email of Legal Guardian

Cell Phone

How to connect with your school counselor for online meetings – KPS School District

1. Download the **Informed Consent** (noted above)
 - a. **If you can print it**, please do so – student and parent must read the form; then parent/guardian signs it (students 18 or older may sign for themselves)
 - i. Parents/guardians – do your best to make sure your child understands the Informed Consent form and benefits/risks
 - b. **If you cannot print it**, you may digitally sign it by typing required information at the bottom. It is a Word document, so you can use MS Word to complete/sign the form.
 - c. Send Informed Consent form to your respective school counselor
 - i. [K-6 – Mrs. Adams – ruth.adams@k12.nd.us](mailto:ruth.adams@k12.nd.us)
 - ii. [7-9 – Ms. Martin – nikki.martin2@k12.nd.us](mailto:nikki.martin2@k12.nd.us)
 - iii. [10-12 – Ms. Martin – courtney.vettel@k12.nd.us](mailto:courtney.vettel@k12.nd.us)
 - iv. **Suggestion** - take a CLEAR picture of the signed copy to make a digital copy
2. When your school counselor receives your signed informed consent form, she will email you available meeting times. Once a time is set through email she will send you a meeting code.
3. You will meet with your school counselor using Microsoft Teams. There are two ways to use:
 - a. You can download the Microsoft Teams app and your school counselor will call you through your K12 email within the app.
 - b. You can log in to your K12 email and your school counselor will contact you through your email platform at your scheduled time.
4. Tips for online meetings with your school counselor
 - a. Make sure your device is plugged in or fully charged, and connected to the internet
 - b. Find a quiet, private space for yourself during your meeting where you will not be interrupted
 - c. Minimize background noise and distractions – pets, music, TV, other voices, etc.
 - d. Keep in mind that even though Microsoft Teams is a secure, encrypted service, there is no absolute guarantee of confidentiality on any online platform; other people in your home could overhear your meeting; internet security is only as strong as the protections in place connected devices, internet connections, and internet service providers

If you have any questions or need assistance, please email your school counselor and she will contact you as soon as she can. Thank you!

Mrs. Vettel, Mrs. Adams, Ms. Martin