



August 26, 2020

Dear MCS Families,

I am so happy to be writing to you again. These past six months have been unlike anything we have ever experienced and most likely (hopefully) will never experience again once it is all over. While we have all experienced different emotions and hardships, I am so excited to welcome your students back to MCS for the 2020-2021 school year, no matter how it looks. This year, I know that my role as a school counselor/intern is more important than ever as many students are experiencing all sorts of different feelings and emotions about COVID, returning to school, social distancing, and everything in between. I am writing this letter to you to inform you of the protocols and procedures I plan to put into place, some with COVID and some without.

Meeting with your child one-on-one. Due to COVID-19, we as a staff at MCS are trying to keep your child in the same space as much as possible. Normally, I take all my students to my office for one-on-one sessions in the Luckey Junior High Building. However, this year I will be designated a spot in the elementary building where I will work with PreK-3 students (most likely the computer lab), and 4th-8th grade students will continue to see me in my office in Luckey. While this is somewhat different, I will make sure that the space your student is in is as safe and secure as possible.

Meeting with your child in group settings. I still plan on holding group counseling this year for anyone who needs it (social skills, communication, personal development, etc.). For those students who come to see me in a group setting, we will maintain social distancing (6 feet apart), and if working closely together, we will all wear our masks (unless there is a health consideration). Students will receive hand sanitizer from me before they enter the room, and before they return to class once our session is complete. Chairs and tables will be disinfected before and after your children are in the room as well.

Meeting with your children in the classroom. I will be coming into your child's classroom every other week (K-5) and every 3 weeks (6-8). I hope to do as much

technology related lessons as possible, however, I cannot rule out paper and pencil, especially for my younger students. I love seeing your child's creativity and abilities to grow, and sometimes that cannot be achieved with technology. I will make sure that students will be using their own supplies and maintain an appropriate distance if classroom lessons include working with more than one person. I plan on wearing my mask in your child's classroom when I enter and leave the room, and whenever social distancing cannot be maintained.

Supplies your child needs for activities. I have a limited number of supplies for your child to use in my office during this time, all of which can be disinfected before and after use. However, my plan is to make your child's teacher aware of what your child needs before they come and see me for a session. This will allow your child to have their own supplies and not have to worry/be anxious about sharing supplies with other students if they are not comfortable doing so.

Consent forms. As a student at Kansas State University, I am still considered an intern (this is my last semester, yay! After this semester, I am fully a counselor). If you would like me to meet with your child in an individual setting or group setting (group means 2-6 people, not classroom), I will ask that you fill out a consent form. This form contains important information about me meeting with your child as an intern. I will attach the form at the bottom of the newsletter AND send you one if you would like me to meet with your child. I will also send a form home with your child if they ask to meet with me/their teacher recommends that they meet with me. If any of this is confusing, please do not hesitate to reach out. Trust me, the internship process is long and draining sometimes.

NOTE: I would truly appreciate it if I were to be able to record your child during our counseling session. This will allow me to see not only how I am growing as a counselor, but also how I can improve working with your child moving forward. The only people who will see the recording are myself and my supervisors (all Kansas State University employees). After it is looked over, the recording is deleted. I do understand if I cannot record your child.

I know that this is a lot to process, especially since the school year has not even started yet. But your children have been on my mind since the end of last year, so whether in the individual, group, or classroom setting, I am so excited to get to work with them again. As mentioned above, my role in the school setting is more important now than ever before. While this is only my second year, I am ready to

take on the challenge of all the emotions, conversations, feelings, and everything in between that comes with the 2020-2021 school year. With or without COVID, we are going to get through this together. I look forward to hearing from many of you about how I can help your child through this different but exciting school year!

Sincerely,

Jenna Rook

MCS School Counselor

jrook@manhattancatholicschools.org

(785)565-5050

P.S. Do not forget that the consent form for your student is attached at the bottom of this letter.

Informed Consent
Kansas State University – School Counselor Program

For the purpose of enhancing your educational experience, you are being provided educational counseling services from a graduate student completing a master's in school counseling. These counseling activities are designed to enhance the outcome for K-12 students as well as meet the requirements of the Master's Program in School Counseling.

The focus of this time may be to enhance specific academic skills, study strategies, postsecondary options, time management, test-taking strategies, social skills, and career awareness and exploration. The overall goal of these sessions is to promote and support academic, personal/social, and career success for all students. The sessions will be recorded for the counselor intern's instructional purposes and will only be seen by the counseling professor, university supervisor, and/or counselor colleagues within the class. Last names are not shared and the camera will be focused on the practicing counselor.

The recording will be placed in a private encrypted computer and later deleted. Sessions are confidential unless there is a concern that life is in danger, suspicion of child abuse, or sexual assault.

If there are questions, please contact Dr. Jessica Lane, Kansas State University, jjj3636@ksu.edu or 785-532-5541. Thank you for your voluntary assistance. We hope that your child gains as much from the counseling experience as the school counselors do.

Sincerely,

KSU School Counseling Intern

_____ Yes, my student may participate and be videoed for school counselor training purposes.

_____ Yes, my student may participate but may not be videoed.

_____ No, my student may not participate.

Student's Name _____

Parent/Guardian's Name _____

Date _____

*Please return the entire form.

