

## **Students**

### **Administrative Procedure - Adolescent Suicide and Crisis Intervention**

#### **Identification of the At-Risk Student**

- A. An employee having any reason to believe a student is considering or threatening suicide is to contact the Building Principal and District social worker/counselor.
- B. The social worker/counselor or Principal will meet with the student.
- C. The social worker/counselor will call the student's parent(s)/guardian(s) and arrange a meeting.
  - 1. All calls and meetings with parent(s)/guardian(s) will be documented and a copy of the documentation sent by certified mail to the parent(s)/guardian(s).
  - 2. The social worker/counselor will suggest to the parent(s)/guardian(s) that the State or community mental health agency be contacted. This suggestion shall be a part of the documentation sent to the parent(s)/guardian(s).
- D. A student should never be left alone if an employee reasonably believes the student is in imminent risk of suicide. An employee should immediately contact the student's parent(s)/guardian(s).

#### **Documentation Regarding the At-Risk Student**

- A. District employees shall take notes on any conversations which involve or relate to the at-risk student. The notes shall become a part of a written report to the Building Principal.
- B. Conversations which involve or relate to the at-risk student shall be confirmed in writing with the other party(s).
- C. The Superintendent shall receive a copy of all reports and documentation regarding the at-risk student.
- D. The social worker/counselor shall prepare a report of the situation for the student's records.