You suspect a student **may be thinking** about suicide, due to a statement, email, homework assignment, peer, etc.

It is during regular school hours.

If it is outside of the regular school day, but you are with the student at a school function (after school activities, sport events, evening performances, etc..)

It is an evening or weekend and you are not at a school event (e.g. reviewing homework, social media, a student referring another student, or flagged via student monitoring software.)

**Immediately** contact

student services. **Do not** leave the student unattended. Please have the student escorted by an adult to the office. **Do not send the student with a pass or another student to the main office.**

A student services team member will then follow their suicide risk screener and assessment protocols.

**If the administrator is present**, alert them of the situation so they can contact parents. **Do not** leave the student unattended. The administrator will contact the student’s parents and state the following:

This is \_\_\_ from\_\_\_\_ school. I am concerned about \_\_\_\_\_\_\_due to something he/she (wrote, stated, emailed, texted, etc..). I need you to come to school as I cannot leave \_\_\_\_\_\_ alone.”

If the **administrator is not present**, the **staff member** will contact the parents using the script below. Then contact the administrator to alert them of the situation. **Do not** leave the student unattended.

“This is \_\_\_ from\_\_\_\_ school. I am concerned about \_\_\_\_\_\_\_due to something he/she (wrote, stated, emailed, texted, etc..). I am calling the building administrator when we hang up, but I need you to come to school as I cannot leave \_\_\_\_\_\_ alone.”

The administrator will call SASS for a crisis assessment if parents cannot be reached.

\*Use pre-corded script in Spanish for Spanish-speaking parents

Up, be

**Immediately** call your building administrator to report the incident.

Administrator calls the parents to report the incident to the parents. If an administrator cannot be reached, then you should call the parents. Direct parents to bring the student to a local hospital for a psychiatric assessment. If the parents do not answer, call 911 for crisis assessment.

Send an email to the student support services team documenting the above steps taken and cc the other building administrators.

Student services will hold a debriefing meeting with any staff involved the following school day.

Student support services will check in with the student the following day or follow the reintegration plan if hospitalized.

The following school day, immediately alert the student services team of the events. The student services team will hold a debriefing meeting with any staff member involved.

Student services will check in with the student the following school day or will follow the reintegration plan if hospitalized.

**Important Numbers**

(administrators, language services, student services)

SASS: