

Urgent need/out-cry or imminent danger call:

- 1.) Assistant Principal name and phone number
- 2.) Principal name and phone number

If danger is immediate and emergency services are needed, please call 911.

Crisis Procedure

*A Crisis protocol is initiated if a student threatens to harm him or herself or someone else.
Never leave the student unsupervised at any point in time.

STEP 1 Student comments on or demonstrates action which may be crisis-related

- 1.) Immediately notify DOS, in person if possible
2. When student is in the building, escort him or her to the Deans Office immediately or call for a security escort.
- 3a.) If issue arises outside the school day (e.g. at a school function or remotely) contact the DOS using the phone number below. (If DOS is unavailable, notify Principal.)
- 3b.) If student appears to be in imminent danger, DOS or Principal will call 911 for a wellness check. Otherwise, parents will be contacted and notified of the situation.

STEP 2 The DOS will contact the following MTSS Team members and SRO:

- 1.) Guidance Counselor
- 2.) Social Worker
- 3.) Psychologist

MTSS team will conduct a crisis screening, and report to the DOS, SRO and AP of Student Support (depending on the circumstance).

STEP 3 The DOS will review details of the situation with MTSS team to determine if the threat level is low, medium, or high and implement appropriate interventions. Parents must be contacted.

The Guidance Counselor, Social Worker, or Psychologist will complete a crisis report once all documentation is complete. The Guidance Secretary will file it electronically in Optiview. MTSS team will hold debrief meeting with any staff member involved.

Reporting Instructions

- Provide only facts and be specific with details
- Use specific names of staff/times/locations
- Use direct quotes and/or statements made about this incident.
- Provide a copy or screenshot of the message/assignment if possible

The MTSS Team for documentation purposes or crisis reporting may request these details.