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Policies & Procedures for Partnering Schools

**NOTE: All SOS materials and related services are provided to partnering schools *free-of-cost* annually**

**Year One Partnership**

**Requirements for Partnering Schools:**

1) Implement the core components of the SOS program, including:

* Videos/discussion
* Consolidated screener/response card

2) Develop written protocols for responding to students who are potentially at risk for suicide **(NOTE: EM provides support with this, as needed)**

* Guidelines for all staff members (i.e., when and how to report concerns)—“Flowchart” is the most common model\*
* Guidelines for responding to student referrals on SOS Days and non-SOS Days\*\*
* Guidelines for notifying parents and guardians on SOS Days and non-SOS Days\*\*

3) Incorporate “All-Staff Training” on suicide prevention prior to SOS program (EM will administer this 1-hour training—in-person and recorded presentation options are available)\*\*\*

4) Administer the EM online pre- and post-tests (EM provides testing links and analyzes data for schools) **NOTE: Pre- and post-tests are only required *Year 1* of partnership**

6) Complete a brief follow-up online survey regarding program outcomes (within 2 weeks of program completion) **NOTE: Outcome Surveys are an *annual* requirement**

**\**Required*** prior to student SOS program implementation—EM requests a copy regardless of whether the school requires EM support with protocols development

***\*\*Required*** prior to student SOS program implementation **for SOS Days** and *Suggested*during Year 1 of SOS implementation *for non-SOS Days*—EM can assist with this

**\*\*\*** In the event a school does not elect to incorporate training administered by EM, it is essential that school staff have received and/or will receive training on this topic via an alternative format (to be discussed between the school liaison and EM)

**Timeline and Expectations:**

* School administrator provides approval for partnership as essential first step
* EM facilitates virtual “Planning Meeting” with school team approximately 4-5 weeks prior to student SOS programming (team are members selected by the school; generally comprised of one or more Student Services representatives along with *at least one administrator*)
  + Areas covered include but are not limited to the following:
    - Protocols for responding to at-risk students (if not addressed earlier, schools are reminded about the support EM can provide with protocols development and/or review and are referred to the appropriate team member following the meeting)
    - Passive consent letter for parents regarding student participation in program
    - Student program logistics (i.e., classroom educational component)
    - EM pre and post tests (mandatory Year 1 of partnership)
    - Consolidated screener/response card and rubric for scoring
    - Risk assessment for SOS program days
    - Student follow-up process for students “flagged” by the consolidated screening tool
    - Follow-up tracking spreadsheet (to assist schools with documentation, including parent communication and any applicable referrals)
    - Online follow-up survey (school liaison completes—mandatory annually)
* EM purchases online program portal access for the school (valid for one year) from MindWise Innovations (SOS program developers) 4-5 weeks prior to the program (a $500 value)
* EM facilitates a virtual “Protocols Meeting” and/or reviews a school’s protocols (via email communication) prior to staff training and/or student programming
* EM facilitates an *optional* 30-minutevirtual training on administering the student lesson for SOS lesson facilitators (if applicable/needed—especially for groups of staff such as Health/PE teachers not involved in the Planning Meeting)
* EM facilitates all-staff training [1-hour training on suicide prevention, SOS overview and protocols (general and school-specific) and sends follow-up handout] OR sends link to recorded presentation
* EM provides school with program “reminders” in the week or two leading up to the program and further reminds the school liaison to administer student pre-tests\* prior to their respective program day
* EM provides onsite presence on all SOS program dates as needed (teaching, scoring screeners, following up with “flagged” students, providing consultation, etc.); EM is also able to help coordinate support from community partners on SOS days, if needed

**--NOTE:** This does not apply to our *“Remote School Partners”* designated as such due to their geographical location (80+ minutes driving distance from EM Office and/or EM staff members’ homes); these schools will solely be supported remotely

* EM sends school liaison link to online outcome survey\* after the student program is finished (we request that schools complete the survey within 2 weeks); EM will send the school liaison a summary of how their data compares with that from other partnering schools once the survey has been completed
* EM reminds the school liaison to administer student post-tests\* within a week of program completion; EM will send the school liaison a “report” regarding their data (including percentage gains from pre-to-post, a summary of most-missed items, etc.) once student tests have been submitted

**\*Required for partnership. Failure to comply may jeopardize future SOS funding**

**Year Two Partnership**

**Timeline and Expectations/Requirements:**

* EM purchases online portal renewal access for the school (valid for one year) from MindWise Innovations (SOS program developers) 4-5 weeks prior to the program (a $500 value)
* EM is available to provide a virtual “Refresher Planning Meeting” prior to student programming, if needed; EM is further available to respond to questions via email or phone, as needed
* EM will fund “SOS for School Staff” training (an interactive training platform offered by MindWise Innovations valid for one year) for schools that are interested (a $500 value)
* EM able to provide onsite presence on all SOS program dates as needed (teaching, scoring screeners, following up with “flagged” students, providing consultation, etc.); EM is also able to help coordinate support from community partners on SOS days, if needed--**NOTE:** schools are expected to take on some or all of the teaching to prepare them for future independent implementation

**--NOTE:** This does not apply to our *“Remote School Partners”* designated as such due to their geographical location (80+ minutes driving distance from EM Office and/or EM staff members’ homes); these schools will solely be supported remotely

* EM sends school liaison link to online outcome survey\* after the student program is finished (we request that schools complete the survey within 2 weeks); EM will send the school liaison a summary of how their data compares with that from other partnering schools once the survey has been completed

**\*Required for partnership. Failure to comply may jeopardize future SOS funding**

**Year Three (& Beyond) Partnership**

**Timeline and Expectations/Requirements:**

* EM purchases online portal renewal access for the school (valid for one year) from MindWise Innovations (SOS program developers) 4-5 weeks prior to the program (a $500 value)
* EM is available to provide a virtual “Refresher Planning Meeting” prior to student programming, if needed; EM is further available to respond to questions via email or phone, as needed
* EM will fund “SOS for School Staff” training (an interactive training platform offered by MindWise Innovations valid for one year) for schools that are interested and have not yet incorporated this training platform (a $500 value)
* In most cases, support to schools is provided remotely; however, EM will do their best to honor requests for onsite support on SOS program days *if their schedule allows for this*. In the event of *extenuating circumstances* such as staffing changes (i.e., a new SOS liaison), EM will ensure onsite support on SOS program days *given that the school provides adequate notice of program dates and can be flexible with scheduling, as needed*

**--NOTE:** This does not apply to our *“Remote School Partners”* designated as such due to their geographical location (80+ minutes driving distance from EM Office and/or EM staff members’ homes); these schools will solely be supported remotely

* EM sends school liaison link to online outcome survey\* after the student program is finished (we request that schools complete the survey within 2 weeks); EM will send the school liaison a summary of how their data compares with that from other partnering schools once the survey has been completed

**\*Required for partnership. Failure to comply may jeopardize future SOS funding**

**Training Protocols**

**Staff Training Protocols:**

* EM provides mandatory all-staff training Year 1 on suicide prevention/protocols/SOS overview (1 hour); in-person and recorded training options are available.\* In the event a school does not elect to incorporate training administered by EM, it is essential that school staff have received and/or will receive training on this topic via an alternative format (to be discussed between the school liaison and EM)
* Optional “SOS for School Staff” training (an asynchronous online training platform developed by SOS program developers, MindWise Innovations) available for schools Year 2 and beyond. Provides school staff with an opportunity to apply learning via interactive role-plays

**\*In-person training is not available for *“Remote School Partners.”* These schools will be provided with the link to the recorded staff presentation and accompanying staff handout**

**Training Descriptions**

**Initial Staff Training (Required in Year One):\***

EM staff request a 1-hour timeslot for the “Initial Staff Training” to be scheduled (ideally) 1-5 weeks prior to SOS implementation. Training is provided for all staff on recognizing and responding to students who may be at risk for suicide. Attendance by administrators, teachers (all grade levels and subject areas), social workers, counselors, nurses, school psychologists, athletic staff, and other adults who have day-to-day contact with students is encouraged. A handout summarizing key information will be provided following the training. Information covered includes:

* Description of EM and the services provided to schools
* Current data on youth suicide and depression
* Signs of depression
* Risk and protective factors for suicide (i.e., what heightens and also minimizes a student’s risk)
* Imminent warning signs for suicide
* Responding to students who may be at risk for suicide (Do’s and Don’ts)
* Referencing of the host school’s school-specific protocols for staff response to a potentially at-risk student
* Signs of Suicide (SOS) program (Brief Overview)
* Help-seeking ACT® message (**A**cknowledge, **C**are, **T**ell)

A representative from Student Services is required to email a copy to EM of the school’s protocols on appropriate staff response in the event a student is potentially at-risk of suicide *in advance of the training*; protocols should be disseminated to all staff (email is fine) prior to, during or immediately following the training.

Technology Needs:

* Projector
* Speakers/sound hook-up
* Assistance with set-up
* Microphone (on stand or lapel)--for large groups
* EM will bring laptop (Mac) and HDMI/USB adapter

\* In the event a school does not elect to incorporate training administered by EM, it is essential that school staff have received and/or will receive training on this topic via an alternative format (to be discussed between the school liaison and EM)

**“SOS for School Staff” Online Training (Optional for Schools in Year Two and Beyond):**

This online one-hour asynchronous training platform was developed by the creators of the Signs of Suicide (SOS) program and is appropriate for K-12 faculty and staff. EM will purchase this platform for interested schools ($500 value) *one time* beginning in Year 2 of partnership. Staff will have access to the training platform for one year; however, we have found it works best if schools designate a “set day” in which they provide staff with time to go through the training on their own (allotting 75-90 minutes will give them plenty of time as it generally takes approximately 60 minutes).  Following that date, any “absent staff” can be provided with a 2-3 week window (or whatever time-frame a school determines) in which they would need to complete it on their own.

“SOS for School Staff” uses video and interactive tools to teach K-12 faculty and staff:

* How to recognize warning signs and risk factors for suicide in children and teens
* Skills for engaging in appropriate, caring conversations with students
* Steps for keeping a student safe, while connecting them to qualified school staff

The training is highly interactive and designed to engage school staff featuring:

* First-hand accounts from peers on how promoting a safe and healthy school

environment can reduce suicide risk

* Stories from teens on how mental health impacted their schoolwork, attendance, and

behaviors

* Modeled conversations between students and staff leading to interactive role-plays so

that staff can build skills and confidence

Training Requirements:

* Once EM purchases the training platform for the school, the SOS liaison will receive reports from MindWise Innovations (weekly or monthly, depending on a school’s preference) letting them know which staff members have completed it. EM requires that 80% or more of professional staff completes the training by the end of the school year; the SOS liaison will be asked to provide their training completion percentage.
* EM will send the SOS liaison a link to a 4-question *brief* feedback survey and requests that this link is disseminated to staff and faculty following the training. EM will provide a summary regarding staff feedback to the SOS liaison.