

**Administrative Procedures**

**Adolescent Suicide - Crisis Intervention**

- I. 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 counselor.
  - B. The counselor or Principal will meet with the student.
  - C. The 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 the documentation sent by certified mail to the parent(s)/guardian(s).
    - 2. The 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. An employee should immediately contact a student's parent(s)/guardian(s) anytime the employee reasonably believes the student is in imminent risk of suicide.
- II. 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 counselor shall prepare a report of the situation for the student's records.