

## **SUICIDE PREVENTION & INTERVENTION PROCEDURES**

### Procedure for Potential Suicide:

All staff members must report any potentially suicidal student to the building principal/designee.

1. The principal/designee will:
  - a. Question the student about feelings of hopelessness and the length of time of such feelings.
  - b. Question the student about any thought of killing himself/herself and how persistent and strong the thoughts are.
  - c. Question the student about any plans that have been made, how detailed the plans are, and what preliminary actions have been taken.
  - d. Advise the student regarding the action you plan to take.
  - e. Maintain close supervision of the student and assure them that you are there to be supportive.
  - f. Notify the parent/guardian.
  - g. Release the student only to a parent/guardian/law enforcement officer.
  - h. Advise the parent of community resources.
  - i. Follow up to determine if student is receiving assistance.
  - j. Document the actions taken.

### Procedure for Off School Grounds Suicide/Suicide Attempt

The staff member who receives the initial information about a suicide must immediately contact the building principal/designee.

1. The principal/designee will:
  - a. Confirm the suicide.

- b. Call the family to express support and obtain accurate information.
- c. Inform the assistant superintendent and building counselor(s) to determine appropriate action for informing students and staff.
- d. Meet with appropriate staff to plan for follow-up prevention strategies.

In the event of an attempted suicide the principal/designee will coordinate with agencies and/or family as to the student's re-entry plan.

#### Procedure for On School Grounds Suicide/Suicide Attempt

The principal/designee will:

1. Stay in room - lock doors. Evaluate the situation as soon as possible.
2. Call 911 and/or other needed services (Fire, Police, Hospital, Ambulance).
3. Utilize predetermined signal given for designated personnel to meet in office or alternate meeting place.

Example Signal 1 = Designated personnel needed in office immediately.

Example Signal 2 = Designated personnel meet in office, teachers lock doors and stay in rooms.

4. Inform employees what is happening as soon as possible with procedure to follow.

Examples:

- a. Report to specific area.
  - b. Clear building.
5. Notify parents of the victim as to specific situation and directions. (State facts with sensitivity, not suppositions.)
  6. Inform the assistant superintendent of the current situation and emerging developments and determine necessary action.
  7. Instruct employees to refer all information and questions to principal's office and remind employees that only designated spokesperson are authorized to talk with news media.

8. Coordinate information gathering and dissemination following media procedures.
9. Keep a log of all related incoming and outgoing calls and personal contacts.
10. Conduct mandatory meeting of all appropriate personnel for debriefing and future planning.
11. Meet with appropriate staff to plan for follow-up prevention activities.

#### Procedure for Communications with Media

The building principal/designee will consult with the superintendent and determine the media spokesperson.

In the event of media inquiries the designated media spokesperson will:

- A. Make every effort to maintain the privacy of the deceased student and respect the grief of his/her family. Media will not be notified in the event of a student suicide or suspected suicide.
- B. Refer the request for official confirmation of the student's death to the County Coroner's Office or other legal source, not the school district.
- C. Follow the "Right to Privacy Law", relative to student records when media requests are made for information about the deceased student.
- D. Inform the media that interviews of students and staff are not permitted on school property.
- E. Advise media of district emergency procedures, particularly regarding student and staff counseling.

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