

## Protocol for a Student with Suicidal Thoughts/Behaviors

### If reported during the school day:

Student comes to the attention of a staff member, either by the student self-reporting or a report from another student. ***Secondhand reports are equally as urgent as self-reports.***

- Staff member immediately reports concern to a Mental Health SSP (Mental Health Specialist, School Counselor, School Psychologist, or School Social Worker) and/or Administrator. Concerns must be communicated directly.
  - ***NO emails or voicemails***
- Staff escorts the student to Counseling Office/Student Services.
  - ***Never leave a student who is suicidal alone***
- If the student is not with staff when the information is obtained, report to a Mental Health SSP, SRO, and/or Administrator and they will work to verify the student's location and safety.

A trained Mental Health SSP team will conduct a suicide risk screening and will collaborate with Parent/Guardian to determine how to best keep the student safe and offer resources.

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### If reported outside of school hours:

- Contact Parent/Guardian to share concerns if you are able and comfortable (make direct contact, not an email or voicemail)
    - OR***
- Report concerns via Safe2Tell (1-877-542-7233 or [safe2tell.org](https://www.safe2tell.org)) ***OR*** call 9-1-1
- Notify your administrator about your concern and the actions taken.

When making a report please include all relevant information, including (if known):

- Student's name, address, phone number
- Student's current location
- Parent/Guardian's name, address, phone number
- Your name and contact information
- Any safety concerns
  - Please be as detailed as possible as this helps determine the appropriate response to best support the student and family.
  - A community responder may reach out to you for additional information to help guide them in how to best support the student and family.