



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, a Mental Health SSP, SRO, and/or Administrator 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 offer resources and determine how to best keep the student safe.
 - Suicide risk screenings should occur in an SSP office or other nurturing space whenever possible.
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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
- 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.