

HAMPTON CITY SCHOOLS

SUICIDE PREVENTION/INTERVENTION GUIDELINES

These guidelines contain best practices for administrators and licensed school professionals to follow when concerned that a student may be at risk for suicide.

Prepared by the Office of
Student Support Services

Revised 4/14/14; 8/27/19

Table of Contents

- I. Responsibilities of Educational Professionals
- II. Responsibilities of Licensed School Professionals
- III. Conducting a Risk Assessment
- IV. Instances of Abuse and Neglect
- V. Contacting the Parent/Guardian
- VI. Parent/Guardian Conference Prior to Student Leaving School
- VII. Reentry to School
- VIII. Plan of Action
- IX. Response to Imminent Suicide Attempt
- X. Response to Death on the Campus
- XI. Appendix
 - A. School Board Policy JHH Suicide Prevention and Intervention
 - B. Suicide Risk Assessment (SBO 147)
 - C. Crisis Intervention Checklist (SBO 447)
 - D. Suspected Child Abuse Referral to Child Protection Services (SBO 456)
 - E. HIPPA Authorization Form (SBO 526)
 - F. Parental Notification of Suicide Risk Referral (SBO 149)
 - G. Follow-up Parent Notification Letter (SBO 405)
 - H. Plan of Action (SBO 445)
 - I. Suicide Prevention/Intervention Filemaker Database Instructions

The Hampton City Schools (HCS) Suicide Prevention/Intervention Guidelines includes information on the duties of licensed school professionals (LSP) in responding to suicide threats and attempts, and procedures for conducting suicide risk assessments. They also include protocols for contacting parents/guardians of at risk students, an outline for developing a plan of action for students reentry into school, and follow up procedures. The guidelines contained in this plan are in accordance with HCS School Board Policy JHH Suicide Prevention and Intervention (Appendix A).

I. Responsibilities of Educational Professionals

All educational professionals who believe a student may be at risk for attempting suicide hold the responsibility of reporting the student to a Licensed School Professional (LSP), while ensuring the safety of the student. All educational professionals who discover that a student has thought or fantasized about taking one's own life, even without the presence of any action to carry out these thoughts, will immediately notify an LSP.

II. Responsibilities of Licensed School Professionals

Licensed School Professional (LSP): A licensed school professional includes professional school counselors, school nurses, school psychologists, and school social workers. The LSP is trained to conduct interviews with students in order to informally assess the level of suicide risk. School counselors and school nurses will be referred to as "Building LSP" and school social workers and school psychologists will be referred to as "Resource LSP".

Building LSPs will be the first ones to respond to the student at risk. Documentation will be initiated and maintained in HCS Suicide Prevention/Intervention Filemaker database. See Appendix I for instructions on how to utilize this database. The Building LSP will complete the Suicide Risk Assessment Parts I and II (Appendix B, SBO 147) and notify the building administrator. If necessary, based on the Risk Assessment, they will contact either the school psychologist and/or the school social worker assigned to their schools (Resource LSPs) who will be responsible for completing the remaining sections of the Suicide Risk Assessment.

III. Conducting a Risk Assessment

Responding to a student in crisis who has expressed suicidal intentions requires prompt attention and the need to implement some key principles. Intervening at the onset of a student's contemplation of suicide is essential as it can very likely avoid an attempt, or worse, a completion.

Once a student has been identified as a possible risk for suicide, the Building LSP will complete parts I and II of the Suicide Risk Assessment (Appendix B, SBO 147). Documentation will be

accomplished in the HCS Suicide Prevention/Intervention Filemaker database; see Appendix I for instructions on accessing the database and completing the forms. If the assessment results in a determination that the student is medium or higher risk for suicide, a Resource LSP will be contacted.

School administrators should be notified of the circumstances, as soon as possible, in order for them to appropriately respond to enquiries from parents/guardians.

Administrators shall start the documentation utilizing the Crisis Intervention Checklist (Appendix C, SBO 447). Under such conditions as a suicide threat, commitment to student confidentiality is superseded by the need to initiate life-saving interventions. The school administrator will always contact the parent/guardian to inform them of the suicide risk, with the exception of suspected abuse or neglect (guidelines for such circumstances are found below). The school administrator will document that parent/guardian was contacted including date and time of the contact, the response of the parent/guardian, and whether follow up with the family, a community agency, etc. is necessary. If the student is receiving ongoing therapy from a community or faith-based mental health professional, the therapist shall be notified by the Resource LSP as soon as the parent/guardian provides consent for release of information. The Resource LSP shall indicate the present signs of suicide or observed behaviors of concern. The school will accept documentation that the therapist is aware of the suicidal concern and that a current treatment plan is in place to address the suicide risk. If the student is not receiving therapy and the suicide risk is deemed to be significant, the Resource LSP will provide the student and parent/guardian a list of community based resources. The school administrator will maintain the safety of the student until the parent/guardian physically accepts responsibility for the student's security. It is always best to inform the student of what is taking place during every step of the process. Solicit the student's assistance when appropriate. ***When a student is at risk for suicide, under no circumstances shall the student be allowed to leave the school alone or be left in any room/office (including the restroom).***

IV. Instances of Abuse and Neglect

If a student is found to be at risk for suicide and the student suggests that a reason for this risk may be associated with parental/guardian abuse or neglect, the Building LSP will NOT contact the parent/guardian. The Building LSP will contact Hampton Child Protective Services (CPS) and will notify the building SRO. The need for an immediate response in order to protect the student from danger must be emphasized. The Building LSP will maintain the safety of the student until the CPS worker or authorized person physically accepts responsibility. Under no circumstances shall the student be left alone. Likewise, if a parent/guardian is contacted and the Building LSP discovers that although the adult acknowledges the suicidal risk, yet does not appear to be determined to take immediate action for the safety of the student, this could also be considered abuse or neglect. CPS shall be contacted and appropriate steps taken.

The Building LSP will document the referral to CPS on Suspected Child Abuse Referral to Child Protective Services Form (Appendix D, SBO 456).

V. Contacting the Parent/Guardian

When notifying the parent/guardian that a student is at risk for suicide, the following guidelines shall be applied. The school administrator will:

- A. Identify themselves and their position within the school.
- B. Explain the purpose of the call, expressing the concern regarding the student's mental health status. Inform the parent/guardian of the legal requirement for the phone call, citing § 22.1-272.1 of the Code of Virginia. The best practice would be to notify parent/guardian even if the student is 18 or older.
- C. Inform the parent/guardian that you believe the student is at risk for suicide and indicate the warning signs or behaviors that support the concern. The school administrator will request the presence of the parent/guardian at the school immediately if the student is at imminent risk. Inform the parent/guardian that the safety of the student will be maintained until they arrive.
- D. Discuss whether the parent/guardian is aware of the student's mental health status and inquire whether the student has received counseling in the past and/or present. Discuss whether the parent/guardian intends to obtain an immediate evaluation/counseling for the student.
- E. If the student is receiving ongoing therapy from a community-based mental health professional or faith-based counselor who is aware of the suicidal risk, the school will accept documentation identifying that a current issues-based treatment plan is in place. When parent/guardian agrees to share information with the LSP they will need to sign consent for release of information HIPAA Privacy Authorization Form (Appendix E, SBO 526) for the school to directly communicate to the therapist the present signs of suicide and/or observed behaviors related to suicide. The LSP shall indicate to the parent/guardian that communication with the therapist would be helpful to ensure school success.
- F. Inform the parent/guardian of the legal requirement to call CPS and report abuse or neglect if the student is considered to be a risk for attempting suicide and the parent/guardian refuses to provide care necessary for the student's health. Emphasize the importance of reducing potential risks within the student's environment both at home and at school.

- G. Provide referral information for counseling/evaluation resources emphasizing that all services would be at the parent/guardian's own expense.

VI. Parent/Guardian Conference Prior to Student Leaving School

When a student is at an elevated risk for suicide, the parent/guardian must come to the school to pick up the student. It is best practice for the parent/guardian to meet with an administrator and the LSP who conducted the risk assessment.

The subsequent guidelines shall be communicated to the parent/guardian at the meeting:

- A. Inform the parent/guardian that the student is at an elevated risk for suicide and needs an immediate mental health evaluation at the parent/guardian's expense. The Resource LSP will initiate Parental Notification of Suicide Risk Referral (Appendix F, SBO 149) and have the parent/guardian and administrator sign.
- B. If the student is currently receiving therapy for suicidal concerns, the LSP may request from the parent/guardian information about current treatment.
- C. Provide the parent/guardian with information about local mental health centers at which the student may be evaluated. When possible, have the parent/guardian call to make an appointment during the conference or before leaving the school. The parent/guardian may contact their medical insurance provider for a list of approved mental health providers, if necessary.
- D. Provide the parent/guardian with the name of the primary contact of the Building LSP who can be reached the following day and subsequent days if necessary.
- E. Inform the parent/guardian that a reentry meeting will be held prior to the student's return to school.
- F. Obtain consent for release of information from the parent/guardian in order to facilitate planning for the student's reentry to school. The release shall specify that the mental health provider may communicate with appropriate school personnel HIPAA Privacy Authorization (Appendix E, SBO 526)

VII. Reentry Into School

The Building LSP will ensure the Follow-up Parent Notification Letter (Appendix G, SBO 405) is sent to the parent/guardian within two school days after the student was sent home with parent/guardian.

Before a student returns to school due to elevated risk of suicide or suicidal ideation, the parent/guardian will inform the school they consider the student is ready to return. If documentation provided is not from a licensed mental health provider, the Resource LSP will be contacted to do a follow-up assessment before the student can go to class.

A reentry meeting shall be held at the school to include an administrator, at least one LSP, the parent/guardian and student, to develop a Plan of Action (Appendix H, SBO 148). The student shall not return to the classroom until the re-entry meeting has been held. If the student is returning after an inpatient hospitalization any therapeutic recommendations shared by the parent will be considered in the Plan of Action.

VIII. Plan of Action

A Plan of Action (Appendix H, SBO 148) shall be developed to provide a support system at school and help minimize stressors for the returning student. The Plan of Action represents the school's efforts to identify and mobilize resources available within the school setting to assist the student. The Plan of Action shall be simple to implement, practical, and individualized; it will ensure that all suggestions are realistic and capable of being implemented; maintain documentation that indicate the presence of suicidal risk, specific measures being taken to minimize the student's risk at school, and parent/guardian contacts and responses as a legal precaution and consult with other professionals to provide a continuum of support services throughout the school day.

Considerations for Development:

- A. Identify a Building LSP to meet with the student as a primary contact. In the event that the primary contact is not available, assign an alternate contact person. The primary contact is responsible for monitoring the Plan of Action and maintaining communication with the parent/guardian. The LSP shall be one of the two primary contacts identified in the Plan of Action (Appendix H, SBO 148). Non-school mental health professionals working with the student may be present at this meeting to offer recommendations.
- B. The student's records may be made available at this meeting and a release of information shall be completed in order for the school to communicate with other service providers. (Refer to HIPAA Privacy Authorization Form, Appendix E, SBO 526).

- C. A Plan of Action shall be created and agreed upon by the student and parent/guardian in order to help the student reintegrate back into the school. (Appendix H, SBO 148).
- D. Identify possible changes in the student's school routine that may need to be altered (i.e. class schedule, shortened school day, monitored lunch and/or bathroom breaks).
- E. Identify additional staff within the school who already have a rapport with the student and can serve as supplementary support.
- F. Identify what information will be shared with the student's current teachers. The student, parents/guardians and administrators shall be involved in this process to help maintain the student's right to confidentiality.
- G. Identify potential counseling groups available in the school to provide support.
- H. Consider referral to the school's School Intervention Team (SIT) to provide additional resources related to educational and social/emotional impact.
- I. Identify potential school and community groups (i.e. sports groups, school clubs, youth groups) appropriate for the student's needs and interests.
- J. Distribute the Plan of Action to all relevant participants within the school. Place a copy of all documentation in the student's Cumulative Health Record
- K. Follow-up on the Plan of Action as a support team (including parents/guardians and student) weekly and amend/terminate the Plan of Action.

IX. Response to Imminent Suicide Attempt

All educational professionals who discover that a student has attempted suicide or may imminently attempt suicide while in the jurisdiction of the school will follow procedures as established in the ***Hampton City Schools Emergency Response Plan***, suicide threat and suicide/suicide attempt, event aid, pages 42 and 43.

X. Response to Death on the Campus

The guidelines below are to assist administrators in implementing appropriate responses to a death on campus. All administrators who are notified that a student has completed a suicide will follow procedures as established in the **Hampton City Schools Emergency Response Plan**, Death of a Student/Staff member (on or off school grounds) Event Aid, pages 70 and 71.

XI. Appendixes

Appendix A

School Board Policy JHH: Suicide Prevention and Intervention

Book Hampton City Schools Policy Manual

Section J - Students

Title SUICIDE PREVENTION AND INTERVENTION

Number JHH

Status Active

Legal Code of Virginia, as amended § 22.1-272.1

Adopted January 18, 2012

Last Revised February 15, 2017

In accordance with § 22.1-272.1 of the Code of Virginia, any person licensed as administrative or instructional personnel by the Board of Education and employed by the Hampton City School Board who has reason to believe a student may be at risk for attempting suicide holds the responsibility for reporting these students to a licensed school professional, while ensuring the safety of the student. All educational professionals who discover that a student has thought about taking his/her own life, even without the presence of any action to carry out these thoughts, will immediately notify a licensed school professional. Licensed school professionals (LSP) include professional school counselors, school nurses, school psychologists and school social workers. The LSP is trained to conduct interviews with students in order to assess the level of suicide risk.

The Hampton City School Suicide Prevention/Intervention Guidelines and the Emergency Procedures Guide provide general guidance on suicide prevention and intervention. These guidelines include information on the duties of licensed school professionals in responding to suicide threats and attempts, and procedures for conducting suicide risk assessment. They also include protocols for contacting parents/guardians of at-risk students, an outline for developing a plan of action for student reentry into school, and additional resources related to suicide prevention and intervention.

Adopted: 1/18/12

Revised: 2/15/17

LEGAL REF.: Code of Virginia, as amended § [22.1-272.1](#)

CROSS REFS.:

HAMPTON CITY SCHOOLS EMERGENCY PROCEDURES GUIDE

HAMPTON CITY SCHOOLS SUICIDE PREVENTION/INTERVENTION GUIDELINES

Appendix B
Suicide Risk Assessment
(SBO 147)

Appendix C

Crisis Intervention Checklist **(SBO 447)**

Appendix D

Suspected Child Abuse Referral (SBO 456)

Appendix E

HIPAA Privacy Authorization Form (SBO 526)



HIPAA Privacy Authorization Form
 Hampton City Schools
 1 Franklin Street
 Hampton, Virginia 23669

HIPAA-Compliant Authorization for Release and/or Exchange of Information

Student Name:	Date of Birth:
---------------	----------------

I hereby authorize (List name of service provider—Doctor, Hospital, etc. or School)
--

Provider Address:	
Provider Phone:	Provider Fax:

<p style="text-align: center;"><i>INITIAL</i> appropriate line(s) for release <u>and/or</u> exchange of information.</p> <p>_____ To release the following information about my child's treatment and records.</p> <p>_____ To exchange the following information about my child's education records.</p> <p>Check information below to be released or exchanged as initialed above:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge admission/diagnosis <input type="checkbox"/> Admission intake assessment <input type="checkbox"/> Social history/psychosocial assessment <input type="checkbox"/> Psychiatric neurological consultation <input type="checkbox"/> Educational records <input type="checkbox"/> Medical information <input type="checkbox"/> Medication <input type="checkbox"/> Client records <input type="checkbox"/> Individual Education Plan/Progress Monitoring <input type="checkbox"/> Psychological/Neuropsychological Evaluation <input type="checkbox"/> Vocational Assessment/Information <input type="checkbox"/> Discharge summary <input type="checkbox"/> Aftercare recommendations <input type="checkbox"/> Other: <p>For the following purpose(s):</p>
--

This authorization is valid for one year. It will expire on _____. I understand that I may revoke this authorization at any time by submitting written notice of my consent. I recognize that these records, once received by the school district, may not be protected by the HIPAA Privacy Rule, but will become education records protected by the Family Educational Rights and Privacy Act (FERPA). I also understand that if I refuse to sign, such refusal will not interfere with my child's ability to obtain health care.

Parent/Guardian Signature:	Date:
Signature of Student (if applicable):	Date:
Send records to the attention of:	

Appendix F

Parental Notification of Suicide Risk Referral (SBO 149)

Appendix G

Follow-up Parent Notification **(SBO 405)**

Appendix H

Plan Of Action

(SBO 149)

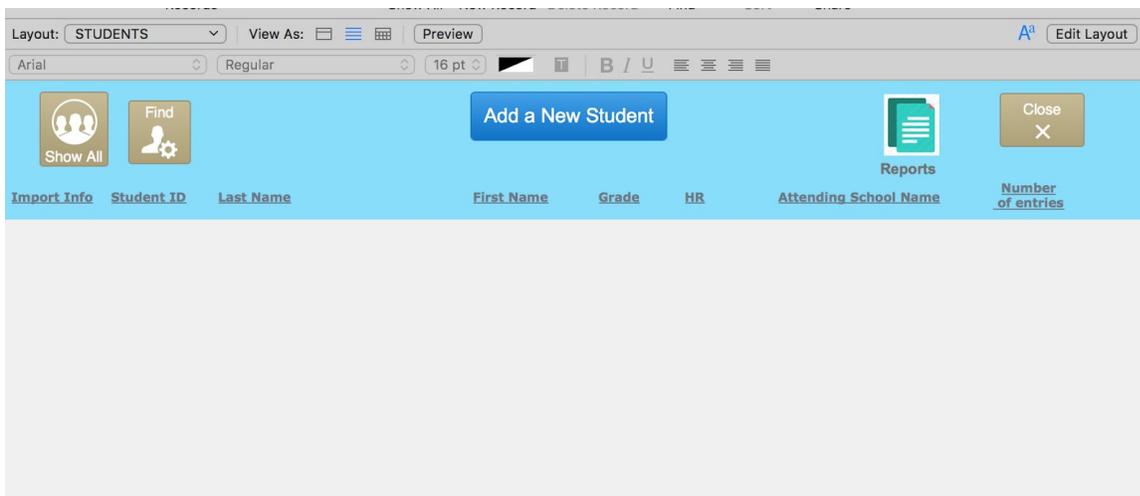
Appendix I

Suicide Prevention/Intervention Filemaker Database Instructions

1. Log into the HCS FileMaker database
2. Find the icon



3. When you log in you will see a screen with no records.



4. If you want to see the records, click on the show all button. It will show you all students for your school.
5. To add a student just click on the add a new student, add the student ID
6. Click on import Info



7. This will add demographic information for the student.
8. Click on the arrow to go to the first form

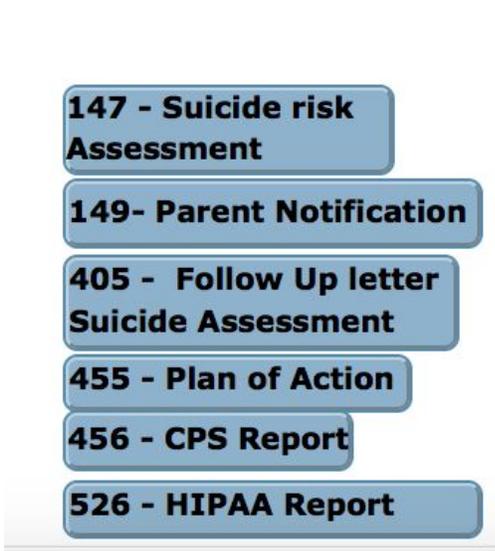


9. First form is the checklist.

**Hampton City Schools
Crisis Intervention
Checklist**

**CONFIDENTIAL
INFORMATION**

10. Navigate to the other forms.



If you need additional forms, use the add form button.

