

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

SUICIDE INTERVENTION AND PREVENTION PROCEDURES

***INTERVENTION AND ASSESSMENT
LEVEL ONE***

Observation of behaviors or warning signs including written or verbal statements of suicidal ideation that indicate a student may be at risk to engage in a suicidal act:

1. School staff members shall notify the building Principal/designee and/or S.A.C. relative to his/her observations.
2. The S.A.C. shall meet with the student to determine the extent of the problem. The building Principal shall designate alternative crisis management personnel when deemed necessary, or when the S.A.C. is unavailable.
3. If in the judgment of the S.A.C. there is a serious possibility of bodily harm, the response should be according to the procedures written in Level Two.
4. The S.A.C. shall inform the building Principal of the meeting outcome.
5. If the possibility of bodily harm is not imminent, the student's parent/guardian will be contacted by phone immediately following the assessment. The concerns are to be transmitted to the parent/guardian for their information. Contact might include information with regard to the types of mental health professionals or agencies which might be consulted. While the parents may elect to go no further than to accept the information provided, the family must be notified in every case. If school personnel working with the student feel that Division of Youth and Family Services (DYFS) intervention is indicated, such contact will be made.
6. The S.A.C. should monitor student's status with parent/guardian and mental health facility.
7. Documentation shall be completed and filed appropriately.

LEVEL TWO

Student has verbalized or put in writing his/her intent to engage in a suicidal act.

1. School staff member shall notify building Principal/designee and/or S.A.C. that student has indicated verbally or in writing an intention to engage in a suicidal act.
2. The student is to be kept under continuous adult supervision until the following steps are completed.
3. The S.A.C. shall meet with the student to determine the extent of the problem.
4. The Principal shall contact the student's parent/guardian and request that the parent/guardian come

to the school immediately for a conference. At the conference, the S.A.C. shall encourage the family to agree on a treatment plan, which should include immediate emergency psychiatric screening. A parent contact form will be signed. Parent/guardian will notify building Principal/designee and S.A.C. of results of screening and provide written psychiatric medical clearance prior to the student's return to school. The Cranford Board of Education has the right to seek emergency medical assistance for a student when acting in "loco parentis," and as an agent of the parent(s) or guardian(s), and for the welfare of the student in cases of a serious attempt in which physical damage has occurred or the student is in physical danger.

5. A meeting will be conducted by the S.A.C. upon the student's return to school, attended by the student, and parents. The purpose of this meeting is to assess the severity of the student's problem and its effect on school performance, and to support or formulate treatment procedures appropriate to the particular clinical needs of the student. Parents will be asked to sign a "Release of Information" form to ensure contact and communication between the S.A.C. and the treatment provider. The outcome of this meeting will be reported to the principal.

6. If it appears that the parent/guardian will not follow this recommendation, the Division of Youth and Family Services (DYFS) shall be contacted by the principal or designee to provide for the safety of the student.

7. Once the student has begun treatment, the S.A.C. shall follow up with the parent/guardian to monitor the student's status.

8. Upon the student's return to school, a plan of periodic monitoring of the student by the S.A.C. will include input from the outside treating clinician.

9. Documentation shall be completed and filed appropriately.

LEVEL THREE

If the student has attempted a suicidal act,

1. The school staff member shall immediately notify the administration and the school nurse who will decide whether or not medical attention is necessary and if the police need to be summoned. In order to assist the student and to maintain proper record documentation, the S.A.C. will be notified by the administration.

2. In the case of a suicide attempt on school grounds during school hours or school activity, after isolating the student, school authorities should search the student and the student's locker for any instruments that could be considered dangerous to the student, such as a knife, razor, etc., which should be confiscated. Also, any controlled dangerous substance, medications (non-prescription and prescription), drug paraphernalia, or alcoholic beverage should also be confiscated and turned over to the police with a report as to where, when, and by whom such materials were seized.

3. The Principal or Nurse shall contact the student's parent/guardian and request that the parent/guardian come to the school immediately for a conference. At the conference, the S.A.C. shall encourage the family to agree on a treatment plan which should include immediate emergency psychiatric screening; a Parent Contact Form will be signed. Parent/guardian will notify building Principal/designee or S.A.C. of results of screening and provide written psychiatric medical clearance prior to the student's return to school. The Cranford Board of Education has the right to seek emergency medical assistance for a student when acting in "loco parentis," and as an agent of the parent(s) or guardian(s), and for the welfare of the student in cases of a serious attempt in which physical damage has occurred or the student is in physical danger.

4. A meeting will be conducted by the S.A.C. upon the student's return to school, attended by the student, parents. The purpose of this meeting is to assess the severity of the student's problem and its effect on school performance, and to support or formulate treatment procedures appropriate to the particular clinical needs of the student. Parents will be asked to sign a "Release of Information" form to ensure contact and communication between the S.A.C. and the treatment provider. The Principal will be informed about the outcome of this meeting.
5. If it appears that the parent/guardian will not follow this recommendation, the Division of Youth and Family Services (DYFS) shall be contacted by the **principal or designee** to provide for the safety of the student.
6. Once the student has begun treatment, the S.A.C. shall follow up with the parent/guardian to monitor the student's status.
7. Upon the student's return to school, a plan of periodic monitoring of the student by the S.A.C. will include input from the outside treating clinician.
8. The Superintendent of Schools will be notified immediately by the building Principal.
9. Recommendations of medical and mental health services personnel from the treating facility shall be taken into consideration in terms of school programming.

NOTE: Liability of educational personnel or personnel of hospital treatment of student (18A:40-412) No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, school nurse or other educational personnel, medical inspector, examining physician or any other officer or agent of the Cranford Board of Education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or other officers or agents of the Cranford Board of Education or emergency room personnel.

Regulation placed in effect: October 10, 1988

Revised: October 1, 1997

Revised: February 10, 2009

Revised: December 14, 2009

Revised: March 15, 2010

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PARENT CONTACT FORM

This is to verify that I have spoken with the Student Assistance Counselor on concerning my child's suicidal ideations. I have been advised to seek the services of a mental health agency or therapist immediately. I have also been provided with a list of community resources to assist in securing the necessary services.

I understand that my child will return to school upon the presentation of a written statement form a certified mental health professional who has evaluated my child. As per my signature below, I hereby authorize the mental health professional(s) or agencies to release the following information to the Cranford Public School District concerning recommendations for my child to return to a regular school program:

1. Nature of treatment
2. If termination was premature
3. Continuing warning signs to which we should be alerted

Student

Date

Parent/Guardian

Date

Counselor

Date