

SUICIDE PREVENTION

Duties of Teachers and Administrative Staff

Any person licensed as administrative or instructional personnel by the Virginia Board of Education and employed by the Alexandria City School Board who, in the scope of his/her employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, shall, as soon as practicable, contact at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student. Non-licensed school personnel shall immediately contact their supervisor/administrator to facilitate communication with parents. All contact shall be made in accordance with the provisions of the guidelines and regulations established by the Superintendent.

Contacting the Parent/Guardian

If the section below titled "Abuse or Neglect" does not apply, then the staff member shall call at least one of the student's parents/guardians. When contacting a parent/guardian, the staff member should:

1. Provide his/her name and position in the school;
2. Tell the parent/guardian that he/she has reason to believe, as a result of direct communication from the student, that the student is at imminent risk of suicide;
3. Assure the parent/guardian that the student is currently safe;
4. State the legal requirement for the call, citing Va. Code [§ 22.1-272.1](#);
5. Ask the parent/guardian whether he or she is aware of the student's mental state;
6. Ask the parent/guardian whether he or she wishes to obtain or has obtained mental health counseling for the student;
7. Provide names of community counseling resources if appropriate and offer to facilitate the referral; and
8. Determine the parent's intent to seek appropriate services for the student.

Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, contact shall not be made with the parent. Instead, the staff member shall, as soon as practicable, notify the local department of social services of the county or city

47 wherein the child resides or wherein the abuse or neglect is believed to have occurred or the
48 state Department of Social Services' toll-free child abuse and neglect hotline as required by
49 Policy JHG/GAE Child Abuse and Neglect Reporting and Va. Code [§ 63.2-1509](#). When
50 giving this notice to the local or state department, the person shall stress the need to take
51 immediate action to protect the child from harm.

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53 **Inability to Reach Parent/Guardian**

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55 If the staff member is unable to make contact with the parent/guardian by the end of the
56 school day, then he/she shall follow the ACPS Suicide Prevention/Intervention Guidelines.

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58 **Required Documentation**

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60 The staff member shall document the phone call to the parent/guardian by recording: (a) the
61 time and date of the call; (b) the individual contacted; (c) the parent/guardian's response; and
62 (d) anticipated follow-up. This information shall be recorded on the forms provided in the
63 ACPS Suicide Prevention/Intervention Guidelines.

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65 **Training**

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67 School Support Team Members and School Administrators shall be trained annually to
68 become familiar with the policy and ACPS Suicide Prevention/Intervention Guidelines. In
69 addition, school administrators will ensure that all staff receive an annual review of the ACPS
70 Suicide Prevention/Intervention Guidelines for handling situations involving concerns of
71 suicide risk. The ACPS Suicide Prevention/Intervention Guidelines will be available to all
72 staff electronically and in hard copies in the health office and with the school administrator.

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74 **Additional Concerns**

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76 If parental/guardian contact is made and, in the course of this contact, relevant issues of abuse
77 or neglect are discovered (e.g., a parent acknowledges the child's suicidal intent but indicates
78 no intent to act for the well-being of the child), the staff member shall report the abuse or
79 neglect in accordance with Policy JHG /GAE Child Abuse and Neglect Reporting.

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81 **Duty to Keep Student Safe and Secure**

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83 A student who is at imminent risk of suicide shall remain under adult supervision until a
84 parent/guardian or other authorized individual accepts responsibility for the student's safety.

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87 Adopted: June 23, 1999

88 Amended: June 15, 2004

89 Amended: June 9, 2011

90 Amended: May 14, 2015

91 Amended: June 22, 2017

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95 Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-272.1 and 63.2-1509.

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97 Va. Board of Education “Suicide Prevention Guidelines” (Revised 2003).

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99 Cross Refs: JHG/GAE Child Abuse and Neglect Reporting

100 EB School Crisis, Emergency Management, and Medical

101 Emergency Response Plan