

Identification, Intervention and Postvention Procedures for Student Problems (Suicide Attempts)

In the event of a suicide or attempted suicide, the superintendent will call designated members of the suicide prevention team. These members will call a meeting of the entire team. Each team member will then be responsible for calling some staff members to be sure that all staff receives the same information.

The following guidelines will be followed:

1. The superintendent or building principal will be the media contact person.
2. The psychologist will serve as the crisis/grief consultant with assistance from the Weld County Mental Health Center if necessary. The consultant will:
 - a. Assist in the development of the crisis plan
 - b. Be present at the school during the crisis
 - c. Meet with staff before school
 - d. Provide staff support
3. The school counselors will call community support people if needed. This may include ministers, counselors from surrounding school districts, Weld County Mental Health, etc.
4. A morning staff meeting will be held during which the principal will give facts, present information on what to expect from students and present a plan for the day.
5. The school counselors will provide books and materials for classroom use if needed.
6. The principal and secretary will call in substitute teachers if they are needed.
7. Specific crisis rooms will be set up by the principal. This may include individual counseling rooms, group counseling rooms, quiet rooms (with a staff person present) and a crisis information center (staffed by the principal or secretary).
8. Suicide prevention team members will meet with student leaders so they can be of assistance and support, if necessary.
9. The counselors will identify and initiate contact with at-risk students. These students may be best friends, boyfriends/girlfriends, teammates, anyone who may feel responsible for some reason or at risk for suicide themselves.
10. The suicide prevention team will draft a letter to parents to be sent home the same day. This letter will include the facts about what happened, information on what the school is doing to provide support to students, information on what to expect or be aware of with their own children and information on counseling resources in the community.
11. The principal or his designee will serve as the family liaison person. This person will initiate contact with the family, provide support to the family as well as referral sources if requested, work with the family to decide on a school service/memorial, if appropriate, and maintain extended family contact.
12. The principal will plan an end-of-day staff meeting to evaluate the day and discuss those students or staff members about whom there is concern.

13. In instances where a suicide has taken place, the suicide prevention team will plan a parent/community meeting to be held a few days after the funeral. The purpose of this meeting will be to provide information on what the school has been doing, offer grief education and provide a list of community resources.
14. The suicide prevention team will evaluate the response plan through input from community members, students, parents and teachers.

Approved July 26, 1994

Revised to conform with practice: date of manual adoption