



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** Suicide Prevention, Intervention, and Postvention (Students)

**NUMBER:** BUL-2637.4

**ISSUER:** Pia V. Escudero  
Executive Director  
Student Health and Human Services

**DATE:** October 15, 2019

**ROUTING**  
All Employees  
All Locations  
Co-located Charter Schools

**POLICY:** The Los Angeles Unified School District (LAUSD) is committed to providing safe, healthy, welcoming, and affirming learning and working environments. LAUSD recognizes that suicide is a leading cause of death among youth ages 6-18 (National Center for Injury Prevention and Control, 2018). The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. It is each employee’s responsibility, as well as the District’s charge to know the signs that a student may be heading down a pathway towards violence or self-harm, provide an appropriate and timely response in preventing and addressing suicidal ideation, suicide attempts, and deaths by suicide. Suicide prevention involves school-wide activities and programs that enhance connectedness, build community, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

This policy is applicable to all schools, District and school-related activities, and in all areas within the District’s jurisdiction.

**For support and consultation, contact Student Health and Human Services (SHHS), School Mental Health (SMH) Crisis Counseling and Intervention Services (CCIS) at (213) 241-3841 Monday-Friday (8:00 am-4:30 pm).**

**In case of an emergency, call 911. For law enforcement and/or after-hours response, contact the Los Angeles School Police Department (LASPD) at (213) 625-6631.**

**MAJOR CHANGES:** This bulletin replaces BUL-2637.3 *Suicide Prevention, Intervention and Postvention*, on the same subject issued by Student Health and Human Services, dated February 12, 2018.

The following are major changes included in this bulletin:

- Added a definition for Gatekeeper (Page 2).
- Changed Suicide Prevention Liaison to Suicide/Threat Prevention Liaison to ensure consistency with the Integrated Safe School Plan’s (ISSP) *School Site Suicide/Threat Assessment Team* (Page 3).
- Added information regarding California Education Code §215.5 and student identification cards (Page 5).
- Outlined specific action plan steps when the level of risk is determined to be moderate versus high (Page 7-8).



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

Due to the addition and removal of certain attachments, the attachment letters may be different from the previous version.

- The following attachments have been added:
  - Attachment E - *Adult Gatekeeper*
  - Attachment M - *Parent/Guardian Consent to Search template* (English/Spanish)
  - Attachment S - *Suicide Risk Assessment FAQs*
- The following attachments have been updated/modified:
  - Attachment B - *Suicide Risk Assessment*
  - Attachment P - *Considerations for Supporting Vulnerable Student Populations*
  - Attachment Q - - *Postvention: Protocol for Responding to a Student Death by Suicide*
  - Attachment R – *Resource Guide*
- The following former attachments have been removed:
  - Attachment C – *Suicide Risk Assessment Levels, Warning Signs & Action Plan Options* (all information on this attachment is now included in Attachment B- *Suicide Risk Assessment*)
  - Attachment I – *Medical Clearance for Return to School Following Mental Health Intervention Services or Hospitalization*

**PURPOSE:** The purpose of this bulletin is to outline administrative procedures for intervening with suicidal and self-injurious students and offer guidelines to school site crisis teams in the aftermath of a student death by suicide.

**BACKGROUND:** In 2017, the Centers for Disease Control and Prevention’s Youth Risk Behavior Surveillance System (YRBSS) for LAUSD students indicated that: over 30% of high school students reported a prolonged sense of sadness or hopelessness every day for two or more continuous weeks; 25% of middle school and over 13% of high school students seriously considered attempting suicide; and over 10% of middle school and 8% of high school students attempted suicide.

Suicide is a serious public health problem that takes an enormous toll on families, students, employees, and communities. Suicide prevention involves the collective efforts of families/caregivers, the school community, mental health practitioners, local community organizations, and related professionals to reduce the incidence of suicide through education, awareness, and services. School personnel are instrumental in helping students and their families by identifying students at-risk and linking them to school and community mental health resources.

**GUIDELINES:** I. **DEFINITIONS**

**Gatekeeper**

According to the Surgeon General’s National Strategy for Suicide Prevention (2001), a gatekeeper is someone in a position to recognize a crisis and the warning signs that someone may be contemplating suicide. Gatekeepers can be anyone, including teachers, counselors, administrators, coaches, office staff, other school personnel, parents/guardians, other family members,



friends/peers, neighbors, and others who may be strategically positioned to recognize and refer someone at risk of suicide.

**Suicide/Threat Prevention Liaison (STPL)**

Suicide/Threat Prevention Liaison(s) are the administrator/designee and/or mental health professionals (e.g., Psychiatric Social Worker, Pupil Services and Attendance Counselor, School Psychologist, or School Counselor) identified in the ISSP *School Site Suicide/Threat Assessment Team*. The school site administrator designates these individuals annually. School staff may seek support from the STPL when they are concerned about a student's suicidal/homicidal ideation/behavior(s).

**Risk Assessment**

An evaluation of a student who may be at risk for suicide. Risk assessments may be conducted by the *administrator/designee* and/or *STPL*. This assessment is designed to elicit information regarding: the student's intent to die by suicide; previous history of suicide attempts; presence of a suicide plan and availability of lethal means; presence of support systems; level of hopelessness and helplessness; mental status; and other relevant risk factors.

**Suicide Contagion**

Suicide contagion is the process by which exposure to suicidal behavior or death by suicide increases the suicidal behaviors of others. Guilt about a loved one's death, identification with the person who has died, and modeling of suicidal behaviors may play a role in contagion.

II. **RESPONSIBILITY FOR POLICY IMPLEMENTATION AND TRAINING**

A. **All Employee Responsibilities**

1. All District employees must complete the online Suicide Prevention and Awareness Training annually. The training certifies that employees know the warning signs and risk factors for suicide, as well as what to do if they are concerned about a student who might be suicidal. See MEM-6910 *Suicide Prevention and Awareness Training*. If you have questions or concerns regarding the training, please contact your administrator.
2. Inform the school site administrator/designee and/or STPL immediately or as soon as practically possible of concerns, reports, or behaviors relating to students who might be suicidal and/or engaging in self-injury.
3. Adhere to the Suicide Prevention, Intervention, and Postvention (SPIP) policy.

B. **School Site Administrator/Designee Responsibilities**

1. Designate Crisis Team Members/STPL(s) in the ISSP's *School Site Suicide/Threat Assessment Team*.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

2. STPLs only assess students, not employees. For assessments of non-students, see BUL-5798 Workplace Violence Prevention policy.
3. Respond to reports of students at risk for suicide or exhibiting self-injurious behaviors immediately or as soon as practically possible.
4. Monitor and follow-up to ensure that the risk has been mitigated through support and resources.
5. Ensure that the SPIP policy is implemented.
6. Provide follow-up to relevant staff such as Local District Operations, as needed.
7. Report incidents in Incident System Tracking Accountability Report (iSTAR) as appropriate and update, as needed.

## C. Local District Administrators and Staff Responsibilities

1. Facilitate suicide risk assessment and intervention training by SHHS personnel for school site crisis team members and STPL(s) to ensure adherence of the SPIP policy.
2. Designate Local District staff to ensure the implementation of the SPIP policy and provide guidance/support, as needed, to all school sites.

## D. SHHS District Office Staff Responsibilities

1. Support the school site implementation of the SPIP policy by assisting Local Districts and schools with guidance/consultation, as needed.
2. Assist school and office administrators to ensure all employees complete the online Suicide Prevention and Awareness Training.

## E. Co-located Independent Charter School Administrator/Designee Responsibilities

The SPIP policy is included in the ISSP. Independent charter schools that are co-located on a District site must abide by the District's ISSP. Accordingly, co-located charter schools must identify Suicide/Threat Prevention Liaison(s) (STPLs) at their school sites who will assess students for suicide ideation or behaviors. Co-located charter schools must also inform the co-located LAUSD school when there are any safety concerns. The co-located charter school must also notify the Charter Schools Division Operations Coordinator, as indicated throughout the bulletin, and is required to work with the District Principal and/or Charter Schools Division Operations Coordinators to submit an iSTAR report, which includes a Risk Assessment Referral Data (RARD). Schools following this policy must also follow:

- The training requirements identified in MEM-6910 *Suicide Prevention and Awareness Training*.
- BUL-5532 Policy on Co-Locations for District School Facilities' Use Pursuant to Education Code Section 47614 (Proposition 39), which informs co-located charters about the ISSP, as well as requirements to



report incidents.

The responsibilities of the administrator/designee of independent co-located charter schools include:

1. Designate STPL(s) in the ISSP's *School Site Suicide/Threat Assessment Team*.
2. Respond to reports of students at risk for suicide or exhibiting self-injurious behaviors immediately or as soon as practically possible.
3. Monitor and follow-up to ensure that the risk has been mitigated through support and resources.
4. Ensure that the SPIP policy is implemented.
5. Provide follow-up to relevant staff such as the co-located LAUSD school and Charter Schools Division Operations Coordinators, as needed.
6. Work with the District Principal and/or Charter Schools Division Operations Coordinators to submit an incident report and update, as needed.

### III. PREVENTION

Youth suicide is a preventable public health problem. Children and teens spend a significant amount of their young lives in school; the personnel who interact with them daily are in a prime position to recognize the warning signs of suicide and make the appropriate referrals for help (California Education Code §215). All District employees must complete the online Suicide Prevention and Awareness Training annually. For more information, see MEM-6910 *Suicide Prevention and Awareness Training*.

Additionally, pursuant to California Education Code §215.5, contractors that issue student identification cards shall ensure that the following information is printed on either side of each student identification card for all students in grades 7-12: National Suicide Prevention Lifeline (800) 273-8255.

Suicide prevention involves school-wide activities and programs that enhance connectedness, build community, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

Suicide prevention includes:

- A. Promoting a climate of positive behavior intervention and support - BUL-6231, *Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support (SWPBIS)*.
- B. Increasing staff, student, and parent/guardian knowledge of warning signs and risk factors for suicide and what to do when a student is expressing suicidal ideation/behavior.
- C. Engaging students by providing structure, guidance, and fair discipline.
- D. Monitoring students' emotional state and well-being and making referrals for support, as needed.



- E. Modeling and teaching desirable skills and behavior.
- F. Promoting access to school and community resources.

IV. **INTERVENTION: PROTOCOL FOR RESPONDING TO STUDENTS AT RISK FOR SUICIDE**

Suicide is death caused by self-directed injurious behavior with the intent to die. Sometimes there may be a precipitating event, such as a break-up or recent death of a loved one, prior to the death by suicide. However, it is important to remember that suicide is a complex phenomenon that cannot be attributed to one single cause.

**Warning Signs for Suicide**

Warning signs are observable behaviors that may signal the possible presence of suicidal thinking. They might be considered cries for help or opportunities to intervene. Warning signs indicate the need for an adult to inquire directly about whether the student has thoughts of suicide. Warning signs include:

- Feelings of sadness, hopelessness, helplessness
- Significant changes in behavior, appearance, thoughts, and/or feelings
- Social withdrawal and isolation
- Suicide threats (direct and indirect)
- Suicide notes and plans
- History of suicidal ideation/behavior
- Self-injurious behavior
- Preoccupation with death
- Making final arrangements (e.g., giving away prized possessions, posting plans on social media, sending text messages to friends)

**Risk Factors for Suicide**

Risk factors are characteristics or conditions that may increase the chance that a person may try to take their life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and/or social factors in the individual, family, and environment. Risk factors include:

- Access to means (e.g., firearms, knives, medication)
- Stressors (e.g., loss, peer relations, school, gender identity issues)
- History of depression, mental illness, or substance/alcohol abuse disorders
- History of suicide in the family or of a close friend
- History of mental illness in the family

The following are general procedures for the school site administrator/designee and/or STPL(s) to respond to reports of students at risk for suicide. For an abbreviated version of the protocol outlined below, see **Attachment A - Protocol for Responding to Students At Risk for Suicide**.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

---

**The urgency of the situation will dictate the order and applicability in which the subsequent steps are followed.**

A. Respond Immediately

1. Report concerns or incidents directly to the administrator/designee and/or STPL(s) immediately or as soon as practically possible. For example, do not wait until the end of the day or leave a note, send an e-mail, or leave a voicemail without ensuring that the message was received.
2. Ensure that a staff member, not a student, accompanies the student sent to the office for an assessment.

B. Secure the Safety of the Student

1. For immediate, emergency life-threatening situations, call 911.
2. Supervise the student at all times. Ensure the physical environment the student is in is free of any items/objects that could potentially be harmful, such as scissors, letter openers, staplers, pushpins, pencil sharpeners.
3. If appropriate and consistent with District guidelines, conduct an administrative search of the student, backpack, and locker to ensure there is no access to means, such as razor blades or pills.
4. District employees should not transport students. Only LASPD, local law enforcement, or designated Department of Mental Health clinicians, including Psychiatric Mobile Response Team (PMRT) staff, are authorized to transport an individual for a psychiatric evaluation (5150/5585) if the current circumstances meet the criteria.
5. If the school receives information that a student may pose a danger to self and/or others, but the student is not in attendance, contact LASPD or local law enforcement to conduct a welfare check to determine the safety and well-being of the student, as well as others.

C. Assess for Suicide Risk

1. The administrator/designee, crisis team member, or designated STPL(s) should gather essential background information that will help with assessing the student's risk for suicide (e.g., what the student said or did, information that prompted concern or suspicion, copies of any concerning writings, drawings, text messages, social media, or previous iSTAR history).
2. The trained administrator/designee, crisis team member, or designated STPL should meet with the student to complete a risk assessment. Based on the information gathered and assessment of the student, the assessing party should collaborate with at least one other designated school site crisis team member to determine the level of risk. See **Attachment B - Suicide Risk Assessment**.
3. Any consultations made by the assessing party should be in a confidential setting and not in the presence of the student of concern. Another designated staff member should supervise the student at all times.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

4. If the level of risk is determined to be moderate, if safe to do so, communicate with parent/guardian and gather additional information relevant to the risk factors.

**Note:** The initial level of risk may change as a result of the information gathered. If needed, consult with Local District Mental Health Team or SMH CCIS at (213) 241-3841 to determine next steps.

5. If the level of risk is determined to be high, contact LASPD (213) 625-6631 **or** PMRT (800) 854-7771 for an assessment and possible transport to a hospital for a mental health evaluation. Only **one** agency should be contacted for a response. Either agency is authorized to assess, determine if the current circumstances meet criteria for a hold, and transport an individual for a psychiatric evaluation (5150/5585), if needed.

*The privacy of all students should be protected at ALL times. Disclose confidential information only on a right to know and need to know basis, and only the information necessary to protect the health and safety of the student/others.*

#### D. Communicate with Parent/Guardian

The STPL or assessing party should contact the parent/guardian or consult the emergency card for an authorized third party. When communicating with parent/guardian:

1. Share concerns and provide recommendations for establishing safety in the home with “means restriction” (e.g., securing/removing firearms, medications, cleaning supplies, cutlery, and razor blades).
2. If the student has a custody arrangement, notify both parents/guardians unless the custody order indicates otherwise (e.g., stay away order, restraining order, limits on information provided).
3. If the student is transported to the hospital, communicate a plan for a re-entry meeting pursuant to **Attachment K – Student Re-Entry Guidelines**. Complete and provide parent/guardian **Attachment I – Return to School Information for Parent/Guardian**, which outlines steps to facilitate a positive transition back to school.
4. Provide school and/or local community mental health resources, including the nearest District Mental Health Clinic or Wellness Center. Students with private health insurance should be referred to their provider.
5. Facilitate contact with community agencies and follow-up to ensure access to services.
6. Provide a copy of **Attachment G - Suicide Prevention Awareness for Parents/Caregivers** and/or **Attachment H – Self-Injury Awareness for Parents/Caregivers**.
7. Obtain parent/guardian permission to communicate with outside mental health care providers regarding their child using **Attachment J – Parent/Guardian Authorization for Release/Exchange of**





**Information.**

8. If necessary, obtain parent/guardian consent to search using the template in **Attachment M – Parent/Guardian Consent to Search**.

E. Determine Appropriate Action Plan

The assessing party should collaborate with at least one other designated school site crisis team member to determine appropriate action(s) based on the level of risk. Refer to **Attachment B - Suicide Risk Assessment**.

There are circumstances that might increase a student's suicide risk. Examples may include suspension, expulsion, relationship problems, significant loss, interpersonal conflict, or being identified as a student of a vulnerable population (see **Section VI – Considerations for Supporting Vulnerable Student Populations**). The action plan determined should be documented and managed by the school site administrator/designee. Actions may include:

1. Develop a safety plan. A safety plan is a prioritized list of coping strategies and resources that a student may use before, during, or after a suicidal crisis. See **Attachments D1–D4** for recommendations and templates for developing a student safety plan.
  - a. Throughout the safety planning process, a collaborative problem-solving approach should be used to assess and address any potential barriers the student may have with following through with the safety plan.
  - b. Review the developed safety plan with the parent/guardian, specifically the trusted adults identified as gatekeepers for support at school and at home/community. Discuss suitability of these adults, review **Attachment E – Adult Gatekeeper** handout, and inform parent/guardian that identified adults may receive Attachment E handout, as appropriate.
  - c. Provide and review **Attachment E – Adult Gatekeeper** handout with the identified trusted adults in school, as appropriate. Written parental consent is required to notify trusted adults identified on the student's safety plan from the home/community. Parents/guardians may consent by writing their initials on the consent line at the end of the signature section of the safety plan (see **Attachment D2 or D4, My Safety Plan**).
  - d. If the student enrolls in a new school, the safety plan should be reviewed with the new school site crisis team to ensure continuity of care and appropriate updates/revisions, as needed.
2. Follow student re-entry guidelines. See **Attachment K - Student Re-entry Guidelines** for a checklist of action items to consider and **Attachment L – Student Re-Entry/Safety Planning Meeting Sign-in Sheet** to document participation in any meetings regarding the student.
  - a. A student returning to school following a serious or prolonged



- illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), should have written permission by a licensed California health care provider to attend school, including any recommendations regarding physical activity. See **Attachment S – Suicide Risk Assessment FAQs**.
- b. If the student is absent or out of school due to a mental health evaluation/hospitalization, the school site administrator/designee should hold a re-entry meeting with key support staff, parents/guardians, and student upon their return to facilitate a successful transition.
  - c. As appropriate, consider an assessment for special education for a student whose behavioral and emotional needs affect their ability to benefit from their educational program (see BUL-5577 *Counseling and Educationally Related Intensive Counseling Services (ERICIS) for Students with Disabilities*).
3. Mobilize a support system and provide resources. See **Attachment R – Resource Guide**.
- a. Connect student and family with social, school, and community supports.
  - b. Refer the student to the nearest District Mental Health Clinic or Wellness Center, a community resource provider, or their health care provider for mental/physical health services.
4. Monitor and manage.
- a. The administrator/designee and/or STPL(s) should monitor and manage the case as it develops and until it has been determined that the student no longer poses an immediate threat to self.
  - b. If deemed appropriate/necessary, request consent from parent/guardian to conduct a search of the student, as needed. See **Attachment M – Parent/Guardian Consent to Search** template.
  - c. Maintain consistent communication with appropriate parties on a right to know and need to know basis.
  - d. If the parent/guardian is not following the safety recommendations, a suspected child abuse report may be filed. See BUL-1347 *Child Abuse and Neglect Reporting Requirements*.

F. Important Considerations

The following are important to consider when intervening with youth who are exhibiting suicidal ideation/behavior:

**1. When Certificated Staff Accompany a Student to the Hospital**

If LASPD, PMRT or other local law enforcement determines that the student will be transported to an emergency hospital/medical facility, the school site administrator should designate a certificated staff member to accompany the student if:



- a. The student requests the presence of a staff member;
- b. The school is unable to make contact with the parent/guardian;
- c. Parent/guardian is unavailable to meet the student at the hospital;  
or
- d. The school site administrator deems this is appropriate based on considerations such as age, developmental level, or pertinent historical student information.

**2. Providing Information for a Psychiatric Evaluation**

If the student will be transported, the assessing party should complete **Attachment C2 – Summary of Relevant Student Information**, indicating summary of incident and pertinent historical information. A copy of this document should be provided to PMRT or law enforcement prior to transporting to a hospital emergency room. For information on how to complete Attachment C2, refer to **Attachment C1 – Directions on How to Complete the Summary of Relevant Student Information**.

**G. Responding to Student Suicide Attempts**

In case of a student suicide attempt, the health and safety of the student is paramount. The following are important steps to consider in these situations:

**1. In-School Suicide Attempt**

In case of an in-school suicide attempt:

- a. Call 911, as appropriate.
- b. Render first aid until professional medical treatment and/or transportation can be received.
- c. Supervise the student to ensure their safety.
- d. Inform the school site administrator/designee and/or STPL(s) immediately or as soon as practically possible.
- e. Clear the area by relocating nearby students and staff, as soon as practically possible.
- f. Inform the parent/guardian.
- g. Engage the STPL(s) to ensure the appropriate action plan, safety plan, and re-entry guidelines are established to ensure the safety and well-being of the student and others who might have been exposed or triggered by the incident.

**2. Out-of-School Suicide Attempt**

In case of an out-of-school suicide attempt:

- a. If the student contacts a staff member and expresses suicidal ideation, the staff member should attempt to maintain contact with the student (either in person, online, or on the phone). Inform the school site administrator/designee and/or STPL(s) immediately for support and guidance.
- b. Call 911, LASPD at (213) 625-6631, or local law enforcement to initiate a welfare check, as appropriate.
- c. Inform the parent/guardian.
- d. Engage the STPL(s) to ensure the appropriate action plan, safety



plan, and re-entry guidelines are established to ensure the safety and well-being of the student.

H. Document All Actions

1. The administrator/designee shall maintain records and documentation of actions taken at the school by completing an incident report and RARD in iSTAR. For information on completing iSTAR reports with the issue type *Suicidal Behavior*, see **Attachment F1 – Recommendations for RARD Completion**.
2. When documenting in iSTAR, include the 10-digit student identification number for the student in the *Persons Involved* tab. Any previous reports involving the student will be displayed in this tab, which may influence additional safety and action planning.
3. If the student is assessed by a member of the school site crisis response team who does not have reporting access to iSTAR, the school site crisis team member should complete **Attachment F2 – Risk Assessment Referral Data (RARD)** and submit it to the school site administrator within 24 hours or by the end of the next school day, for submission on iSTAR. The RARD should not be mailed.
4. Notes, documents, and records related to the incident are confidential information and remain privileged to authorized personnel. These notes should be kept in a confidential file separate and apart from the student's cumulative records.
5. If a student for whom a RARD has been completed transfers to a school within or outside the District, the transferring school may contact the receiving school to share information and concerns, as appropriate, to the extent necessary to ensure the health and safety of the student. To ensure a continuity of care within the District, a safety plan with the new school's crisis team should be developed, as appropriate.

V. **INTERVENTION: PROTOCOL FOR RESPONDING TO STUDENTS WHO SELF-INJURE**

Self-injury is the deliberate act of harming one's own body, through means such as cutting or burning. Self-injury is an unhealthy way to cope with emotional pain, intense anger, or frustration. Although this behavior often lacks suicidal intent, it can increase the risk of suicide because of the emotional problems that trigger self-injury. Therefore, students who engage in self-injurious behaviors should be assessed for suicide risk.

For definitions, the protocol for responding to students who self-injure, as well as information about contagion and other considerations, see **Attachment O – Intervention: Protocol for Responding to Students Who Self-Injure**.



VI. **CONSIDERATIONS FOR SUPPORTING VULNERABLE STUDENT POPULATIONS**

Factors such as discrimination, traumatic life circumstances, stigma, familial and community rejection, mental illness, and other factors that compromise life functioning may result in elevated suicide risk, particularly for vulnerable student populations. Suicide risk may increase when an individual experiences several risk factors at the same time. See **Attachment P – Considerations for Supporting Vulnerable Student Populations** for a detailed description of aspects to consider when working with the identified vulnerable populations listed below:

- A. Students who may be Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ)
- B. Students with Adverse Childhood Experiences (ACEs)
- C. Students with Mental Health and/or Substance Use Disorders
- D. Students Bereaved by Suicide
- E. Students with Disabilities
- F. Students Involved with Bullying
- G. Students Experiencing Homelessness
- H. Students in Out-of-Home Care Settings
- I. Students Identified as Newcomers or Immigrant (Unaccompanied, Accompanied, Undocumented, Mixed Status Youth)
- J. Students who Experience Labor or Sex Trafficking

VII. **POSTVENTION: PROTOCOL FOR RESPONDING TO A STUDENT DEATH BY SUICIDE**

After a student death by suicide in the school community, it is important to implement a coordinated crisis response to assist students, staff, and families who are impacted by the death and to restore an environment focused on education. For information about how to respond to a student death by suicide, see **Attachment Q – Postvention: Protocol for Responding to a Student Death by Suicide**.

VIII. **SUSPECTED CHILD ABUSE OR NEGLECT**

Report the incident to the appropriate child protective services agency, following the District's *Child Abuse and Neglect Reporting Requirements*, BUL-1347, if child abuse or neglect by a parent/guardian is suspected or there is reasonable suspicion that:

- contacting the parent/guardian regarding the suicidal ideation/behavior may escalate the student's current level of risk;
- the parent/guardian is contacted and unwilling to respond; and/or
- the parent/guardian refuses treatment for the student of concern.

The report should include information about the student's suicide risk level and any concerning ideations or behaviors. The reporting party must follow



directives provided by the child protective services agency personnel.

**IX. OTHER RELATED MATTERS**

**A. Responding to Threats and School Violence**

For matters related to students exhibiting suicidal ideation and threatening or violent behaviors towards others, follow guidelines as indicated in BUL-5799 *Threat Assessment and Management (Student-to-Student, Student-to-Adult)* or contact the Local District Operations staff. If immediate assistance is needed, contact LASPD or local law enforcement.

**B. Responding to Hate Violence**

For matters related to students expressing suicidal ideation in conjunction with reports of hate-motivated violence, additional guidelines indicated in BUL-2047 *Hate-Motivated Incidents and Crimes – Response and Reporting* should be followed or contact the Local District Operations staff.

**X. CONFIDENTIALITY**

All student matters are confidential and may not be shared, except with those persons who need to know. Personnel who “need to know,” or who need the information in order to perform their job function, shall not disclose student information without appropriate legal authorization. Information sharing should be within the confines of the District’s reporting procedures and investigative process.

**AUTHORITY:** This is a policy of the Superintendent of Schools. The following legal authorities are applied in this policy:

California Civil Code sections 56-56.10, 1798;  
California Constitution Article 1, §28(c);  
California Education Code §215;  
California Education Code §32210 et seq.;  
California Education Code §35160;  
California Education Code §44808;  
California Education Code §48900 et seq.;  
California Education Code §48950;  
California Education Code sections 49060 et seq.;  
California Health & Safety Code section 123100-123149.5, 124260;  
California Penal Code §626 et seq.;  
California Code of Civil Procedure §527.6;  
Family Educational Rights and Privacy Act;  
Health Insurance Portability and Accountability Act; and  
Los Angeles Municipal Code §63.94.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

## **RELATED RESOURCES:**

BUL-3878.2, Assisting Students with Prescribed Medication at School, July 30, 2012.  
BUL-5212.2, Bullying and Hazing Policy (Student-to-Student and Student-to-Adult), November 26, 2014.  
BUL-1347.4, Child Abuse and Neglect Reporting Requirements, September 28, 2018.  
BUL-5577.1, Counseling and Educationally Related Intensive Counseling Services (ERICS) for Students with Disabilities, July 21, 2014.  
BUL-5800.0, Crisis Preparedness, Response and Recovery, October 12, 2015.  
BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support (SWPBIS), February 14, 2014.  
BUL-6718.0, Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System, August 8, 2016.  
BUL-6224.2, Gender Identity and Students - Ensuring Equity and Nondiscrimination, May 17, 2019.  
BUL-2047.2, Hate-Motivated Incidents and Crimes – Response and Reporting, September 3, 2018.  
BUL-5269.2, Incident System Tracking Accountability Report, July 10, 2013.  
BUL-6269.1, Multi-Tiered System (MTSS) of Behavior Support for Students with Disabilities, March 6, 2017.  
BUL-5532.1, Policy on Co-Locations for District School Facilities’ Use Pursuant to Education Code Section 47614 (Proposition 39), December 4, 2017.  
BUL-5688.2, Social Media Policy for Employees and Associated Persons, July 31, 2018.  
BUL-6887.1, Pupil Records: Access, Confidentiality, and Notice of Educational Rights, March 6, 2019.  
BUL-5799.0, Threat Assessment and Management (Student-to-Student, Student-to-Adult), July 12, 2012.  
MEM-6910, Suicide Prevention and Awareness Training, updated annually.  
REF-6452.5, Graduates, Completers and Dropout Lists, October 16, 2017  
REF-5467.7, Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT), August 1, 2018.

**ATTACHMENTS:** Attachment A - *Protocol for Responding to Students at Risk for Suicide*  
Attachment B - *Suicide Risk Assessment*  
Attachment C1 – *Directions on How to Complete the Summary of Relevant Student Information*  
Attachment C2 - *Summary of Relevant Student Information*  
Attachment D1- *Recommendations for Developing a Student Safety Plan for Elementary School Students*  
Attachment D2 - *My Safety Plan* (for Elementary School Student)  
Attachment D3 - *Recommendations for Developing a Student Safety Plan for Secondary School Students*  
Attachment D4 - *My Safety Plan* (for Secondary School Student)  
Attachment E - *Adult Gatekeeper*  
Attachment F1 - *Recommendations for RARD Completion*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

Attachment F2 - *Risk Assessment Referral Data (RARD)*  
Attachment G - *Suicide Prevention Awareness for Parents/Caregivers*  
Attachment H - *Self-Injury Awareness for Parents/Caregivers*  
Attachment I - *Return to School Information for Parent/Guardian*  
(English/Spanish)  
Attachment J - *Parent/Guardian Authorization for Release/Exchange of*  
*Information* (English/Spanish)  
Attachment K - *Student Re-Entry Guidelines*  
Attachment L - *Student Re-Entry/Safety Planning Meeting* (sign-in sheet)  
Attachment M - *Parent/Guardian Consent to Search template* (English/Spanish)  
Attachment N - *Sample Letter to Parent/Guardian RE: Self-Injury* (English/  
Spanish)  
Attachment O - *Intervention: Protocol for Responding to Students Who Self-Injure*  
Attachment P - *Considerations for Supporting Vulnerable Student Populations*  
Attachment Q - *Postvention: Protocol for Responding to a Student Death by*  
*Suicide*  
Attachment R - *Resource Guide*  
Attachment S - *Suicide Risk Assessment FAQs*

## **ASSISTANCE: LAUSD RESOURCES**

*Los Angeles School Police Department, Watch Commander (24/7)* (213) 625-6631  
– for assistance with any law enforcement matters.

*LAUSD Mental Health Evaluation Team (MHET)* (213) 625-6631 – A partnership  
between LASPD and School Mental Health to provide suicide/threat risk  
assessments for students experiencing a mental health crisis with the goal of  
connecting them with supportive resources, as well as the least restrictive  
environment. Available during school days, 8:00 am - 5:30 pm.

*Division of Student Health and Human Services, School Mental Health (including*  
*Crisis Counseling and Intervention Services)*  
(213) 241-3841 - for consultation with suicide/threat risk assessments, crisis  
response and mental health issues, Monday-Friday from 8:00 am - 4:30 pm.

*Division of District Operations* (213) 241-5337 – for assistance with school  
operations and procedures concerning students and employees.

*Division of Special Education* (213) 241-6701– for assistance with cases involving  
students with disabilities.

*Education Equity Compliance Office* (213) 241-7682 – for assistance with alleged  
student discrimination and harassment complaints.

*Human Relations, Diversity and Equity* (213) 241-3840 – for assistance with issues  
of bullying, conflict resolution, and diversity trainings.

*Office of Communications* (213) 241-6766 – for assistance with media requests.

*Office of General Counsel* (213) 241-6601 – for assistance/consultation regarding  
legal issues.





**EMERGENCY RESOURCES (NON-LAUSD)**

*Los Angeles County Department of Mental Health ACCESS (24/7) (800) 854-7771* – Psychiatric Mobile Response Team (PMRT) – access to mental health services in LA County. Services include deployment of crisis evaluation teams, information and referrals, gatekeeping of acute inpatient psychiatric beds, interpreter services and patient transport.

*Valley Coordinated Children’s Services (M-F, 8am-5pm) (818) 708-4500* – provides crisis intervention, assessment, stabilization, medication support, mental health services, and evaluation and referral for psychiatric mobile response team. This agency serves children ages 3 - 17 years old in the San Fernando Valley.

*National Suicide Prevention Lifeline (800) 273-8255* – a 24-hour crisis line for individuals who are contemplating, threatening, or attempting suicide, including their family and friends.

*Trevor Project – Trevor Lifeline (866) 4-U-TREVOR (866) 488-7386* - a 24-hour hotline; provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.

For additional resources and information, including emergency services, crisis lines, and online resources, see **Attachment R - Resource Guide**.



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**



**PROTOCOL FOR RESPONDING TO STUDENTS AT RISK FOR SUICIDE**

The following is an abbreviated checklist of general procedures for the administrator/designee and/or Suicide/Threat Prevention Liaison (STPL) to respond to any reports of students exhibiting suicidal behavior/ideation. For a complete description of each procedure, refer directly to Section IV of Bulletin 2637.4.

**The urgency of the situation will dictate the order and applicability in which the subsequent steps are followed.**

- A.  RESPOND IMMEDIATELY
  - Report concerns to administrator/designee and/or STPL immediately or as soon as practically possible.
  - Do not leave the student unsupervised.
  
- B.  SECURE THE SAFETY OF THE STUDENT
  - Supervise the student at all times.
  - Conduct an administrative search for access to means to hurt themselves.
  - If appropriate, contact LASPD, local law enforcement, the Los Angeles County Department of Mental Health or consult with Crisis Counseling and Intervention Services, School Mental Health.
  
- C.  ASSESS FOR SUICIDE RISK (see **Attachment B - Suicide Risk Assessment**)
  - Administrator/designee or designated STPL gathers essential background information.
  - Administrator/designee or designated STPL meets with the student at risk for suicide.
  - The assessing party should collaborate with at least one other designated school site crisis team member to determine level of risk. See **Attachment B – Suicide Risk Assessment**.
  
- D.  COMMUNICATE WITH PARENT/GUARDIAN
  - Share concerns & provide recommendations for safety.
  - Communicate a plan for re-entry.
  - Provide resources and parent/caregiver handouts.
  
- E.  DETERMINE APPROPRIATE ACTION PLAN (see **Attachment B – Suicide Risk Assessment**, pages 6-8)
  - Determine action plan based on level of risk.
  - Develop a safety plan.
  - Notify adult gatekeepers identified in the Safety Plan by providing **Attachment E – Adult Gatekeeper**.
  - Follow student re-entry guidelines.
  - Mobilize a support system and provide resources.
  - Monitor and manage.
  
- F.  IMPORTANT CONSIDERATIONS
  - When Certificated Staff Accompany a Student to the Hospital (see **BUL-2637.4**, pg. 10-11)
  - Provide Information for a Psychiatric Evaluation (see **BUL 2637.4**, pg. 11)
  
- G.  DOCUMENT ALL ACTIONS (Maintain records and complete RARD on iSTAR within 24 hours.)

**Suspected Child Abuse or Neglect**

Report the incident to the appropriate child protective services agency, following the District’s *Child Abuse and Neglect Reporting Requirements*, BUL-1347, if child abuse or neglect by a parent/guardian is suspected or there is reasonable suspicion that:

- contacting the parent/guardian regarding the suicidal ideation/behavior may escalate the student’s current level of risk;
- the parent/guardian is contacted and unwilling to respond; and/or
- the parent/guardian refuses treatment for the student of concern.

The report should include information about the student’s suicide risk level and any concerning ideations or behaviors. The reporting party must follow directives provided by the child protective services agency personnel.



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**



**SUICIDE RISK ASSESSMENT**

Student Name/DOB: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of this checklist is to determine a student's level of suicide risk. The assessing party should be the administrator/designee or Suicide/Threat Prevention Liaison(s).

**DIRECTIONS:** For the items with the **ASK** specification, please directly pose these questions to the student. Take note of the student's responses in the space provided and mark the check boxes, as appropriate. The \* indicates *Unable to Assess*. The items with the **ASSESS** specification should not be asked directly, but rather explored by the assessing party to gather additional background information. Gathering of additional information may also include interviewing other involved individuals, reviewing student history, and referring to other sources (e.g., MiSiS, iSTAR, teacher reports/observations).

| CATEGORY                     | ASSESSMENT QUESTIONS  |                                 |                                |                               |
|------------------------------|---|---------------------------------|--------------------------------|-------------------------------|
| 1. Current Problem/Situation | <b>ASK:</b> Tell me what happened.  |                                 |                                |                               |
| 2. Current Ideation          | <b>ASK:</b> Are you thinking about suicide/killing yourself?  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                              | <b>ASK:</b> Have you thought about when you would do it (kill yourself)?  |                                 |                                |                               |
|                              | <b>ASK:</b> How long have you been feeling this way? or When did you start having these thoughts? What grade were you in? How old were you?   |                                 |                                |                               |
| 3. Communication of Intent   | <b>ASSESS:</b> Has the student communicated directly or indirectly ideas or intent to harm/kill themselves? (Communications may be verbal, non-verbal, electronic, written. Please note that electronic communications may include texting and social media.)<br><br><b>Indicate what was said and how this was communicated.</b> | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                              | <b>ASK:</b> Have you ever shared your thoughts about suicide with anyone else? or Have you ever told anybody how you feel?  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                              | <b>ASK:</b> To whom? What did they say when you told them? or Who did you tell? What did they say when you told them?   |                                 |                                |                               |

|                      |  |                                 |                                |                               |
|----------------------|--|---------------------------------|--------------------------------|-------------------------------|
| 4. Plan              | <b>ASK:</b> Do you have a plan to harm/kill yourself? or Do you know how you would kill yourself?  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                      | <b>ASK:</b> What is your plan? or How would you do it?   |                                 |                                |                               |
|                      | <b>ASK:</b> When do you plan on killing yourself? or When would you do it?   |                                 |                                |                               |
| 5. Means and Access  | <b>ASK:</b> Do you have access to weapons, guns, medication? or<br><b>This question can be modified depending on the response to question #4. For example, if the student states he would use a machete, then the staff member assessing should ask "Do you know where to get a machete?"</b><br><b>ASK:</b> Do you know where to get _____? | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                      | <b>ASSESS:</b> Does the student have the means/access to kill themselves? If yes, indicate means and access.   | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
| 6. Past Ideation     | <b>ASK:</b> Have you ever had thoughts of suicide in the past? or Have you thought about killing yourself before today?  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                      | <b>ASK:</b> How long ago? or What grade were you in or how old were you when you thought about killing yourself before?<br><b>Tell me what happened.</b>   |                                 |                                |                               |
| 7. Previous Attempts | <b>ASK:</b> Have you ever tried to kill yourself?  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                      | <b>ASK:</b> How long ago? or What grade were you in or how old were you?   |                                 |                                |                               |
|                      | <b>ASK:</b> What did you do? What happened?  |                                 |                                |                               |

|                               |   |                          |                          |                          |
|-------------------------------|---|--------------------------|--------------------------|--------------------------|
| 8. Self-Injurious Behavior    | <b>ASK:</b> <i>Have you ever tried to hurt yourself?</i>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                               |   | Yes                      | No                       | *                        |
|                               | <b>ASK:</b> <i>When was the last time you tried to hurt yourself? or What grade were you in or how old were you the last time you tried to hurt yourself?</i>       |                          |                          |                          |
|                               | <b>ASK:</b> <i>Did you injure yourself when you tried? or Did you hurt yourself when you tried?</i>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                               |   | Yes                      | No                       | *                        |
|                               | <b>ASK:</b> <i>What did you use to injure yourself? What did you do to injure yourself? or What did you use to hurt yourself? What did you do to hurt yourself?</i> |                          |                          |                          |
|                               | <b>ASK:</b> <i>Where on your body did you injure yourself? or Where on your body did you hurt yourself?</i>   |                          |                          |                          |
|                               | <b>ASK:</b> <i>What were you hoping would happen? or Did you want to die? Do you know what it means to die?</i>   |                          |                          |                          |
| 9. Changes in Mood / Behavior | <b>ASK:</b> <i>In the past year, have you ever felt so sad that you stopped doing things you usually do or things that you enjoy?</i>                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                               |   | Yes                      | No                       | *                        |
|                               | <b>ASK:</b> <i>What are the activities that you no longer do?</i>   |                          |                          |                          |
|                               | <b>ASK:</b> <i>When you were in (PREVIOUS GRADE), what things did you like to do for fun?</i>   |                          |                          |                          |
|                               | <b>ASK:</b> <i>Do you still like doing those things?</i>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                               |   | Yes                      | No                       | *                        |
|                               | <b>IF NO, THEN ASK:</b> <i>Now that you don't like to do those things, what do you like to do?</i>  |                          |                          |                          |
|                               | <b>ASSESS:</b> Has the student demonstrated abrupt changes in behaviors? <b>Describe.</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                               |   | Yes                      | No                       | *                        |

|   |   |                                 |                                |                               |
|---|---|---------------------------------|--------------------------------|-------------------------------|
|   | <p><b>ASSESS:</b> Has the student demonstrated recent, dramatic changes in mood and/or appearance? <b>Describe.</b></p>   | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
| <p>10. Stressors</p>  | <p><b>ASK:</b> <i>Has anyone close to you ever died by suicide?</i> <b>or</b> <i>Do you know anyone that has killed themselves?</i></p>   | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|   | <p><b>IF YES, ASK:</b> <i>Who? How long ago? How?</i> <b>or</b> <i>Who? When? How?</i></p>  |                                 |                                |                               |
|   | <p><b>ASK:</b> <i>Has someone close to you died recently or have you been separated from someone who is important to you?</i> (e.g., death, separation from parent/caregiver, relationship breakup) <b>or</b> <i>Is there someone who is important to you who has died, who you can't see anymore, or not as often as you would like?</i></p> | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|   | <p><b>IF YES, ASK:</b> <i>Who? How long ago? What happened?</i> <b>or</b> <i>Who? When? Why can't you see them anymore?</i></p>   |                                 |                                |                               |
|   | <p><b>ASK:</b> <i>Has anything stressful/traumatic happened to you?</i> (e.g. domestic violence, community violence, natural disaster) <b>or</b> <i>Has anything scary ever happened to you?</i><br/><b>If yes, describe.</b></p>   | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|   | <p><b>ASK:</b> <i>Does anyone ever call you names, hit you, or make you feel bad about yourself?</i><br/><b>If yes, describe.</b></p>   | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
| <p><b>ASSESS:</b> Has the student been the target of bullying/harassment/ discrimination?</p> | <input type="checkbox"/><br>Yes   | <input type="checkbox"/><br>No  | <input type="checkbox"/><br>*  |                               |

|                        |  |                                 |                                |                               |
|------------------------|--|---------------------------------|--------------------------------|-------------------------------|
| 11. Mental Illness     | <b>ASSESS:</b> Does the student have a history of mental illness (e.g. depression, conduct or anxiety disorder)?   | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
| 12. Substance Use      | <b>ASK:</b> <i>Do you use alcohol or drugs? Which ones? How often? How much? or Do you know what alcohol or drugs are? Do you use any of them? Which ones? How often? How much?</i>  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
| 13. Protective Factors | <b>ASK:</b> <i>Do you have an adult at school that you can go to for help? or Do you have a grown up at school that you can go to for help?</i><br><b>If yes, identify.</b>  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                        | <b>ASK:</b> <i>Do you have an adult outside of school, such as at home or in the community that you can go to for help? or Do you have a grown up outside of school, such as at home or in the neighborhood that you can go to for help?</i><br><b>If yes, identify.</b> | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                        | <b>ASK:</b> <i>What are your plans for the future? or Do you have plans for tonight/tomorrow/weekend? What do you want to do when you grow up?</i>   | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |
|                        | <b>ASSESS:</b> Can the student readily name plans upcoming activities in the future, indicating a reason to live? (e.g. family party/event, dance, concert, upcoming game) <b>If yes, describe.</b>  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>* |

**RISK ASSESSMENT LEVELS, WARNING SIGNS & ACTION PLAN OPTIONS:**

The assessing party should collaborate with at least one other designated school site crisis team member to determine appropriate action(s) based on the level of risk. Action items should be based upon the severity and risk of suicide. There are circumstances that might increase a student’s suicide risk.

| RISK LEVEL/DEFINITION   | WARNING SIGNS MAY INCLUDE:   | ACTION PLAN OPTIONS:  |
|---|--|---|
| <p><input type="checkbox"/> <b>No Known Current Risk</b></p> <p>No known current evidence of suicidal ideation</p>                    | <ul style="list-style-type: none"> <li>No known history of suicidal ideation/behavior or self-injurious behavior</li> <li>No current evidence of depressed mood/affect. For example, statement made was a figure of speech, intended as a joke, or was a repetition of song lyrics or movie script.</li> </ul>   | <ul style="list-style-type: none"> <li>Communicate with parent/guardian, even if it is determined that there is no current risk:               <ul style="list-style-type: none"> <li>Provide information regarding the incident or statement made.</li> <li>Explore with the parent/guardian if there are any concerning behaviors at home, school or community. Concerns expressed by parent/caregiver may change the level of risk.</li> <li>Reinforce the importance of student safety and use of appropriate language.</li> <li>Provide <b>Attachment G - Suicide Prevention Awareness for Parents/Caregivers</b> or <b>Attachment H - Self-Injury Awareness for Parents/Caregivers</b> handouts and school/community resources, as needed.</li> </ul> </li> <li>Document all actions in the RARD on iSTAR; include student identification number in the Persons Involved tab of iSTAR.</li> </ul>   |
| <p><input type="checkbox"/> <b>Low Risk</b></p> <p>Does not pose imminent danger to self; insufficient evidence for suicide risk.</p> | <ul style="list-style-type: none"> <li>Passing thoughts of suicide; evidence of thoughts may be found in notebooks, internet postings, drawings</li> <li>No plan</li> <li>No history of previous attempts</li> <li>No means or access to weapons</li> <li>No recent losses</li> <li>No alcohol/substance abuse</li> <li>Support system is in place</li> <li>May have some depressed mood/affect</li> <li>Sudden changes in personality/behavior (e.g., distracted, hopeless, academically disengaged)</li> </ul> | <ul style="list-style-type: none"> <li>Reassure and provide support to the student.</li> <li>Communicate concerns with parent/guardian (see Section IV D), including recommendations to seek mental health services.</li> <li>Provide <b>Attachment G - Suicide Prevention Awareness for Parents/Caregivers</b> or <b>Attachment H - Self-Injury Awareness for Parents/Caregivers</b> handouts and school/community resources, as needed.</li> <li>Assist in connecting with school and community resources, including suicide prevention crisis lines (<b>Attachment R – Resource Guide</b>)</li> <li>Develop a safety plan that identifies caring adults, appropriate communication and coping skills (see <b>Attachments D2 and D4 - My Safety Plan</b> templates). Notify identified adults in the safety plan and provide <b>Attachment E – Adult Gatekeeper</b> handout.</li> <li>Manage and monitor, as needed.</li> <li>Document all actions in the RARD on iSTAR; include student identification number in the Persons Involved tab of iSTAR.</li> </ul> |

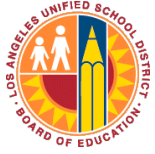


| RISK LEVEL/DEFINITION   | WARNING SIGNS MAY INCLUDE:   | ACTION PLAN OPTIONS:  |
|---|--|---|
| <p><input type="checkbox"/> <b>Moderate Risk</b></p> <p>May pose imminent danger to self, but there is insufficient evidence to demonstrate a viable plan of action to do harm.</p> | <ul style="list-style-type: none"> <li>• Thoughts of suicide</li> <li>• Some details indicating a plan for suicide</li> <li>• Unsure of intent</li> <li>• History of self-injurious behavior</li> <li>• History of previous attempts and/or hospitalization</li> <li>• Difficulty naming future plans or feeling hopeful</li> <li>• History of substance use or current intoxication</li> <li>• Recent trauma (e.g., loss, victimization)</li> </ul> | <ul style="list-style-type: none"> <li>• Reassure and provide support to the student.</li> <li>• If safe to do so, communicate with parent/guardian and gather additional information relevant to the risk factors. Note: The initial level of risk determined may change as a result of the information gathered.</li> <li>• If consulting, ensure the student is supervised.</li> <li>• Consult with Local District Mental Health Team or SMH CCIS at (213) 241-3841 to determine next steps.             <ul style="list-style-type: none"> <li>○ If next steps include contacting LASPD or PMRT for an assessment, see Action Plan Options indicated for High Risk.</li> </ul> </li> <li>• Develop a safety plan that identifies caring adults, appropriate communication and coping skills (see <b>Attachments D2 and D4 - My Safety Plan</b> templates). Notify identified adults in the safety plan and provide <b>Attachment E – Adult Gatekeeper</b> handout.</li> <li>• Communicate concerns with parent/guardian (see Section IV, D), including:</li> <li>• Recommendations to seek mental health services. Request <b>Attachment J – Parent/Guardian Authorization for Release/Exchange of Information</b></li> <li>• Provide <b>Attachment G - Suicide Prevention Awareness for Parents/Caregivers</b> or <b>Attachment H - Self-Injury Awareness for Parents/Caregivers</b> handouts and school/community resources, as needed.</li> <li>• Document all actions in the RARD on iSTAR; include student identification number in the Persons Involved tab of iSTAR.</li> <li>• Continue to monitor student and be a source of support if mental health needs change.</li> </ul> |

| RISK LEVEL/DEFINITION  | WARNING SIGNS MAY INCLUDE:  | ACTION PLAN OPTIONS:   |
|--|---|--|
| <p><input type="checkbox"/> <b>High Risk</b></p> <p>Exhibits extreme or persistent high-risk behaviors, such as current access to means, self-injury, or suicide attempts (e.g., abusing drugs/alcohol, running into traffic, jumping from high places); poses imminent danger to self with a viable plan to do harm; may qualify for hospitalization.</p> | <ul style="list-style-type: none"> <li>• Current thoughts of suicide</li> <li>• Plan with specifics - indicating when, where and how</li> <li>• Access to weapons or means in hand</li> <li>• Making final arrangements (e.g., giving away prized possessions, good-bye messages in writing, text, or on social networking sites)</li> <li>• History of previous attempts or hospitalization</li> <li>• Isolated and withdrawn</li> <li>• Current sense of hopelessness</li> <li>• No support system</li> <li>• Currently abusing alcohol/substances</li> <li>• Mental health history</li> <li>• Recent trauma (e.g., loss, victimization)</li> </ul> | <ul style="list-style-type: none"> <li>• Supervise student at all times (including restrooms).</li> <li>• Reassure and provide support to the student.</li> <li>• Contact LASPD (213) 625-6631 <b>OR</b> PMRT (800) 854-7771 for an assessment and possible transport to a hospital for a mental health evaluation.</li> <li>• <b>Only one agency should be contacted for response.</b> Either agency is authorized to assess, determine if the current circumstances meet criteria for a hold, and transport an individual for a psychiatric evaluation (5150/5585), if needed.</li> <li>• See <u>Important Considerations</u> on page 10 of BUL-2637.4 for clarification regarding accompanying a student to a hospital and providing relevant information to the evaluating psychiatrist.</li> <li>• Develop a safety plan that identifies caring adults, appropriate communication and coping skills (see <b>Attachments D2 and D4 - My Safety Plan</b> templates). Notify identified adults in the safety plan and provide <b>Attachment E – Adult Gatekeeper</b> handout.</li> <li>• Establish a plan for re-entry, manage and monitor, as needed (see <b>Attachment K – Student Re-Entry Guidelines</b>).</li> <li>• Communicate concerns with parent/guardian (see Section IV, D), including:</li> <li>• Re-entry plan and recommendations to seek mental health services. Request <b>Attachment J – Parent/Guardian Authorization for Release/Exchange of Information</b></li> <li>• Provide <b>Attachment G - Suicide Prevention Awareness for Parents/Caregivers</b> or <b>Attachment H - Self-Injury Awareness for Parents/Caregivers</b> handouts and school/community resources, as needed.</li> <li>• Document all actions in the RARD on iSTAR; include student identification number in the Persons Involved tab of iSTAR.</li> <li>• Continue to monitor student to be a source of support if student’s mental health needs change.</li> </ul> |

**For support and consultation: School Mental Health Crisis Counseling and Intervention Services (SMH CCIS)**  
**Monday-Friday | 8:00 am-4:30 pm | (213) 241-3841**

**In case of an emergency, call 911. For law enforcement and/or after-hours response, contact the Los Angeles School Police Department (LASPD) at (213) 625-6631.**



## **Directions on How to Complete the Summary of Relevant Student Information**

The Summary of Relevant Student Information (**Attachment C2**) is intended to summarize important information regarding a student who might be a danger to himself/herself, a danger to others, or gravely disabled. Background and relevant historical student information provided to the receiving hospital will ensure awareness of all concerns regarding student safety.

- Complete **Attachment C2** and provide a copy to the person authorized to transport the student for a psychiatric evaluation, including a law enforcement officer or mobile crisis response team (e.g., MHET, PMRT, SMART).
- Please be mindful of **CONFIDENTIALITY**. Only include information that is directly relevant to the safety concerns regarding suicidal/homicidal ideation and the need for the psychiatric evaluation.
- Attach any additional relevant information, including suicide notes, target lists, drawings, social media posts, and text messages.
- Maintain a copy of all documents provided to the transporting agency in a confidential folder separate from the student's cumulative record. This folder may be kept by the school site administrator/designee, case carrier, or Suicide/Threat Prevention Liaison for the student.
- Once the student has been transported, ensure that plans are made to have a student re-entry meeting and to develop a safety plan for the student.
- For support and consultation throughout this process, contact:
  - Local District Operations Coordinator
  - Local District Mental Health Consultant
  - School Mental Health Crisis Counseling and Intervention Services  
Monday-Friday (8:00 am-4:30 pm)  
(213) 241-3841
  - For law enforcement and/or after-hours response, contact the Los Angeles School Police Department (LASPD) at (213) 625-6631.
  - In case of an emergency, call 911.



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**

**ATTACHMENT C2**



**Summary of Relevant Student Information**

\_\_\_\_\_   
Date

\_\_\_\_\_   
Student Name (Last, First, MI)

\_\_\_\_\_   
Date of Birth

\_\_\_\_\_   
School Name

\_\_\_\_\_   
Student Grade

\_\_\_\_\_   
Parent/Guardian Name

\_\_\_\_\_   
Phone #

**Assessed Level of Risk:**     Low         Moderate         High

**Current Concerns/Behaviors Include:**[e.g., specific statement(s) made and/or action(s) taken by student, stated a plan with intent, current suicide attempt, recent death/loss of loved one, access to weapons, current substance use]

**Relevant History** (e.g., past suicide attempts, prior hospitalizations (5150/5585), history of self-injury, mental health history)

Summary of Relevant Student Information

**Psychotropic Medication(s)**

Yes     None     Unknown

If yes, Name of Medication(s) \_\_\_\_\_ Dosage \_\_\_\_\_

\_\_\_\_\_ Dosage \_\_\_\_\_

**Compliant with medication?**  Yes  No  Unknown    **Recent medication change?**  Yes  No  Unknown

**Source of information regarding psychotropic medication(s):**

Student     Parent/Guardian     Other (explain) \_\_\_\_\_

**Additional Information regarding Medication:** (e.g., specific statement(s) made by student or parent/guardian regarding medication or reasons for not taking medication)

**Other Factors to Consider**

Empty box for additional information.

Summary of Relevant Student Information

**Current Mental Health Support\***

**Mental Health Agency:** \_\_\_\_\_

**Therapist/Clinician Name:** \_\_\_\_\_

**Office #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**\*If there is not a current Parent/Guardian Authorization for Release/Exchange of Information on file, see Attachment J.**

**The following copies are attached to this summary (check all that apply):**

- Suicide note(s) letter(s)
- Drawing(s)
- Journal entry or other assignment
- Text/chat messages
- Social media postings
- Other: \_\_\_\_\_

**A copy of this summary was provided to (check all that apply):**

- Parent/Guardian
- LASPD Officer
- Local Law Enforcement
- LAUSD MHET
- DMH PMRT/SMART Clinician
- Other: \_\_\_\_\_

**For additional questions/concerns, please contact:**

\_\_\_\_\_  
School Site Crisis Team Member Completing Assessment

\_\_\_\_\_  
Office Phone #

\_\_\_\_\_  
Title

\_\_\_\_\_  
Cell Phone #

\_\_\_\_\_  
School Site Crisis Team Member (2) Completing Assessment

\_\_\_\_\_  
Office Phone # (2)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Cell Phone # (2)



## Recommendations for Developing a Student Safety Plan for Elementary School Students



A Student Safety Plan should be completed after an incident involving a student who expresses suicidal ideation, is engaging in self-harm, receives a psychiatric evaluation or is hospitalized. Initial safety planning should be developed in collaboration with the student's input and should emphasize strategies that are practical. Complete a Safety Plan (**Attachment D2**) when the suicide risk assessment level is deemed low, moderate or high. Notify identified adults in the safety plan and provide **Attachment E –Adult Gatekeeper** handout, as appropriate. Update the Safety Plan as needed.

Please note: **Attachment D2- My Safety Plan** (for Elementary School Student), was developed, but not limited to, students ranging from kindergarten to fourth grade. School staff may utilize this template with students in other grade levels taking into consideration the student's cognitive functioning, learning disability, and/or learning styles.

**Refer to the definitions and examples below as a guide to help a student complete their Safety Plan (Attachment D2):**

**My Triggers:** Any situation, person, place or thing that may elicit a negative reaction or cause the student to engage in negative behaviors/self-harm. Some triggers include *fighting at home, being home alone, problems in the classroom/playground, seeing an ex best friend, gossip on social media, or getting a low score/grade.*

**When this happens, I feel:** This section allows students the ability to identify what emotion is manifested when there is a trigger. Some examples of emotions may be: *sad, mad, hurt, scared, worried.*

**My Warning Signs:** These are the actions, behaviors and observations that inform adults/staff that a student might be feeling suicidal and needs help. These can be thoughts, emotions, body sensations, and/or behaviors. Some warning signs that adults/staff may notice in students include talking, writings, postings or thinking about death; displaying dramatic mood swings; alcohol and drug use; socially withdrawing from friends, family and the community; drastic personality changes; and neglect of personal appearance.

On their safety plan, students may utilize page two to draw/write some of the warning signs they experience when they are upset that affects their thoughts, emotions, body, and behaviors. Students, especially younger students, may need some guidance and direction when developing their warning signs. Some examples include *having negative thoughts, heavy breathing, picking fights, feeling like I can't express myself, not wanting to do the things I used to enjoy, not caring what I look like, and/or sleeping too much/not enough.*

**My Coping Skills/Healthy Behaviors:** These are positive actions and behaviors that a student engages in to help them through their struggles on a daily basis. Some coping strategies include activities that a student can do in order to regulate his/her emotions (include some things he/she can do in the classroom and on the school yard, and some things he/she can do at home); ask the student for input, and teach him/her additional strategies if necessary. Strategies may include *slow breathing, yoga, playing basketball, drawing, writing in journal, taking a break from class to drink water, listening to music, playing with a pet.*

**School Support:** Any school staff member or administrator can check in with a student regularly. Notify student's teacher(s) and request monitoring and supervision of the student (keeping in mind not to share confidential information). Have the student list three names of trusted adults they can seek out for support. Emphasize that teacher(s) must notify school site crisis team members about any safety issues or concerns. Some examples of school support may include: *Counselor Mr. Jones, Teacher Mr. Doe, Teacher Assistant Ms. Jane, After-School Staff Ms. Smith.*

**Home/Community Support:** It is important that a student also feel connected with trusted adults at home or in their community. The student should trust these adults and feel comfortable asking for help during a crisis. Have the student list three names of trusted adults they can seek out for support. Some adults may include *family (e.g. grandparent, aunt, uncle, adult sister/brother); clergy (e.g. youth pastor); or next-door neighbor-Mr. Smith.*

**My Other Thoughts:** This section provides students with the option to draw or write anything else they would like to highlight or add to their safety plan. This option encourages students to process their thoughts and experiences, especially if students indicate journaling as a coping skill.

**My Crisis Plan and Resources:** Review this section with the student, as well as with their parent/guardian, to ensure they are aware of the steps to take in the event of a crisis.

**Case Carrier Support:** The case carrier is a school-site crisis team member who has been identified by the administrator/designee to follow-up with the student and monitor action/safety plans developed for the student. The support offered may include strategies to manage, monitor, and check-in with the student. The case carrier may collaborate with the outside mental health agency providing services and ensure that there is a Release/Exchange of Information form signed and on file. Additional case carrier support may include: *monitor daily logs; check-in meeting with student twice a week for the first month, then reassess safety and determine appropriateness of meeting once per week; monitor grades and attendance; maintain weekly contact with community agency/therapist that may be providing services.*

**Signatures:** The student, case carrier, and parent/guardian should review and sign to acknowledge the safety plan. Written parental consent is required to reach out to trusted adults identified on the student's safety plan from the home/community. Parents/guardians may consent by initialing the consent line in this section.





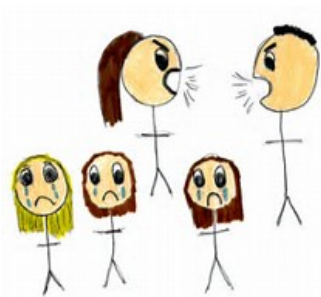
**MY SAFETY PLAN**

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Date: \_\_\_\_\_

**My Triggers:** (Things that make me upset, feel bad, or think about dying.)



**Arguments at Home**



**Problems with Classmates/Friends**






**Problems in School**

Describe:

---

---

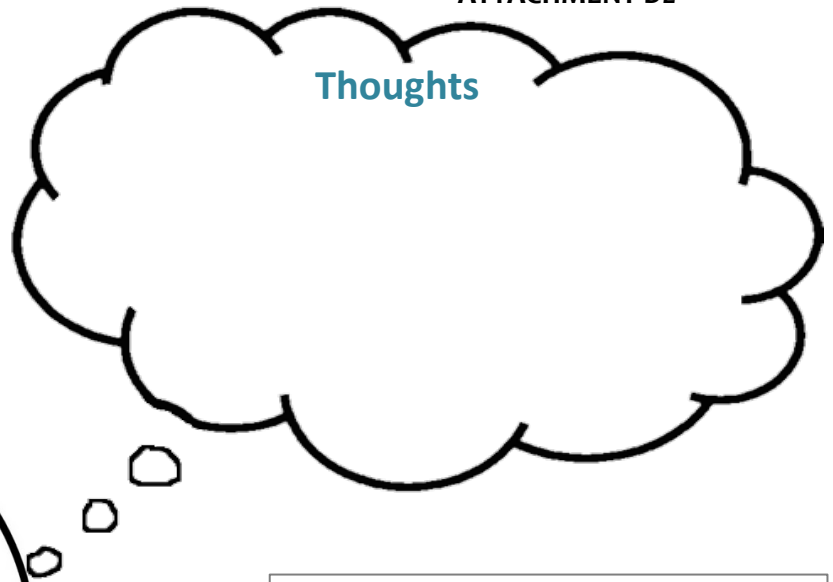
**When this happens, I feel...**

|  |  |  |  |
|--|--|--|--|
| <br><b>Sad</b>    | <br><b>Mad</b>        | <br><b>Hurt</b>    | <br><b>Scared</b> |
| <br><b>Lonely</b> | <br><b>Frustrated</b> | <br><b>Worried</b> | <b>Create Your Own Feeling</b>   |

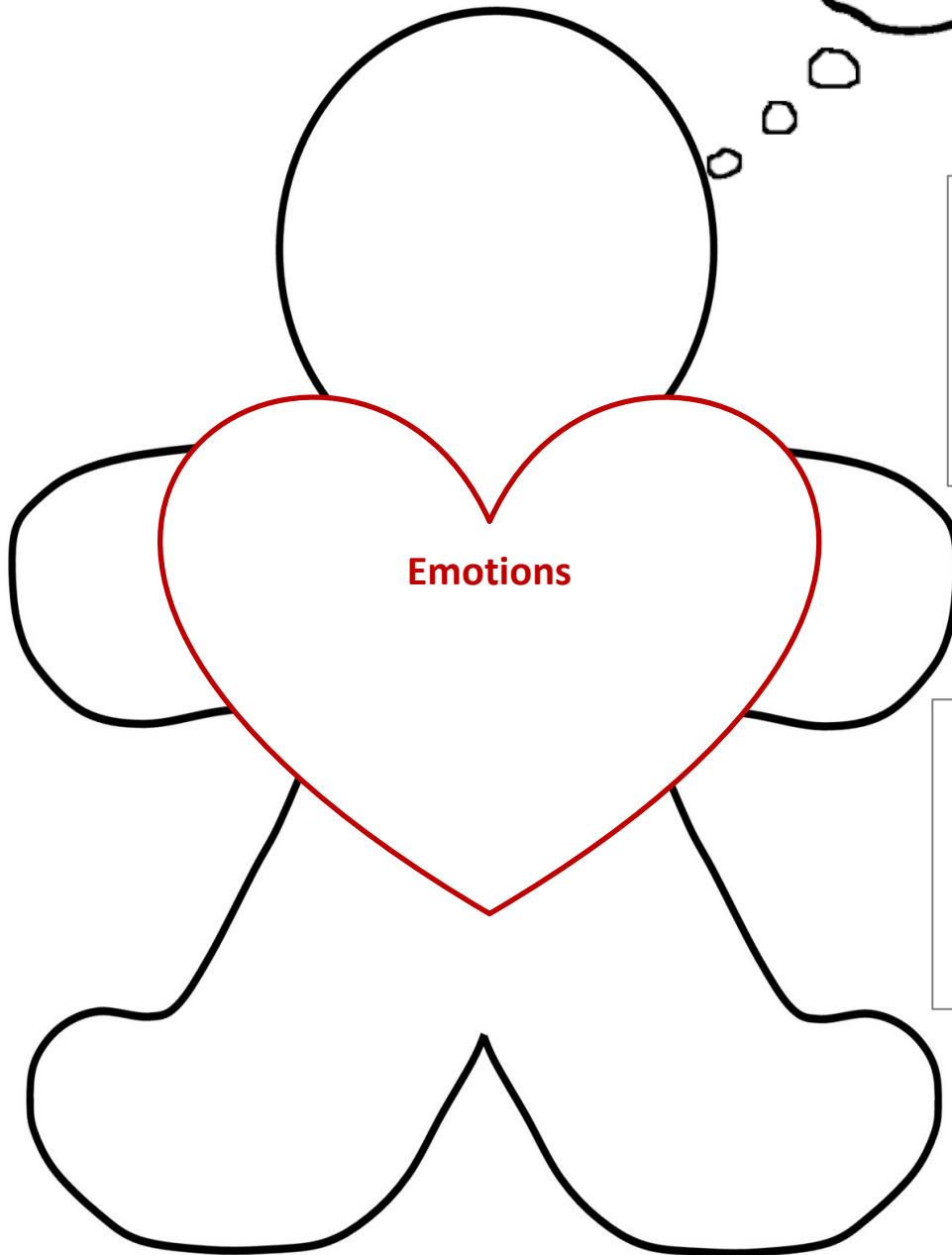
## My Warning Signs

*What signs tell me I'm starting to get upset/overwhelmed?*

**Directions: Write/draw your warning signs in the image below.**



**Thoughts**



**Emotions**

### Body Sensations

When I am mad I feel my...

- heart racing
- stomach ache
- sweaty palms
- add your own example in the image on the left

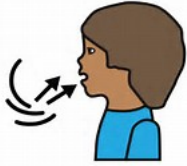
### Behaviors

When I am mad I...

- hurt myself
- pick fights
- spend time alone or isolate myself
- add your own example in the image on the left

**My Coping Skills/Healthy Behaviors:** (What are some helpful things that will take my mind off the problem?)

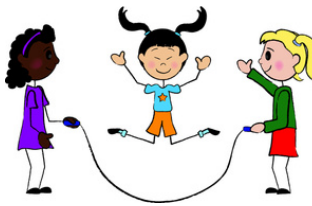
Take deep breath



Relaxation Techniques



Play with My Pet



Play with My Friends



Draw/Art

Identify your coping skills:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

---

**School Support: When I feel this way at school, I can go to...**



Teacher



Principal, Counselor, Support staff



Other School Staff

Name three trusted adults at school:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Note:** Individuals identified as trusted adults may be notified and provided the *Adult Gatekeeper* handout (Attachment E).

**Home/Community Support: When I feel this way at home, I can go to...**



**Parent/Guardian, Grandparent,  
Adult Sibling, Aunt/Uncle**



**Church Clergy, Coach, Therapist**

**Name three trusted adults at home or in my community:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Note: Individuals identified as trusted adults may be notified and provided the *Adult Gatekeeper* handout (Attachment E).**

My other thoughts...

An illustration of an open notebook. The left page is yellow and has the text "My other thoughts..." written on it. The right page is blank and yellow. The notebook has red covers on the left and right sides.

### My Crisis Plan and Resources

I or my trusted adult can call...

- **911** for immediate support
- *Los Angeles County Department of Mental Health ACCESS (800) 854-7771* – 24 hours
- *National Suicide Prevention Lifeline (800) 273-TALK or (800) 273-8255* – 24 hours
- *California Youth Crisis Line (800) 843-5200* – 24 hours, bilingual
- *TEEN LINE (310) 855-HOPE or (800) TLC-TEEN / (800) 852-8336* – a teen-to-teen hotline with community outreach services, from 6pm-10pm PST daily. Text, email and message board also available, with limited hours-visit <http://teenlineonline.org> for more information.
- *The Trevor Project (866) 4-U-TREVOR or (866) 488-7386* – a 24-hour crisis line that provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24. Text and chat also available 24/7, visit [www.thetrevorproject.org](http://www.thetrevorproject.org) for more information.

### Signatures

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Phone#

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Case Carrier (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Administrator/Case Carrier Signature

\_\_\_\_\_  
Date

\_\_\_\_ (Initial) *I, parent/guardian of \_\_\_\_\_, consent to the notification of the Adult Gatekeeper(s) identified under the Home/Community\* section of my child's Safety Plan.*



## Recommendations for Developing a Student Safety Plan for Secondary School Students



A student safety plan should be completed after an incident involving a student who expresses suicidal ideation, is engaging in self-harm, receives a psychiatric evaluation or is hospitalized. Initial safety planning should be developed in collaboration with the student's input and should emphasize strategies that are practical. Complete a safety plan (**Attachment D4**) when the suicide risk assessment level is deemed low, moderate or high. Notify identified adults in the safety plan and provide **Attachment E –Adult Gatekeeper** handout, as appropriate. Update the safety plan as needed.

**Refer to the definitions and examples below as a guide to help a student complete their safety plan (Attachment D4):**

**Triggers:** Any situation, person, place or thing that may elicit a negative reaction or cause the student to engage in negative behaviors/self-harm. Some examples include *being alone at home, English class-writing about myself, seeing my ex best friend, gossip on social media.*

**Warning Signs:** These are the actions, behaviors, and observations that inform adults/staff that a student might be feeling suicidal and needs help. These can be thoughts, images, moods, situations, or behaviors. Some warning signs in students include talking, writings, posting or thinking about death; displaying dramatic mood swings; alcohol and drug use; socially withdrawing from friends, family and the community; drastic personality changes; and neglect of personal appearance. Students may indicate some of the following warning signs: *can't get out of bed, heavy breathing, failing my classes, agitated by my friends and family, feeling like I can't express myself, not wanting to do the things I used to enjoy, not caring what I look like, and/or sleeping too much/not enough.*

**Coping Skills/Healthy Behaviors:** These are positive actions and behaviors that a student engages in to help them through their struggles on a daily basis. Some coping strategies include activities that students can do in order to regulate his/her emotions (include some things he/she can do in classroom and on the school yard, and some things he/she can do at home); ask the student for input, and teach him/her additional strategies if necessary. Strategies may include *slow breathing, yoga, play basketball, draw, write in journal, take a break from class to drink water, listen to music.*

**Places I Feel Safe:** These are places that the student feels most comfortable. It should be a safe, healthy, and generally supportive environment. This can be a physical location, an imaginary happy place, or being in the presence of safe people. Help students identify a physical and/or emotional state of being. Places may include *my 2<sup>nd</sup> period class, health office, with my friends, youth group at church, imagining I am on a beach watching the waves.*

**School Support:** Any school staff member or administrator can reach out and check in with a student regularly. Notify student's teacher(s) and request monitoring and supervision of the student (keeping in mind not to share confidential information). Emphasize that teacher(s) must notify school-site crisis team members about any safety issues or concerns. Some examples of school support may include *Counselor Mr. Jones, Teacher Mr. Doe, Teacher Assistant Ms. Jane, and After-School Staff Ms. Smith.*

**Adult Support:** It is important that a student feels connected with trusted adults at home or in their community. The student should trust these adults and feel comfortable asking for help during a crisis. Identify how student will communicate with these individuals and include a phone number when available. Some adults may include *family members (e.g., grandparent, aunt, uncle, and adult sister), family friends, and religious leaders (e.g., clergy, youth pastor).*

**Parent/Guardian Support:**

- Parent(s)/guardian(s) should follow-up with hospitalization discharge, medications and recommendations.
- Parent(s)/guardian(s) should be mindful of the following warning signs: suicidal ideation, talking, writing posts and thinking about death, dramatic mood changes, impulsive or reckless behavior, withdrawal from friends, family or community, and previous attempt.
- Parent(s)/guardian(s) should:
  - Secure all objects and materials that could be dangerous to student. If student states she would kill herself with a knife, then plan should include securing knives and sharp objects in home. If student states she would use a gun, then plan should include removing/securing firearms from home.
  - Alter home environment to maintain safety (e.g., if student talks about killing herself by jumping out a window, plan should include recommending ways to secure).
  - Monitor and supervise the student. Help parent/guardian think about who will monitor the child when they cannot (e.g., while parent/guardian is at work student will stay with a trusted adult; student will accompany parent to run errands), and parents/guardians should have access to students' social media accounts.
- Ask for ideas from the student regarding ways their parent/guardian can support them, such as *spending time with family and friend; watching movies with mom; dad will pick me up from school; or going to counseling with mom once a month.*

**Case Carrier Support:** The case carrier is a school-site crisis team member who has been identified by the administrator/designee to follow-up with the student and monitor action/safety plans developed for the student. The support offered may include strategies to manage, monitor, and check-in with the student. The case carrier may collaborate with the outside mental health agency providing services and ensure that there is a Release/Exchange of Information form signed and on file. Additional case carrier support may include: *monitor daily logs; check-in meeting with student twice a week for the first month, then reassess safety and determine appropriateness of meeting once per week; monitor grades and attendance; maintain weekly contact with community agency/therapist that may be providing services.*

**Signatures:** The student, case carrier, and parent/guardian should review and sign to acknowledge the safety plan. Written parental consent is required to reach out to trusted adults identified on the student's safety plan from the home/community, in the Adult Support section. Parents/guardians may consent by initialing the consent line in this section.



**MY SAFETY PLAN**

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

**Triggers**

There are certain situations or circumstances which make me feel uncomfortable, agitated, and/or think about dying:

- 1.
- 2.
- 3.

**Warning Signs**

I should use my safety plan when I notice these warning signs (thoughts, images, moods, situations, behaviors):

- 1.
- 2.
- 3.

**Coping Skills/Healthy Behaviors**

Things I can do to calm myself down or feel better in the moment (e.g. favorite activities, hobbies, relaxation techniques):

- 1.
- 2.
- 3.

**Places I Feel Safe**

Places that make me feel better and make me feel safe (can be a physical location, an imaginary happy place, or being in the presence of safe people):

- 1.
- 2.
- 3.

**School Support\***

Trusted adults at school and/or ways school staff can give me support:

- 1.
- 2.
- 3.

**Adult Support\***

Trusted adults at home or in my community, whom I trust and feel comfortable asking for help during a crisis (include phone number):

- 1.
- 2.
- 3.

**\*Note: Individuals identified as trusted adults may be notified and provided the *Adult Gatekeeper* handout (Attachment E).**

**Parent Support**

Actions my parent/guardian can take to help me stay safe:

- 1.
- 2.
- 3.

**Case Carrier Support**

Actions my case carrier can take to help me stay safe:

- 1.
- 2.
- 3.



Outside Mental Health Agency Providing Me Support

Mental Health Agency: \_\_\_\_\_

Clinician Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Clinician Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

During a crisis, I can also call:

- **911** for immediate support
- *Los Angeles County Department of Mental Health ACCESS (800) 854-7771* – 24 hours
- *National Suicide Prevention Lifeline (800) 273-TALK or (800) 273-8255* – 24 hours
- *California Youth Crisis Line (800) 843-5200* – 24 hours, bilingual
- *TEEN LINE (310) 855-HOPE or (800) TLC-TEEN / (800) 852-8336* – a teen-to-teen hotline with community outreach services, from 6pm-10pm PST daily. Text, email and message board also available, with limited hours-visit <http://teenlineonline.org> for more information.
- *The Trevor Project (866) 4-U-TREVOR or (866) 488-7386* – a 24-hour crisis line that provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24. Text and chat also available 24/7, visit [www.thetrevorproject.org](http://www.thetrevorproject.org) for more information.

Signatures

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Phone#

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Case Carrier (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Administrator/Case Carrier Signature

\_\_\_\_\_  
Date

\_\_\_\_ (Initial) I, parent/guardian of \_\_\_\_\_, consent to the notification of the Adult Gatekeeper(s) identified under the Adult Support\* section of my child's Safety Plan.

# Adult Gatekeeper

gate.keep.er

/' gāt, kēpər/

someone in a position to recognize a crisis and the warning signs that someone may be contemplating suicide.

- can be anyone, including teachers, counselors, administrators, coaches, office staff, other school personnel, parents/guardians, other family members, friends/peers, neighbors, and others who may be strategically positioned to recognize and refer someone at risk of suicide.

The most important role of *gatekeepers* is to maintain student safety.



Name of Identified Gatekeeper: \_\_\_\_\_ Title: \_\_\_\_\_

You have been identified as a trusted adult gatekeeper in a safety plan.

**Note: Student information is confidential and should not be disclosed to anyone not on the student's safety plan. If you have any questions, contact the Suicide/Threat Prevention Liaison identified on the back of this handout.**

## Here's how you can make a difference:

Knowing the issues concerning mental health and suicide can aid in the prevention of suicide, help those in crisis, and change the way we think and talk about suicide. Being informed about the warning signs and risk factors for suicide are essential when helping someone who might be thinking about suicide. On this handout, you will find tips on how to be supportive, stay engaged, and help keep someone else safe. Everyone plays a role in suicide prevention...including you!

### RISK FACTORS FOR SUICIDE

- Access to means (e.g., firearms, knives, medication)
- Stressors (e.g., loss, peer relations, school, gender identity issues)
- History of depression, mental illness, or substance/ alcohol abuse
- History of suicide in the family or of a close friend
- History of mental illness in the family

### WARNING SIGNS FOR SUICIDE

- Feelings of sadness, hopelessness, helplessness
- Significant changes in behavior, appearance, thoughts, and/or feelings
- Social withdrawal and isolation
- Suicide threats (direct and indirect)
- Suicide notes and plans
- History of suicidal ideation/behavior
- Self-injurious behavior
- Preoccupation with death
- Making final arrangements (e.g., giving away prized possessions, posting plans on social media, sending text messages to friends)

## Here's What You Can Do:

### LISTEN

- Listen without judgment.
- Ask open-ended questions, such as:
  - Tell me what happened.
  - Have you thought about suicide?

### PROTECT

- Respond immediately.
- Remove unsafe items such as guns, ligatures, medication, etc. from being accessible.
- Discuss and develop a plan for safety if they experience a mental health crisis in your presence.

### CONNECT

- Be a source of safety. If an individual discloses suicidal ideation, thank him/her for telling you and reassure him/her of your support.
- If you are worried about the individual's safety, communicate with the school administration, mental health personnel, counselor, or Suicide/Threat Prevention Liaison listed on the back of this handout.
- Contact Department of Mental Health, law enforcement, or child protective services, as needed.

### MODEL

- Remain calm. Establish a safe environment to talk about suicide.
- Be aware of your thoughts, feelings, and reactions as you listen without judgment.

### TEACH

- Teach healthy ways to cope with stress, including deep breathing, writing/drawing, exercise, or talking.
- Seek school and community resources, including referrals to professional mental health services.
- Reinforce help-seeking behaviors and the identification of adults they can trust.

## Resources

### EMERGENCY INFORMATION/ AFTER HOURS SERVICES

#### IF YOU NEED IMMEDIATE HELP, CALL 911.

For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at (800) 854-7771

#### COMMUNITY HOTLINES

National Suicide Prevention Lifeline  
(800) 273-TALK (8255) (24 hours)

Trevor Lifeline (866) 488-7386 (24 hours)

Teen Line (800) 852-8336/(800) TLC-TEEN  
(6pm-10pm daily)

#### TEXT AND CHAT RESOURCES

Crisis Text Line – Free, 24/7, confidential  
Text LA to 741741

Crisis Chat (11am-11pm, daily)  
<http://www.crisischat.org/chat>

Teen Line (6pm-10pm)  
Text “TEEN” to 839863

#### ONLINE RESOURCES

<http://www.didihirsch.org/>

<http://www.thetrevorproject.org/>

<http://teenline.org/>

<http://www.afsp.org/understanding-suicide>

<https://www.eachmindmatters.org>

#### SMARTPHONE APPS

Teen Line Youth Yellow Pages

For more information about suicide prevention and intervention, please visit

<http://suicideprevention.lausd.net>



## Self-Care Tips for the Adult Gatekeeper

Being identified as a person of support to someone who is thinking about suicide can be frightening and overwhelming. There is a cost to caring if we isolate ourselves without fortifying our personal sources of strength. Your dedication to helping others requires that you also prioritize your self-care. Although this may seem challenging at times, please remember to:

- Find time to recharge and renew.
- Listen deeply to your needs, and act on them.
- Consider disconnecting from media or stressful situations to allow your mind, body, and spirit to rest.
- Protect yourself by getting enough sleep, eating well, exercising your body and mind, and also leaning on trusted friends, relatives, and support systems.
- Maintain regular, supportive contact within your personal circle of family or friends.
- Connect with wonder. Appreciate the miracle that is life, which allows us to find gratitude, even in the midst of suffering.

School Name: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Suicide/Threat Prevention Liaison(s) and/or School Site Crisis Team Member(s):  
\_\_\_\_\_  
\_\_\_\_\_



Los Angeles Unified School District  
**Student Health & Human Services | School Mental Health**

333 S. Beaudry Avenue, 29<sup>th</sup> Floor | (213) 241-3841  
[smh.lausd.net](http://smh.lausd.net) | [ccis.lausd.net](http://ccis.lausd.net)

**SUICIDE IS PREVENTABLE** - You may be able to save a life.



## Recommendations for RARD Completion

After a critical incident involving a student with suicidal ideation, it is extremely important to generate an iSTAR that accurately reflects what happened, how the school responded, and what plans are in place to support the student. The following are recommendations for completing an iSTAR Incident Report when a student expresses suicidal ideation, including sample summaries and updates.

- Refer to **BUL 2637.4 – Suicide Prevention, Intervention, and Postvention** for policy, procedures, and helpful documents.
- Contact Local District Operations and/or the Local District Mental Health Consultant for training, support and consultation for you and your school staff regarding suicide prevention and documenting interventions.
- For consultation, contact School Mental Health, Crisis Counseling & Intervention Services at **(213) 241-3841** Monday-Friday from 8:00am-4:30pm.

### Recommended Information to Include in the iSTAR Incident Report

#### Persons Involved

1. Identify the student as a Victim, if they are exhibiting any of the categories in Suicidal Behavior.
2. Use the Student's 10 Digit ID Number to enter the information of the student. Once you enter this ID number, the student's information - Name, Gender, Grade, School and DOB - will auto-populate.
3. Entering the 10-digit Student ID will also populate any other incidents related to this student in this tab, just below the student's information. If no incidents appear, there are no incidents reported in iSTAR using that student's ID, however, this does not guarantee that there were never any previous incidents.

#### Incident Summary

1. Remember to maintain CONFIDENTIALITY at all times. The goal is to explain what happened and how the school responded, without reporting confidential information, such as the student's mental health history, family history or other medical information protected by HIPPA laws. See below for Incident Summary Samples.
2. Describe exactly what the student stated (e.g., *Mark stated, "I want to kill myself."* or *Mark stated, "I don't think life is worth living any more."*), and did (e.g., *Mark wrapped a computer cord around his neck.*).
3. Explain who conducted the Suicide Risk Assessment with the student, and note the student's level of risk (e.g., "low, moderate, or high").
4. Explain the short-term action plan taken by the school. This includes communication with parent(s)/guardian(s), and possibly contact with PMRT (Psychiatric Mobile Response Team) and/or law enforcement. If PMRT is involved, explain their actions and/or specific recommendations.
5. Explain the long-term action plan developed by school. This includes creating a Student Safety Plan – at home and school – identifying caring adults and appropriate communication and coping skills (see Attachment D2 and D4 - *Student Safety Plan* templates). It also includes designating a staff member to carefully monitor student and check-in with student frequently until crisis has stabilized. Finally, the long-term action plan includes linking the student to appropriate mental health services.
6. If the student is hospitalized, explain the plan for re-entry (see Attachment E - *Student Re-entry Guidelines*).
7. Remember to UPDATE the iSTAR as the case evolves (e.g., document the outcome of the re-entry meeting).
8. Under Notify Details, be sure to indicate who you consulted with, adding individuals as appropriate.

**Incident Summary Sample #1 (“Suicidal Behavior/Ideation - Non-Injury” Issue Type)**

*During 4<sup>th</sup> period, Math teacher Ms. Jones heard student say “I can’t take this anymore. I’m going to kill myself after school.” PSA Counselor Mr. Smith and APSCS Ms. Rodriguez conducted suicide risk assessment and concluded student was at low risk. Student’s parent was contacted. Mr. Smith met with mother to provide the Suicide Prevention Awareness for Parents/Caregivers handout, develop a Safety Plan for student at home and school, and to provide mother with referrals to both school-based and community-based counseling services. Mr. Smith will check in with student and manage the case until crisis is stabilized.*

Updated Information (2 days later) - To be added to the Incident Summary of the original iSTAR report. Mr. Smith contacted parent who reported making appointment with XYZ Mental Health Agency for Monday, May 5, 2016. Mr. Smith provided parent with an Exchange/Release of Information Form to be completed so that school and mental health provider can openly communicate about student’s treatment and progress.

**Incident Summary Sample #2 (“5150/Hospitalization” Issue Type)**

*Student spoke with Magnet Coordinator Ms. Harris before school and said, “My family is falling apart – I just don’t want to live anymore.” Principal Dr. Hill and School Psychologist Ms. Garcia completed suicide risk assessment and concluded student was at moderate risk. PMRT was contacted for consult. Team responded to school at approximately 10:00 a.m., evaluated student, and decided to transport the student to Del Amo Hospital for evaluation. Student’s parent was contacted, and father came to school and accompanied student in ambulance transport. School Psychologist will follow-up with father tomorrow to gather more information about student’s release, and to schedule re-entry meeting with family.*

Updated Information (1 day later) - To be added to the Incident Summary of the original iSTAR report. School Psychologist Ms. Garcia contacted father who stated student is set to be released after 72-hour hold. Father agreed to bring student for re-entry meeting Tuesday, May 5, 2016 at 8:30 a.m., and will bring discharge paperwork from hospital.

Updated Information (4 days later) - To be added to the Incident Summary of the original iSTAR report. Student and father met for re-entry meeting with Principal, School Psychologist, School Nurse, and Counselor. Discussed new medication student was prescribed, and developed Safety Plan for student at home and school. Modified student’s academic program, and obtained signed Exchange/Release of Information Form from father so that school can openly communicate with student’s new therapist about student’s treatment and progress. Counselor Mr. Jackson will check-in with student and manage the case until crisis is stabilized.

**RARD**

1. Complete the entire RARD Tab.
2. Check for previous incidents involving this student under the *Persons Involved* tab.
3. Include an explanation of any action boxes that are checked “no.”



**CONFIDENTIAL**

**RISK ASSESSMENT REFERRAL DATA (RARD)**

**TO BE COMPLETED BY THE ASSESSING SCHOOL SITE CRISIS TEAM MEMBER**

Cost Center

(School/Office):

\_\_\_\_\_

DATE OF INCIDENT:

\_\_\_\_\_

TIME OF INCIDENT:

\_\_\_\_\_  AM  PM

INCIDENT OCCURRED:

- On Campus
- Off Campus
- At another school
- District Office
- District School Bus/Vehicle
- Going to or from school
- Going to or from a school sponsored activity
- Athletics Competition

EXACT LOCATION:

\_\_\_\_\_

NAME OF STUDENT:

\_\_\_\_\_

STUDENT ID:

\_\_\_\_\_

(Last, First Name)

(10-digit number ONLY)

**TYPE OF INCIDENT/ISSUE (An Injury Report must also be completed for issue in red.)**

**SUICIDAL BEHAVIOR**

- 5150/5585 Hospitalization
- Self-Injury/Cutting
- Suicidal Behavior/ Ideation (injury)
- Suicidal Behavior/Ideation (non-injury)

**INCIDENT SUMMARY**

**INFORMATION FOR RARD TAB ON ISTAR**

**Reasons for Referral and Other Associated Factors: (Check all that apply)**

- Current attempt
- Signs of depression
- Frequent complaints of illness/ body aches
- Direct threat to harm self
- Sudden changes in behavior
- Indirect threat to harm self
- Drug or alcohol abuse
- Psychosocial stressors
- Giving away prized possessions
- Self-injury
- Previous attempt(s)
- Violent behavior
- Mood swings
- Hate violence
- Threat to harm others
- Bullying
- Other (Specify)
- Access to weapons
- Truancy or running away

\_\_\_\_\_

**Student Referred By:** (Check one or more)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Self           | <input type="checkbox"/> Administrator             | <input type="checkbox"/> PSA Counselor |
| <input type="checkbox"/> Parent         | <input type="checkbox"/> Teacher                   | <input type="checkbox"/> Psychologist  |
| <input type="checkbox"/> Student/Friend | <input type="checkbox"/> Psychiatric Social Worker | <input type="checkbox"/> Nurse         |
| <input type="checkbox"/> K-12 Counselor | <input type="checkbox"/> Other (Specify) _____     |  |

**The following action items are MANDATORY.**

**Refer to BUL-2637.4 Suicide Prevention, Intervention & Postvention for guidelines and attachments.**

**Was the student assessed for risk using the District guidelines and procedures in BUL-2637.4, Attachment B?**

Yes     No    If *NO*, please explain: \_\_\_\_\_

**Assessed Level of Risk:**     No known current risk     Low     Moderate     High

**Was the parent/guardian notified?**

Yes    Name of person notified: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

No    If *NO*, please explain: \_\_\_\_\_

*If parent/guardian was not notified due to suspected child abuse, please follow the mandates of BUL-1347 Child Abuse and Neglect Reporting Requirements, by completing the Suspected Child Abuse (SCAR) form and calling the appropriate authorities.*

**Was the parent/guardian provided the appropriate information handouts for suicide/self-injury awareness?**

Yes     No    If *NO*, please explain: \_\_\_\_\_

**INFORMATION FOR RARD TAB ON ISTAR**

**What action steps listed below were taken?** (Check all that apply.)

- Contacted the LA County Department of Mental Health ACCESS (PMRT) or Valley Coordinated Services
- Contacted the Los Angeles School Police Department (LASPD)
- Contacted local law enforcement
- Student transported to hospital for psychiatric evaluation (5150/5585)
- Consulted with School Mental Health (including Mental Health Consultant, Crisis Counseling & Intervention Services)
- Consulted with Local District Operations
- Referral to School Mental Health Clinic/Wellness Center
- Referral to community mental health agency
- Referral to school-based individual/group counseling
- Recommendation for program modification (e.g., smaller class, IEP)
- Developed and discussed Safety Plan
- Facilitated Student Re-entry Meeting
- Other (please specify) \_\_\_\_\_

**Assessed by Crisis Team Member:**

Employee Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Student was Assessed: \_\_\_\_\_

- |                                |  |   |
|--------------------------------|--|---|
| <input type="checkbox"/> PSW   | <input type="checkbox"/> Psychologist  |   |
| <input type="checkbox"/> Nurse | <input type="checkbox"/> Administrator | <input type="checkbox"/> Counselor                    |
| <input type="checkbox"/> PSA   | <input type="checkbox"/> School Police | <input type="checkbox"/> Other (please specify) _____ |

**DO NOT MAIL. SUBMIT COMPLETED RARD TO SCHOOL SITE ADMINISTRATOR WITHIN 24 HOURS OR BY THE END OF THE NEXT SCHOOL DAY FOR SUBMISSION ON ISTAR.**



Los Angeles Unified School District  
**Student Health and Human Services**  
 School Mental Health

333 S. Beaudry Avenue, 29<sup>th</sup> Floor  
 213.241.3841  
 smh.lausd.net | ccis.lausd.net



# Suicide Prevention Awareness for Parents/Caregivers

**Suicide** is a serious public health problem that takes an enormous toll on families, friends, classmates, co-workers, and communities, as well as on our military personnel and veterans. Suicide prevention is the collective effort of all adults that support and work with students, including parents/caregivers, families, local community organizations, mental health practitioners, and related professionals. The aim is to reduce the incidence of suicide through education, awareness, and services.

## SUICIDE IS PREVENTABLE.

### Warning Signs

Warning signs are observable behaviors that may signal the presence of suicidal thinking. They might be considered “cries for help” or “invitations to intervene.” These warning signs signal the need to inquire directly about whether the individual has thoughts of suicide. If so, then suicide prevention strategies will be required.



- Feelings of sadness, hopelessness, helplessness
- Significant changes in behavior, appearance, thoughts, and/or feelings
- Social withdrawal and isolation
- Suicide threats (direct and indirect)
- Suicide notes and plans
- History of suicidal ideation/behavior
- Self-injurious behavior
- Preoccupation with death
- Making final arrangements (e.g., giving away prized possessions, posting plans on social media, sending text messages to friends)

### Risk Factors

While the path that leads to suicidal behavior is long and complex and there is no “profile” that predicts suicidal behavior with certainty, there are certain risk factors associated with increased suicide risk. In isolation, these factors are not signs of suicidal thinking. However, when present they signal the need to be vigilant for the warning signs of suicide.

- Access to means (e.g., firearms, knives, medication)
- Stressors (e.g., loss, peer relations, school, gender identity issues)
- History of depression, mental illness, or substance/alcohol abuse
- History of suicide in the family or of a close friend
- History of mental illness in the family

### Here's What You Can Do:

#### LISTEN

- Assess for suicide risk.
- Listen without judgment.
- Ask open-ended questions, such as:
  - *Tell me what happened?*
  - *How long have you been feeling this way?*
  - *Have you thought about suicide?*

#### PROTECT

- Take action immediately.
- Do not leave your child alone. You or a trusted adult should supervise/monitor your child.

- Consider developing a safety plan at home and at school.

#### CONNECT

- Go to your child's school for support from school administration, mental health personnel, or a counselor.
- Contact Department of Mental Health, law enforcement, or child protective services, as needed.
- Help your child identify adults they trust at home and at school.

#### MODEL

- Remain calm. Establish a safe environment to talk about suicide.
- Be aware of your thoughts, feelings, and reactions as you listen without judgment.

#### TEACH

- Learn the warning signs and risk factors and provide information and education about suicide and self-injury.
- Teach your child how to ask for help and identify adults they can trust at home and at school.
- Teach healthy ways to cope with stress, including deep breathing, writing/drawing, exercise, or talking.
- Seek options for school and community resources, including referrals to professional mental health services.



# Mental Health (MH) and Wellness Centers



## North

### Valley MH Center

6651A Balboa Blvd., Van Nuys 91406  
Tel: 818-758-2300

## West

### Crenshaw MH and Wellness Center

3206 W. 50th St., Los Angeles 90043  
Tel: 323-290-7737

### Washington MH and Wellness Center

1555 West 110th St., Los Angeles 90043  
Tel: 323-241-1909

## South

### 97th Street MH Center

Barrett Elementary School  
439 W. 97th St., Los Angeles 90003  
Tel: 323-754-2856

### San Pedro MH Center

704 West 8th St., San Pedro 90731  
Tel: 310-832-7545

### Locke MH and Wellness Center

316 111th St., Los Angeles 90061  
Tel: 323-418-1055

### Carson MH and Wellness Center

270 East 223rd St., Carson 90745  
Tel: 310-847-7216

## East

### Bell/Cudahy MH Center

Ellen Ochoa Learning Center  
7326 S. Wilcox, Cudahy 90201  
Tel: 323-869-1352

### Ramona MH Center

231 S. Alma Ave., Los Angeles 90063  
Tel: 323-266-7615

### Gage MH and Wellness Center

2880 E. Gage Ave., Huntington Park 90255  
Tel: 323-826-1520

### Elizabeth LC MH and Wellness Center

4811 Elizabeth St., Cudahy 90201  
Tel: 323-271-3650

## Central

### Belmont MH and Wellness Center

180 Union Place, Los Angeles 90026  
Tel: 213-241-4451

### Roybal MH Center

1200 West Colton St., Los Angeles 90026  
Tel: 213-580-6415

For clinic referrals visit:  
[smh.lausd.net](http://smh.lausd.net)

School Mental Health  
(213) 241-3841

# Understanding Suicide: Myths & Facts

To understand why people die by suicide and why so many others attempt to take their own lives, it is important to know the facts. Read the facts about suicide below and share them with others.

**Myth:** *Suicide can't be prevented. If someone is set on taking their own life, there is nothing that can be done to stop them.*

**Fact:** Suicide is preventable. The vast majority of people contemplating suicide don't really want to die. They are seeking an end to intense mental or physical pain. Most have a mental illness. Interventions can save lives.

**Myth:** Asking someone if they are thinking about suicide will put the idea in their head and cause them to act on it.

**Fact:** When someone you know is in crisis or depressed, asking them if they are thinking about suicide can actually help. By giving a person an opportunity to open up and share their troubles you can help alleviate their pain and find solutions.

**Myth:** Someone making suicidal threats won't really do it, they are just looking for attention.

**Fact:** Those who talk about suicide or express thoughts about wanting to die, are at risk for suicide and need your attention. Most people who die by suicide give some indication or warning. Take all threats of suicide seriously. Even if you think they are just "crying out for help"—it is in fact a cry for help — so help.

**Myth:** It is easy for parents/caregivers to tell when their child is showing signs of suicidal behavior.

**Fact:** Unfortunately, research shows that this is not the case in a surprisingly large percentage of families. This illustrates the importance for parents/caregivers to be attentive to warning signs and risk factors; to ask direct questions; and be open to conversation.

## What Should I Do If I Am Worried About My Child?

If you believe that your child is thinking about suicide, approach the situation by asking. Asking is the first step in saving a life and can let them know that you are here for them and will listen. Here are some examples of how you may ask: *Have you thought about suicide? or Sometimes when people feel sad the way you do, they think about suicide. Have you ever thought about it?*

### EMERGENCY INFORMATION / After Hours Services

If you need IMMEDIATE help, call 911.

For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at (800) 854-7771.

## Resources for Parents/Caregivers & Children/Adolescents

### Community Hotlines

National Suicide Prevention Lifeline  
(800) 273-TALK (8255) (24-hour)  
Trevor Lifeline (866) 488-7386 (24-hour)  
Teen Line (800) 852-8336 (6pm-10pm daily)

### Online Resources

<http://www.didihirsch.org/>  
<http://www.thetrevorproject.org/>  
<http://teenline.org/>  
<http://www.afsp.org/understanding-suicide>

### Text and Chat Resources

Crisis Text Line – Free, 24/7, confidential  
Text LA to 741741  
Crisis Chat (11am-11pm, daily)  
<http://www.crisischat.org/chat>  
Teen Line - text "TEEN" to 839863 (6pm-10pm)

### Smartphone Apps

MY3  
Teen Line Youth Yellow Pages





Los Angeles Unified School District  
**Student Health and Human Services**  
 School Mental Health

333 S. Beaudry Avenue, 29<sup>th</sup> Floor  
 (213) 241-3841  
 smh.lausd.net | ccis.lausd.net



# Self-Injury Awareness for Parents/Caregivers

**Self-injury** is a complex behavior, separate and distinct from suicide that some individuals engage in for various reasons such as: to take risks, rebel, reject their parents' values, state their individuality, or merely to be accepted. Others, however, may injure themselves out of desperation or anger to seek attention, to show their feelings of hopelessness and worthlessness, or because they have suicidal thoughts. Such individuals may suffer from serious mental health disorders such as depression or Posttraumatic Stress Disorder (PTSD). Some young children may resort to self-injurious acts from time to time but often grow out of it. Children with an intellectual disability or autism, as well as children who have been abused or abandoned may also show these behaviors.

If you become aware that your child or someone you know is engaging in self-injurious behavior, take action and get help.

## What should I do if my child is engaging in self-injurious behavior?

If you become aware that your child is engaging in self-injurious behaviors, remain calm and nonjudgmental. If the injury appears to pose potential medical risks (e.g., excessive bleeding, need for stitches), call 911 immediately. If the injury does not appear to pose immediate medical risks, there are other actions you may take:

- Seek support from a mental health professional (e.g., therapist, psychologist, psychiatrist)
- Provide moral and nurturing support
- Participate in your child's recovery (e.g., family therapy)
- Support your child in an open and understanding way

### EMERGENCY INFORMATION / After Hours Services

If you need **IMMEDIATE** help, call 911.

For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at (800) 854-7771.

## Here's What You Can Do:

### LISTEN

- Address the behavior as soon as possible by asking open-ended questions. For example:
  - *Tell me what happened.*
  - *How long have you been feeling this way?*
  - *Have you thought about suicide?*
- Talk to your child with respect, compassion, calm and caring.
- Understand that this is his/her way of coping.

### PROTECT

- Take action immediately and get help.
- Foster a protective home environment by talking openly, listening, and modeling appropriate behaviors to your child.
- Set limits and provide supervision and consistency to encourage successful outcomes.
- Provide firm guidance, supervise, and set limits around technology usage.
- Be cautious about giving out punishments or negative consequences as a result of the self injurious behavior, as these may unintentionally encourage the behavior to continue.

### CONNECT

- Check in with your child on a regular basis.
- Become familiar with support available at home, school, and community. Contact appropriate person(s) at the school, for example, the school social worker, school psychologist, school counselor, or school nurse.

### MODEL

- Model healthy and safe ways of managing stress and engage your child in these activities, such as taking walks, deep breathing, journal writing, or listening to music.
- Be aware of your thoughts, feelings, and reactions about this behavior.
- Be aware of your tone. Expressing anger or shock can cause your child to feel guilt or shame.

### TEACH

- Learn the warning signs and risk factors and provide information and education about suicide and self-injury.
- Teach your child how to ask for help and identify adults they can trust at home and at school.
- Teach healthy ways to cope with stress, including deep breathing, writing/drawing, exercising, or talking.

# Mental Health (MH) and Wellness Centers



## North

### Valley MH Center

6651A Balboa Blvd., Van Nuys 91406  
Tel: 818-758-2300

## West

### Crenshaw MH and Wellness Center

3206 W. 50th St., Los Angeles 90043  
Tel: 323-290-7737

### Washington MH and Wellness Center

1555 West 110th St., Los Angeles 90043  
Tel: 323-241-1909

## South

### 97th Street MH Center

Barrett Elementary School  
439 W. 97th St., Los Angeles 90003  
Tel: 323-754-2856

### San Pedro MH Center

704 West 8th St., San Pedro 90731  
Tel: 310-832-7545

### Locke MH and Wellness Center

316 111th St., Los Angeles 90061  
Tel: 323-418-1055

### Carson MH and Wellness Center

270 East 223rd St., Carson 90745  
Tel: 310-847-7216

## East

### Bell/Cudahy MH Center

Ellen Ochoa Learning Center  
7326 S. Wilcox, Cudahy 90201  
Tel: 323-869-1352

### Ramona MH Center

231 S. Alma Ave., Los Angeles 90063  
Tel: 323-266-7615

### Gage MH and Wellness Center

2880 E. Gage Ave., Huntington Park 90255  
Tel: 323-826-1520

### Elizabeth LC MH and Wellness Center

4811 Elizabeth St., Cudahy 90201  
Tel: 323-271-3650

## Central

### Belmont MH and Wellness Center

180 Union Place, Los Angeles 90026  
Tel: 213-241-4451

### Roybal MH Center

1200 West Colton St., Los Angeles 90026  
Tel: 213-580-6415

For clinic referrals visit:  
[smh.lausd.net](http://smh.lausd.net)

School Mental Health  
(213) 241-3841

## General Information

- Self-injury provides a way to manage overwhelming feelings and can be a way to bond with peers (rite of togetherness).
- Self-injury is defined as intentional tissue damage that can include cutting, severe scratching, pinching, stabbing, puncturing, burning, and ripping or pulling skin or hair.
- Tattoos and body piercings are not usually considered self-injurious behaviors unless they are done with the intention to hurt the body.
- Individual mental health services can be effective when focused on reducing the negative thoughts and environmental factors that trigger self-injury.

## Non-Suicidal Self-Injury

There is a difference between self-injury and suicidal acts, thoughts, and intentions.

With suicide, there is an intent to die; whereas, with non-suicidal self-injury the reasons may include to:

- Feel emotionally better
- Express desperation or anger
- Manage painful feelings of current or past trauma
- Punish oneself
- Feel pain or relief
- Have control of one's body

A professional clinical assessment may be necessary to determine risk.



## Signs and Symptoms of Self-Injury

- Frequent or unexplained bruises, scars, cuts, or burns
- Frequent inappropriate use of clothing designed to conceal wounds (often found on the arms, thighs, or abdomen)
- Unwillingness to participate in activities that require less body coverage (swimming, physical education class)
- Secretive behaviors, spending unusual amounts of time in the bedroom, bathroom, or isolated areas
- Bruises on the neck, headaches, red eyes, ropes/clothing/belts tied in knots (signs of the "choking game")
- General signs of depression, social-emotional isolation, and disconnectedness
- Possession of sharp objects (razor blades, shards of glass, thumb tacks)
- Evidence of self-injury in drawings, journals, pictures, texts, and social networking sites
- Statements of helplessness, hopelessness, or worthlessness

## Resources for Parents/Caregivers & Children/Adolescents

### Community Hotlines

National Suicide Prevention Lifeline

(800) 273-TALK (8255) (24-hour)

Trevor Lifeline (866) 488-7386 (24-hour)

Teen Line (800) 852-8336 (6pm-10pm daily)

### Online Resources

<http://www.didihirsch.org/>

<http://www.thetrevorproject.org/>

<http://teenline.org/>

<http://www.afsp.org/understanding-suicide>

### Text and Chat Resources

Crisis Text Line – Free, 24/7, confidential

Text LA to 741741

Crisis Chat (11am-11pm, daily)

<http://www.crisischat.org/chat>

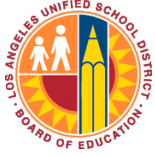
Teen Line - text "TEEN" to 839863 (6pm-10pm)

### Smartphone Apps

MY3

Teen Line Youth Yellow Pages





**Return to School Information for Parent/Guardian**

Date: \_\_\_\_\_

\_\_\_\_\_  
School Name

RE: \_\_\_\_\_

Student Name and DOB

Dear Parent/Guardian:

Please follow these steps to help facilitate a positive transition back to school after your child returns from a psychiatric evaluation. Please review the checklist below prior to your child's return to school:

- Communicate with  Principal and/or  School Site Crisis Team member regarding whether your child was hospitalized, following a psychiatric evaluation. If hospitalized, please notify the school of the name of the hospital.

School Contact Person:

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
School Phone Number

\_\_\_\_\_  
School Site Crisis Team Member Name

\_\_\_\_\_  
School Phone Number

- Request discharge documents from the hospital.
  - Ensure the hospital includes any accommodations/recommendations requested.
  - If medication was prescribed, it is recommended that you inform the school nurse of medication(s) and dosage. However, if the student needs to have medication administered at school by the school nurse, then please be sure to request the appropriate documentation from the treating physician.
- Inform the school contact person, indicated above, when your son/daughter will return to school.
- Escort your son/daughter to school on the first day back after the hospitalization. Please request to meet with \_\_\_\_\_ located in \_\_\_\_\_.  

(Name of School Site Crisis Team Member)
(Office/Room #)
- Participate in your son/daughter's *Student Re-entry Meeting*, which will include creating his/her *Safety Plan*.

Thank you for working with us to support your child at school.



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**

**ATTACHMENT I**



**Información para el Regreso a la Escuela  
 Para Padre(s)/Tutor(es)**

Fecha: \_\_\_\_\_

Nombre de la Escuela \_\_\_\_\_

RE: \_\_\_\_\_

Nombre del Alumno y Fecha de Nacimiento \_\_\_\_\_

Estimados Padres/Tutores:

Los siguientes pasos han sido subrayados para facilitar el regreso a la escuela de su hijo/a después de una evaluación psiquiátrica u hospitalización. Por favor, revise esta lista antes del regreso de su hijo/a a la escuela:

- Comuníquese con  el Director/a y/o  Miembro del Equipo de Crisis de la escuela con respecto a si su hijo/a fue hospitalizado/a, después de una evaluación psiquiátrica. Si fue hospitalizado/a, por favor notifique a la escuela el nombre del hospital.

\_\_\_\_\_  
 Nombre de Director/a

\_\_\_\_\_  
 Número de Teléfono de la Escuela

\_\_\_\_\_  
 Nombre del Miembro del Equipo de Crisis de la Escuela

\_\_\_\_\_  
 Número de Teléfono de la Escuela

- Solicite los documentos de alta del hospital o pida que el hospital complete la siguiente forma *Alta Médica para el Regreso a la Escuela*.
  - Asegúrese de que el hospital incluya cualquier acomodación/ recomendación.
  - Si medicamento fue otorgado, es recomendable que informe al enfermero/a de la escuela el nombre del medicamento y la dosis. En dado caso que su hijo/a necesite que el/la enfermero/a de la escuela administre el medicamento por favor asegúrese de solicitar las formas requeridas por su médico.
- Informe a la persona, indicada en este documento, de cuándo va a regresar su hijo/a la escuela.
- Acompañe a su hijo/a a la escuela el primer día que regrese después de la hospitalización. Por favor haga una junta con \_\_\_\_\_ localizado/a en \_\_\_\_\_.  
 (Nombre del Miembro del Equipo de Crisis) (Oficina/Cuarto #)
- Participe en la *Junta de Entrada* de su hijo/a, cual incluye crear el *Plan de Seguridad* del él/ella.

Gracias por trabajar con nosotros para apoyar a su hijo/a en la escuela.



Los Angeles Unified School District
STUDENT HEALTH AND HUMAN SERVICES



Parent/Guardian Authorization for Release/Exchange of Information

Date: \_\_\_\_\_ To Parent(s)/Guardian(s) of: \_\_\_\_\_

This document authorizes the release/exchange of information relating to my child between the agency personnel listed below and a representative of LAUSD. The information received shall be reviewed only by appropriate professionals in accordance with the Family Educational Rights and Privacy Act of 1974.

Form containing fields for TO: Agency Staff Name/Title, RE: Student Last Name, Student First Name, Date of Birth, Agency/Institution/Department, Street Address, Home Street Address, City, State, Zip, Agency Phone Number, Home Phone Number, checkboxes for Medical/Health, Psychological/Mental Health, Speech & Language, Other, Educational, THIS INFORMATION IS TO BE SENT TO: School Staff Name, Title/School or Office, School Address & Telephone Number, validity date, request for copy, Name of Parent/Legal Guardian, Phone Number, Signature of Parent/Legal Guardian, Date.



### Autorización de Padres/Tutor Legal Para Intercambiar Información

Fecha: \_\_\_\_\_ A los Padres/Tutores de: \_\_\_\_\_

Este documento autoriza el intercambio de información sobre su niño/a entre el personal de la agencia indicada y un representante del Distrito Escolar Unificado de Los Ángeles. La información recibida será revisada únicamente por profesionales apropiados en acuerdo con Los Derechos Educativos Familiares y Acto de Privacidad de 1974.

|   |   |
|---|---|
| TO: _____<br>Nombre del Personal de Agencia/Título  | RE: _____<br>Apellido del Estudiante      Primer Nombre del Estudiante  |
| _____<br>Agencia, Institución, o Departamento   | Fecha de Nacimiento: _____ / _____ / _____<br>Mes                                  Día                                  Año |
| _____<br>Dirección  | _____<br>Dirección de Residencia  |
| _____<br>Ciudad                                  Estado      Código Postal  | _____<br>Ciudad                                  Estado      Código Postal  |
| _____<br>Numero de Teléfono de Agencia  | _____<br>Numero de Teléfono de Casa   |
| Por la presente doy permiso para divulgar/intercambiar la siguiente información para determinar las necesidades del alumno:   |   |
| <input type="checkbox"/> Médica/Salud <input type="checkbox"/> Hablar y Lenguaje <input type="checkbox"/> Educacional<br><input type="checkbox"/> Psicológico/Salud Mental <input type="checkbox"/> Otra: _____ |   |
| <b>ESTA INFORMACIÓN SERÁ ENVIADA A:</b>   |   |
| _____<br>Nombre de Personal Escolar   | _____<br>Título/Escuela u Oficina   |
| _____<br>Dirección de Escuela y Número de Teléfono  |   |
| Esta autorización será válida hasta _____ solo que sea revocada antes.  |   |
| Yo requiero una copia de esta autorización: <input type="checkbox"/> Si <input type="checkbox"/> No   |   |
| _____<br>Nombre de Padre / Tutor Legal  | _____<br>Numero de Teléfono   |
| _____<br>Firma de Padre / Tutor Legal   | _____<br>Fecha  |



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**

**ATTACHMENT K**



**STUDENT RE-ENTRY GUIDELINES**

Student Name/DOB: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

In planning for the re-entry of a student who has been absent or out of school due to a mental health evaluation/hospitalization, or if the student will be transferring to a new school, the school site administrator/designee may consider any of the following action items:

|  |   |
|--|---|
| <p><b>Preparing for Re-Entry</b></p>             | <p><input type="checkbox"/> If a student has been out of school for any length of time, including for a mental health evaluation or mental health hospitalization, including psychiatric and drug or alcohol inpatient treatment, consider providing the parent <b>Attachment I – Return to School Information for Parent/Guardian</b> which outlines steps to facilitate a positive transition back to school.</p>   |
| <p><b>Returning Day</b></p>                      | <p><input type="checkbox"/> Have parent/guardian escort student to the main office on first day back to school.</p>   |
| <p><b>Hospital Discharge Documents</b></p>       | <p><input type="checkbox"/> Request discharge documents from hospital from parent/guardian on student’s first day back indicating the student is medically cleared to return to school.</p>   |
| <p><b>Meeting with Parent(s)/Guardian(s)</b></p> | <p><input type="checkbox"/> Engage parent(s)/guardian(s), school support staff, teachers, and student, as appropriate in a Re-Entry Planning Meeting.</p> <p><input type="checkbox"/> If the student is prescribed medication, refer to the health office and/or medication management policy at school (see BUL-3878 <i>Assisting Students with Prescribed Medication at School</i>).</p> <p><input type="checkbox"/> Offer suggestions to parent/guardian regarding safety planning and removing means/access (e.g., weapons, medication, alcohol) to students at home, as needed.</p> <p><input type="checkbox"/> As needed, explore with parent/guardian the option for a Consent to Search by school staff, as needed. <b>See Attachment M – Parent/Guardian Consent to Search</b> template.</p> <p><input type="checkbox"/> Offer suggestions to parent/guardian regarding monitoring personal communication devices, including social networking sites, as needed.</p> <p><input type="checkbox"/> Review <b>Attachment G - Suicide Prevention Awareness for Parents/Caregivers</b> and/or <b>Attachment H - Self-Injury Awareness for Parents/Caregivers</b> with caregiver.</p> <p><input type="checkbox"/> Review the Safety Plan (see below) developed with the student, specifically the trusted adults identified for support at school and at home/community. Discuss suitability of these adults, review <b>Attachment E – Adult Gatekeeper</b> handout, and inform parent/guardian that identified adults may receive Attachment E handout.</p> |



|  |   |
|--|---|
| <p><b>Student Safety Plan</b></p>                          | <p><input type="checkbox"/> Develop a Safety Plan to assist the student in identifying adults they trust and can go to for assistance at school and outside of school (e.g., home, community). See <b>Attachment D2</b> and <b>D4 – My Safety Plan</b> templates.</p>   |
|  | <p><input type="checkbox"/> Reviewing the Safety Plan with parent/guardian. Obtain parental consent to notify trusted adults identified in the safety plan. Parents/guardians may consent by writing their initials on the consent line at the end of the signature section of the safety plan. Provide/review <b>Attachment E – Adult Gatekeeper</b> handout with trusted home/community adults.</p> |
| <p><b>Identify Supports</b></p>                            | <p><input type="checkbox"/> Notify student’s teacher(s) and provide <b>Attachment E – Adult Gatekeeper</b> handout, as appropriate.</p>   |
|  | <p><input type="checkbox"/> Modify academic programming, as appropriate.</p>  |
|  | <p><input type="checkbox"/> Consider an assessment for special education for a student whose behavioral and emotional needs affect their ability to benefit from their educational program (see BUL-5577 <i>Counseling and Educationally Related Intensive Counseling Services (ERIC)</i> for Students with Disabilities).</p>  |
|  | <p><input type="checkbox"/> Identify on-going mental health resources in school and/or in the community.</p>  |
|  | <p><input type="checkbox"/> Designate a point person (e.g., Psychiatric Social Worker, Pupil Services and Attendance Counselor, School Nurse, Academic Counselor) to check in with the student and parent/guardian during the first couple weeks periodically.</p>  |
|  | <p><input type="checkbox"/> Manage and monitor – ensure the student is receiving and accessing the proper mental health and educational services needed.</p>  |
| <p><b>Address Bullying, Harassment, Discrimination</b></p> | <p><input type="checkbox"/> As needed, ensure that any bullying, harassment, discrimination is being addressed.</p>   |
| <p><b>Release/Exchange of Information</b></p>              | <p><input type="checkbox"/> Obtain consent by the parent/guardian to discuss student information with outside providers using <b>Attachment J - Parent/Guardian Authorization for Release/Exchange of Information</b>.</p>  |



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**

**ATTACHMENT L**



**Student Re-Entry/Safety Planning Meeting**

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|    | <b>NAME</b> | <b>TITLE/OFFICE</b> | <b>PHONE</b> | <b>EMAIL</b> | <b>INITIAL</b> |
|----|-------------|---------------------|--------------|--------------|----------------|
| 1  |             |                     |              |              |                |
| 2  |             |                     |              |              |                |
| 3  |             |                     |              |              |                |
| 4  |             |                     |              |              |                |
| 5  |             |                     |              |              |                |
| 6  |             |                     |              |              |                |
| 7  |             |                     |              |              |                |
| 8  |             |                     |              |              |                |
| 9  |             |                     |              |              |                |
| 10 |             |                     |              |              |                |
| 11 |             |                     |              |              |                |
| 12 |             |                     |              |              |                |



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**

**ATTACHMENT M**

**Parent/Guardian Consent to Search  
TEMPLATE**



**USE SCHOOL LETTERHEAD**

Date

I, (name of parent/guardian), hereby authorize (name of school) to conduct a complete search of my son/daughter, (first and last name of student; DOB), which includes but is not limited to backpack, lockers, and his/her person on a daily basis, for the purpose of ensuring my child's safety. I further understand that I may revoke this consent at any time by providing my revocation in writing to the principal. I also understand that there are situations where a school official may conduct a search of my student without consent, when the school official has reasonable suspicion of a crime, violation of law, or violation of school rules.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Contact Number

*\*Note for School:*

- *You do not need to include the name of the person completing the search, as this can change, depending on availability.*
- *Use school letterhead when creating this statement.*



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**

**ATTACHMENT M**

**Parent/Guardian Consent to Search  
TEMPLATE**



**SPANISH TRANSLATION**

Fecha

Yo, (nombre del padre/tutor), autorizo (nombre de la escuela) a realizar una búsqueda completa de mi hijo(a), (nombre y apellido del estudiante; fecha de nacimiento), que incluye, entre otros, mochila, casilleros, y su persona diariamente, con el propósito de garantizar la seguridad de mi hijo(a). Además, entiendo que puedo revocar este consentimiento en cualquier momento al proporcionar mi revocación por escrito al director. También entiendo que hay situaciones en las que un funcionario de la escuela puede realizar un registro de mi estudiante sin mi consentimiento, cuando el funcionario de la escuela tiene sospechas razonables de un delito, violación de la ley y/o violación de las reglas de la escuela.

\_\_\_\_\_  
Firma del Padre/Tutor

\_\_\_\_\_  
Número de Teléfono del Padre/Tutor



Los Angeles Unified School District  
**STUDENT HEALTH AND HUMAN SERVICES**

**ATTACHMENT N**



**Sample Letter to Parent/Guardian  
RE: Self-Injury**

**USE SCHOOL LETTERHEAD**

DATE

Dear Parents/Guardians:

On [REDACTED], some students in a [REDACTED] grade classroom were involved in hurting themselves outside of their classrooms. Our mental health staff has advised us that this is known as a “rite of togetherness” in which students choose to bond together by hurting themselves. The [REDACTED] School Crisis Team and staff are working collaboratively with the Department of Mental Health, Los Angeles School Police Department and Local District Office staff. We believe that we have identified all the students involved and have responded to each individually.

I would like to take this opportunity to invite you to attend an important informational meeting for parents/guardians regarding youth who self-injure and how we can help our children. We hope that you can join us. The parent/guardian meeting will be held as follows:

[REDACTED] SCHOOL NAME

[REDACTED] LOCATION

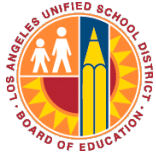
[REDACTED] DATE

[REDACTED] TIME

Also, please see the attached handout *Self-Injury Awareness for Parents/Caregivers* for suggestions on how to respond to your child. At [REDACTED] School, the safety and well-being of every student and staff member is very important to us. Should you or your child have any concerns, please feel free to contact [REDACTED] (Psychiatric Social Worker, PSA Counselor, School Psychologist, Nurse, or Administrator) at (XXX) XXX-XXXX. We are all involved in creating a safe environment for our students.

Sincerely,

[REDACTED], Principal



**Sample Letter to Parent/Guardian  
RE: Self-Injury**



**SPANISH TRANSLATION**

FECHA

Estimados Padres/Tutores:

El \_\_\_\_\_, algunos estudiantes del grado \_\_\_\_\_ fueron involucrados en hacerse daño fuera de sus aulas. Nuestro personal de salud mental nos ha informado que este comportamiento puede ser conocido como un "rito de unión" en cual los estudiantes se hirieron a sí mismo para sentirse unidos. El equipo de crisis de la Escuela \_\_\_\_\_ y el personal están trabajando en colaboración con el Departamento de Salud Mental, el Departamento de Policía Escolar de Los Ángeles, y el personal local de la oficina del Distrito. Creemos que hemos identificado a todos los estudiantes involucrados y hemos respondido a cada uno individualmente.

Me gustaría tomar esta oportunidad para invitarlos a asistir a una importante reunión informativa para padres/tutores legales con respecto a los jóvenes que se autolesionan y cómo poder ayudar a nuestros hijos. Esperamos que puedan asistir. Aquí están los detalles de la reunión para padres/tutores:

- NOMBRE DE LA
- ESCUELA
- DIRECION
- FECHA
- HORA

También hemos incluido el folleto *Conocimiento Sobre Auto-Lesión Para Padres/Tutore Legales* cual contiene sugerencias para saber cómo usted puede ayudar a su hijo(a). En la Escuela \_\_\_\_\_, la seguridad y el bienestar de cada estudiante y miembro del personal es muy importante. Si usted o su hijo(a) tienen alguna pregunta, por favor no dude en ponerse en contacto con \_\_\_\_\_ (Trabajador social psiquiátrico(a), Consejero de Asistencia, Psicólogo(a) escolar, Enfermero(a) o Administrador) al (XXX) XXX-XXXX. Todos estamos comprometidos en crear un ambiente seguro para nuestros estudiantes.

Sinceramente,

\_\_\_\_\_, Director(a)



## **INTERVENTION: PROTOCOL FOR RESPONDING TO STUDENTS WHO SELF-INJURE**

---

Self-injury is the deliberate act of harming one's own body, through means such as cutting or burning. Self-injury is an unhealthy way to cope with emotional pain, intense anger, or frustration. Although this behavior often lacks suicidal intent, it can increase the risk of suicide because of the emotional problems that trigger self-injury. Therefore, students who engage in self-injurious behaviors should be assessed for suicide risk.

### **Signs and Symptoms of Self-Injury**

- Frequent or unexplained bruises, scars, cuts, or burns
- Consistent, inappropriate use of clothing to conceal wounds (e.g., long sleeves or turtlenecks, especially in hot weather; bracelets to cover the wrists; not wanting to change clothing for Physical Education)
- Possession of sharp objects (e.g., razor blades, shards of glass, thumb tacks)
- Evidence of self-injury in journals, drawings, social networking sites, etc.

### **Risk Factors of Self-Injury**

Although self-injury can affect individuals at any age, there are certain risk factors that may increase the chance of someone engaging in self-injurious behavior, including the following:

- **Age**  
Most people who self-injure are teenagers and young adults. Self-injury often starts in the early teen years, when emotions are more volatile and teens face increasing peer pressure, loneliness, and conflicts with parents/guardians or other authority figures.
- **Having friends who self-injure**  
People who have friends who intentionally harm themselves are more likely to begin self-injuring, sometimes as a way to bond with their peers.
- **Psychosocial factors**  
Some people who injure themselves were neglected or abused or experienced other traumatic events. They may have grown up and remain in an unstable family environment, or they may be young people questioning their personal identity or sexuality. Some people who self-injure are socially isolated.
- **Mental health issues**  
People who self-injure are more likely to be highly self-critical and be poor problem-solvers. In addition, self-injury is commonly associated with certain mental disorders, such as depression, anxiety disorders, post-traumatic stress disorder, and eating disorders.
- **Alcohol or drug abuse**  
People who harm themselves often do so while under the influence of alcohol or drugs.

### Protocol for Responding to Students Who Self-Injure

The following are general procedures for the school site administrator/designee and/or Suicide/Threat Prevention Liaison(s) to respond to reports of students exhibiting self-injurious behaviors.

**The urgency of the situation will dictate the order and applicability in which the subsequent steps are followed.**

- 1. Respond immediately or as soon as practically possible.
- 2. Supervise the student.
- 3. Seek medical attention, as needed.
- 4. Conduct an administrative search of student for access to means, such as razor blades, shards of glass, or other sharp instruments.
- 5. Assess for suicide risk using the protocol outlined in Section IV.
- 6. Communicate with and involve the parent/guardian so the self-injurious behavior can be addressed as soon as possible. Provide handout **Attachment H - *Self-Injury Awareness for Parents/Caregivers***.
- 7. Encourage appropriate coping and problem-solving skills; do not shame the student about engaging in self-injury.
- 8. Listen calmly and with empathy; reacting in an angry, shocked, or shaming manner may increase self-injurious behaviors.
- 9. Develop a safety plan with the student. See **Attachment D1–D4 – *My Safety Plan***.
- 10. Notify identified adults in the safety plan and provide **Attachment E – *Adult Gatekeeper*** handout.
- 11. Provide resources. See **Attachment R – *Resource Guide***.
- 12. Document all actions in the RARD on iSTAR; include student identification number in the *Persons Involved* tab of iSTAR.

NOTE: Self-injurious behaviors may be exhibited by students with profound disabilities without being indicative of suicide or suicidal ideation. Please follow District guidelines as indicated in BUL-6269, *Multi-Tiered System (MTSS) of Behavior Support for Students with Disabilities* and contact the Division of Special Education at (213) 241-6701 for further assistance.



### Self-Injury and Contagion

Self-injurious behaviors may be imitated by other students and can spread across grade levels, peer groups, and schools. The following are guidelines for addressing self-injurious behaviors among a group of students:

- 1. Respond immediately or as soon as practically possible.
- 2. Respond individually to students, but try to identify peers and friends who may also be engaging in self-injurious behaviors.
- 3. As students are identified, they should be supervised in separate locations.
- 4. Each student should be assessed for suicide risk individually using the protocol outlined in Section IV. If the self-injurious behavior involves a group of students, the assessment of each student individually will often identify a student whose behaviors have influenced the behaviors of others in the group. The self-injurious behavior may be indicative of complex mental health issues of this student.
- 5. Consider making a mental health referral for students exhibiting self-injurious behaviors.

### Other Considerations for Responding to Self-Injury and Contagion

The following are guidelines for how to respond as a school community when addressing self-injurious behaviors among a group of students:

- 1. Self-injury should be addressed with students individually and never in group settings, such as student assemblies, public announcements, school newspapers, or the classroom.
- 2. When self-injurious behaviors affect the larger school community, schools may respond by inviting parents/guardians to an informational parent meeting at the school. The meeting should be reserved for parents/guardians only. The administrator/designee may decide to invite all parents/guardians from the school community, as the meeting would provide psycho-education, awareness, and tools for addressing self-injurious behaviors in youth. Limiting the invitations may inadvertently leave other parents/guardians feeling uninformed or concerned about their child. Arrangements should be made to supervise students and children during the parent/guardian meeting. See **Attachment N – Sample Letter to Parent/Guardian RE: Self-Injury**.
- 3. Consult and work with the Office of Communications (213) 241-6766 for dissemination of information regarding a parent/guardian meeting or other media matters, as needed.

**Suspected Child Abuse or Neglect**

Report the incident to the appropriate child protective services agency, following the District's *Child Abuse and Neglect Reporting Requirements*, BUL-1347, if child abuse or neglect by a parent/guardian is suspected or there is reasonable suspicion that:

- contacting the parent/guardian regarding the suicidal ideation/behavior may escalate the student's current level of risk;
- the parent/guardian is contacted and unwilling to respond; and/or
- the parent/guardian refuses treatment for the student of concern.

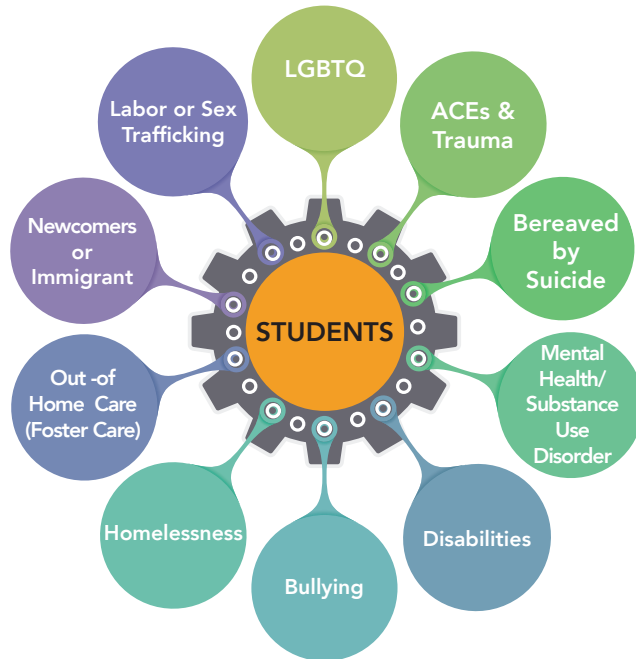
The report should include information about the student's suicide risk level and any concerning ideations or behaviors. The reporting party must follow directives provided by the child protective services agency personnel.



## Considerations for Supporting Vulnerable Student Populations

Suicide is a preventable public health problem. Children and teens spend a significant amount of their young lives in school; the personnel who interact with them daily are in a prime position to recognize the warning signs of suicide and make the appropriate referrals for help. Creating safe, affirming, and inclusive schools is a universal/prevention Tier I strategy for supporting all students.

Suicide risk may increase when an individual experiences several risk factors at the same time. Factors such as discrimination, traumatic life circumstances, stigma, familial and community rejection, mental illness, and other factors that compromise life functioning may result in elevated suicide risk, particularly for vulnerable student populations, including:



### STUDENTS WHO MAY BE LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER/QUESTIONING (LGBTQ+)

The elevated rate of suicidality among Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and non-binary youth is strongly associated with family and community rejection. LGBTQ+ and non-binary students with rejecting families have an eightfold increased risk for suicidal ideation compared to LGBTQ+ students with affirming families.

#### When working with LGBTQ+ youth:

- Do not make assumptions about a student's sexual orientation or gender identity. The risk for suicidal ideation is greatest among students who are in hostile environments and/or struggling to hide or suppress their identity.
- Be affirming. Students who are struggling with their identity are on alert for negative or rejecting messages. Your acceptance can make a big difference.
- Never "out" students to anyone, including parent(s)/guardian(s). Students have the right to privacy about their sexual orientation or gender identity.
- Promote social emotional learning and resiliency, including emotional management and positive coping skills in the classroom.
- Ensure safe campuses.
- Provide LGBTQ+ affirming resources (see BUL-2637, Attachment R–Resource Guide).

#### Resources and Contact

- Human Relations, Diversity & Equity, 213.241.3840
- BUL-6224 Gender Identity and Students - Ensuring Equity and Nondiscrimination

LGBTQ+



### STUDENTS WITH ADVERSE CHILDHOOD EXPERIENCES (ACEs) AND EXPOSURE TO TRAUMA

Students who have experienced multiple adverse experiences are at significantly greater risk for suicide. The Adverse Childhood Experiences (ACEs) study includes trauma such as child abuse (physical, sexual, emotional), child neglect (physical, emotional), and household dysfunction (domestic violence, familial substance abuse, incarceration of a family member, separation/divorce, familial mental illness). Those who have experienced four or more ACEs may be up to 12 times more likely to attempt suicide, and those with seven or more ACEs are up to 51 times more likely to attempt suicide. Up to 80% of childhood/adolescent suicide attempts may be attributable to ACEs.

Higher numbers of ACEs predict significantly higher risks for neurobiological effects, such as brain abnormalities and stress hormone irregularities; psychosocial effects, such as poor attachment, poor socialization, and poor self-efficacy; and health risk behaviors, such as smoking, substance abuse, and promiscuity. Long-term consequences of exposure to multiple ACEs include major depression, post-traumatic stress disorder, heart disease, suicide, and early death.

#### Students with a high number of ACEs may exhibit some of the following behaviors:

- Difficulty regulating emotions.
- Hyperactivity.
- Unprovoked aggression.
- Pervasive mistrust of authority figures.
- Social withdrawal or difficulty developing close or lasting relationships.
- Difficulty asking for/accepting help.
- Difficulty understanding information and following directions.

### STUDENTS BEREAVED BY SUICIDE

Studies show that those who have experienced loss by suicide, through the death of a friend or loved one, are at increased risk for suicide themselves. The process leading to this increased risk of suicide is called contagion. Youth ages 15-19 experience a suicide rate that is two to four times higher when they have experienced the death of a peer who died by suicide (Survivors of Suicide Loss Task Force, 2015).

A suicide cluster is comprised of an excessive number of suicides occurring in close time and/or geographical proximity (Lake & Gould, 2014). Schools are encouraged to mitigate contagious behaviors that increase the risk of suicide clusters in school communities by ensuring appropriate implementation of postvention strategies outlined in BUL-2637 Suicide Prevention, Intervention, and Postvention.

#### When working with students with ACEs, exposure to trauma, or those bereaved by suicide:

- Promote the five resilience factors: sense of safety, ability to be calm, self-efficacy and community efficacy, connectedness, and hope.
  - Support students to feel safe physically, socially, emotionally, and academically by establishing predictability and consistency.
  - As an important aspect of self-regulation, have conversations with students about healthy techniques they can utilize to self-soothe/feel better.
  - Encourage students to direct their attention to positive experiences in real time and provide opportunities to participate in meaningful activities with peers.
  - Connect with students using a trauma-informed lens, by asking, "What happened?" rather than "What's wrong with you?"
  - Cultivate optimism while offering students hope for the future.
- Make appropriate referrals to school or community-based services for treatment, as needed.



ACES

**Resources and Contacts**

- School Mental Health 213.241.3841
- School Mental Health <http://smh.lausd.net>
- Division of Special Education: Positive Behavior Support <https://achieve.lausd.net/site/Default.aspx?PageID=4137>

MENTAL HEALTH/SUBSTANCE USE DISORDERS

**STUDENTS WITH MENTAL HEALTH AND/OR SUBSTANCE USE DISORDERS**

Suicide is not simply the result of stress or difficult life circumstances. A key suicide risk factor is an undiagnosed, untreated, or ineffectively treated mental health disorder. It is estimated that over 90% of people who die by suicide had a mental disorder at the time of their death. In teens, the mental disorders most closely linked to suicide risk are major depressive disorder, bi-polar disorder, generalized anxiety disorder, conduct disorder, substance-use disorder, and eating disorders. The majority of youth suffering from these disorders are not engaged in treatment. Symptoms are often misinterpreted or attributed to normal adolescent mood swings, laziness, poor attitude, irritability, or immaturity. School staff play a pivotal role in recognizing warning signs and risk factors for students exhibiting suicidal ideation/behavior and referring them to treatment. They can make a referral to a qualified mental health provider who can make the appropriate diagnosis and provide treatment.

**When working with students with mental and/or substance use disorders:**

- Consider the type and severity of the student’s mental health or substance use disorder.
- Promote social emotional learning and resiliency, including emotional management and positive coping skills in the classroom.
- Make appropriate referrals to school or community-based services for treatment, as needed.
- Develop and foster positive relationships and support networks within home, school, and community settings.

**Resources and Contacts**

- School Mental Health 213.241.3841
- School Mental Health <http://smh.lausd.net>

<sup>1</sup> <https://www.cdc.gov/violenceprevention/childabuseandneglect/cestudy/index.html>



## STUDENTS WITH DISABILITIES

The definition of “child with a disability” explains how and why children are found to be eligible – or ineligible – for special education and related services under Individuals with Disabilities Education Act (IDEA). A “child with a disability,” as defined by IDEA, is entitled to a free appropriate public education that emphasizes special education and related services designed to meet the child’s unique needs. IDEA includes 14 primary terms under the main definition of “a child with a disability:”

- Autism
- Deaf-Blindness
- Deafness
- Developmental Delay
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness

### When working with students with disabilities:

- Consider the type/severity of the student’s disability.
- Ensure that all accommodations and modifications in the Individualized Education Program (IEP) are being implemented with fidelity.
- Promote social emotional learning and resiliency, including emotional management and positive coping skills in the classroom, in general and special education program settings, to support access to Least Restrictive Environments (LRE).
- Support students with disabilities who exhibit behavioral challenges using evidence-based practices found in a Multi-Tiered System of Support (MTSS).
- Follow process and procedure for determining the need to include behavior support and counseling services as part of a student IEP.
- Develop and foster positive relationships and support networks within home, school, and community settings.

When students with disabilities have behavioral and emotional needs that are severe in frequency, duration, or intensity; affect their ability to benefit from their special education program; and are manifested at the school, at home, and in the community, follow guidelines as indicated in BUL-5577 Counseling and Educationally Related Intensive Counseling Services (ERICs) for Students with Disabilities.

Students with profound disabilities may exhibit self-injurious behaviors without being indicative of suicide or suicidal ideation. Please follow District guidelines as indicated in BUL-6269 Multi-Tiered System (MTSS) of Behavior Support for Students with Disabilities

### Resources and Contacts

- Division of Special Education 213.241.6701
- Division of Special Education ERICS 213.241.8303
- BUL-5577 Counseling and Educationally Related Intensive Counseling Services (ERICs) for Students with Disabilities
- BUL-6269 Multi-Tiered System (MTSS) of Behavior Support for Students with Disabilities
- Division of Special Education <https://achieve.lausd.net/sped>



STUDENTS INVOLVED WITH BULLYING

**STUDENTS INVOLVED WITH BULLYING**

The relationship between bullying and suicide is highly complex. Youth who are involved with bullying (as a student targeted, engaged in, or witnessing bullying behavior) are more likely to report high levels of suicide-related behavior, particularly when coupled with other risk factors. However, most children who are involved in bullying do not become suicidal.

**When working with students who are involved in bullying:**

- NEVER perpetuate the false notion that suicide is a natural response to bullying.
- Focus on response, support, protection, and treatment instead of blame and punishment.
- Make appropriate referrals for other important risk factors that may need to be addressed (e.g., substance use, mental disorder, or family dysfunction).
- Help students feel connected to school and teach coping/life skills.
- Follow bullying response protocols delineated in BUL-5212 and contact the Local District Operations staff.
- When students are bullied based on their actual or perceived association with an identity group (such as being Muslim), address both the bias and the harassment/bullying behaviors.
- Promote social emotional learning and resiliency, including emotional management and positive coping skills in the classroom.

**Resources and Contacts**

- Human Relations, Diversity & Equity, 213.241.3840
- BUL-5212 Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)
- BUL-2047 Hate-Motivated Incidents and Crimes–Response and Reporting

STUDENTS EXPERIENCING HOMELESSNESS

**STUDENTS EXPERIENCING HOMELESSNESS**

Rates of suicide attempts are higher for youth experiencing homelessness than they are for the general adolescent population. These young people also have higher rates of mood disorders, conduct disorders, and post-traumatic stress disorder. One study found that more than half of runaway and homeless youth have expressed some form of suicidal ideation. The term homeless is defined by the Federal McKinney-Vento Homeless Assistance Act as individuals who lack a fixed, regular, and adequate nighttime residence, including but not limited to living in: a shelter, transitional housing program, a vehicle, substandard housing, or living “doubled-up” due to loss of housing stemming from financial hardship. Also included are youth who are not in the physical custody of a parent/guardian, including youth who have run away from home, have been told to leave, or are pregnant/parenting not living with their parents or guardians. For additional definitions, see BUL-6718, Attachment M -Student Housing Questionnaire.

**When working with students experiencing homelessness:**

- Determine if there are additional supports in place, (e.g., mental health).
- Do not make assumptions about why the student is experiencing homelessness. Often this population has experienced a history of trauma and loss.
- Ask student if they have a current place to sleep and if they would complete a Student Housing Questionnaire (reference BUL-6718).
- Promote social emotional learning and resiliency, including emotional management and positive coping skills in the classroom.
- Consult with designated School Site Homeless Liaison.

**Resources and Contacts**

- Homeless Education Office 213.202.7581
- BUL-6718 Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System



## STUDENTS RESIDING IN OUT-OF-HOME CARE SETTINGS

Students residing in out-of-home care settings are those involved in the Child Welfare System (e.g., foster youth) or the Juvenile Justice System. Youth involved in child welfare or juvenile justice systems have a high prevalence of risk factors for suicide. One researcher found that youth in foster care were more than twice as likely to have considered suicide and almost four times more likely to have attempted suicide than their peers not in foster care. The rate of deaths by suicide for youth involved in the juvenile justice system is four times greater than the rate for youth in the general population.

### When working with students in out-of-home settings:

- Determine if there are additional supports in place, (e.g., mental health, probation, Child Welfare System).
- Do not make assumptions about why the student is involved in the Juvenile Justice System and/or Child Welfare System, often they have a significant history of ACEs and victimization.
- Promote social emotional learning and resiliency, including emotional management and positive coping skills in the classroom.

### Resources and Contacts

- Student Support Programs 213.241.3844 - to identify specialized support services
- BUL-6718 Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System





## STUDENTS IDENTIFIED AS NEWCOMERS OR IMMIGRANT (Unaccompanied, Accompanied, Undocumented, Mixed Status Families)

Some of the stressors our newcomer or immigrant youth may experience include unaddressed/unidentified trauma, abuse, persecution, or exploitation. They may also have mental health needs stemming from traumatic experiences in their countries of origin, their journey to the United States and adjusting to a new family structure; realities of reunification; fear of deportation; catapulted development; school interruption; academic challenges; and acculturation considerations.

The Office of Refugee Resettlement defines an **unaccompanied youth** as a person under the age of 18 who has no lawful immigration status in the U.S. upon entry and who:

1. Has no parent or legal guardian in the U.S., or
2. Has no parent or legal guardian in the U.S. available to provide care and physical custody.

Most apprehended unaccompanied youth are placed with family members living in the U.S., who are appointed as their sponsor. Sponsors agree to care for the youth, enroll them in school and participate in immigration court proceedings; although they are not legally bound to do so.

An **accompanied youth** is a person under the age of 18 who has no lawful immigration status in the U.S.; and who at the time of entry into the U.S. was apprehended with a biological parent.

An **undocumented youth** is a person under the age of 18 who does not have legal documentation to live in the U.S. or who has overstayed his/her visa.

A **mixed-status family** is a family whose members have different citizenship or immigration statuses. This may include family members that are either undocumented, citizens, or those who have lawful immigration status in the U.S.

### When working with immigrant youth:

- Do not ask or make assumptions about the student's immigration status.
- Students may have limited familial/social supports.
  - Students may have a difficult living situation and may be experiencing homelessness.
  - Students may have a history of abuse, exploitation, and/or victimization.
- Students may be fearful of disclosing any information.
- Determine if there are additional supports in place, (e.g., legal referrals, mental health, Child Welfare System).
- Students may have legal concerns that are not being addressed and/or must attend immigration court proceedings.

### Resources and Contacts

- School Enrollment, Placement & Assessment (SEPA) Center, 213.482.3954
- Student Health and Human Services Resources <https://achieve.lausd.net/Page/11883>
- We Are One website (includes resource guides with legal provider services, immigrant related information and upcoming events) <https://achieve.lausd.net/weareone>



## STUDENTS WHO EXPERIENCE LABOR OR SEX TRAFFICKING

Under the Trafficking Victims Protection Act of 2000, federal law regards any minor who is induced into forced labor as a victim of labor trafficking. Minors who are forced into sex trafficking are regarded as Commercially Sexually Exploited Children (CSEC)—regardless of whether the trafficker used force, fraud, or coercion. Trafficked youth are commonly involved with the Child Welfare System or Juvenile Justice System. They may also have a history of poor school attendance and running away.

### When working with youth who experience labor or sex trafficking:

- Students may have limited familial social supports.
- Students may be fearful of disclosing information for fear of harm/retaliation.
- Determine if there are additional supports in place (e.g., mental health, probation, Child Welfare System).
- As a mandated reporter, you must report any suspicion of CSEC involvement or forced labor immediately to the appropriate child protective services agency.
- Do not make assumptions about why the student is in these circumstances; often they have experienced a history of trauma, abuse, and loss.

### Resources and Contacts

- BUL-1347 Child Abuse and Neglect Reporting Requirements
- Student Health and Human Services <https://achieve.lausd.net/Page/11883>



## **POSTVENTION: PROTOCOL FOR RESPONDING TO A STUDENT DEATH BY SUICIDE**

The following are general procedures for the administrator/designee in the event of a student death by suicide.

### **Gather Pertinent Information**

- 1. The administrator/designee should attempt to ascertain the cause of death. This can be done by communication with the parent/guardian; Los Angeles School Police Department or other local law enforcement; or the Department of Medical Examiner-Coroner.
- 2. The administrator/designee should designate one certificated staff member to be the point of contact with the family of the deceased. Information about the cause of death should not be disclosed to the school community without the family's consent for disclosure. The consent may be verbal and given in-person or by telephone.

### **Notify on a Need to Know Basis**

- Local District Operations staff
- Office of Communications (213) 241-6766
- Other offices, as appropriate (see **Attachment R - Resource Guide**)

### **Mobilize the School Site Crisis Team**

Consider the concerns and wishes of family members regarding disclosure of the death and cause of death when providing facts to students, staff, and parents/guardians.

- 1. Assess the extent and degree of psychological trauma and impact to the school community (see BUL-5800 *Crisis Preparedness, Response and Recovery*).
- 2. Develop an action plan and assign responsibilities.
- 3. Establish a plan to notify staff of the death, when/if consent is obtained by the family of the deceased.
  - a. Notification of staff is recommended as soon as practically possible, such as during an optional emergency meeting before or after school.
  - b. Dispel rumors. Disclose accurate information and all known facts about the death that the family has approved to be shared.
  - c. Emphasize that no one person or event is to blame for suicide. Suicide is complex and cannot be over simplified; for example, blaming individuals, drugs, music, school, or bullying.
  - d. Allow staff to express their own reactions and grief. Identify anyone who may need additional support and provide resources.

- 4. Establish a plan to notify students of the death, when/if consent is obtained from the family of the deceased.
  - a. Develop a plan for notification of students in small group settings, such as the classroom. Do not notify students using a public announcement system.
  - b. Provide staff with a script of information to be shared with the students, recommendations for responding to possible student reactions and questions, and activities to help students process the information (e.g., writing, drawing, or referral to a crisis counselor).
  - c. Review student support plan, making sure to clarify procedures and locations for crisis counseling.
  
- 5. Establish a plan to notify other parents/guardians of the death, when/if consent is obtained from the family of the deceased. Consult with Local District Operations when preparing a death notification letter for parents/guardians.
  
- 6. Define triage procedures for students, staff, and/or parents/guardians who may need additional support in coping with the death. Refer to BUL-5800 *Crisis Preparedness, Response and Recovery* for actions to consider, including:
  - a. Identify a lead school site crisis response staff member to assist with coordination of crisis counseling and support services.
  - b. Identify locations on campus to provide crisis counseling to students, staff, and parents/guardians.
  - c. Request substitute teachers. Visit [lausd.eschoolsolutions.com](http://lausd.eschoolsolutions.com) to request substitute teachers online.
  - d. Maintain sign-in sheets and documentation to support follow-up efforts (refer to BUL-5800 *Crisis Preparedness, Response and Recovery*, for crisis response forms).
  - e. Provide students, staff, and parents/guardians with after-hours resource numbers such as the 24/7 National Suicide Prevention Lifeline (800) 273-8255 (see **Attachment R - Resource Guide**).
  - f. Request crisis counseling support from Local District Operations.
  
- 7. Refer students, staff, and parents/guardians who require a higher level of care for additional services such as SMH, a community mental health provider, or their health care provider. Indicators of students, staff, and parents/guardians in need of additional support may include the following:
  - a. Persons with close connections to the deceased (e.g., close friends, siblings, relatives, and teachers).
  - b. Persons who experienced a loss over the past year, experienced a traumatic event, witnessed acts of violence, or had a loved one who died by suicide.
  - c. Persons who appear emotionally withdrawn (e.g., a student who was very close to the deceased but who is exhibiting no emotional reaction to the loss) or those who are angry when the majority are expressing sadness.
  - d. Persons unable to control crying.
  - e. Persons with multiple traumatic experiences. These individuals may have strong reactions that require additional assistance.

**Document**

The administrator/designee shall maintain records and documentation of actions taken at the school by completing an incident report in iSTAR and RARD as needed for students who express suicidal ideation/behavior during postvention response. In this attachment, refer to section **Important Considerations, 5. Suicide Contagion** on page 4 of this handout for more information.

**Monitor and Manage**

- The administrator/designee, with support from the school site crisis team, should monitor and manage the situation, as it develops to determine follow up actions.
- Maintain consistent communication with appropriate parties.
- Update all actions taken at the school in iSTAR.
- Withdraw deceased student from MiSiS system to prevent automated attendance call to parent/guardian. For more information, see REF-6452, *Graduates, Completers and Dropouts Lists* for further clarification or contact the Pupil Services & Attendance Department at (213) 241-3844.
  - The administrator or attendance designee must first verify that a student is deceased. The information may be obtained from the parent and/or law enforcement. As necessary, the Los Angeles County Coroner's Office may be used to confirm received information.
    - **Note:** By default, Blackboard Connect generates 2 attendance calls per day, at 9:30am and 3:30pm. The school site or district is not able to change or override this information. The parent/guardian will continue to receive Blackboard Connect Messages until the student is officially withdrawn.
  - To withdraw the student in MiSiS, use the attendance code L8 Other, Deceased (65)
    - Once the L8 Code is recorded in MiSiS the parents/guardians will **NOT** receive Blackboard Connect Messages regarding the deceased child's attendance.

**Important Considerations**

- 1. **Memorials**

Memorials or dedications for a student who has died by suicide should not glamorize or romanticize the student or the death. If students initiate a memorial, the administrator/designee should offer guidelines for a meaningful, safe approach to acknowledge the loss. Some considerations for memorials include:

  - a. Memorials should not disrupt the daily school routine. For example, placement of a memorial in the hallway may interfere with students getting to class on time. Memorials should be placed in a location that is accessible to students (e.g., not outside the school gates), but also in a place that provides students a choice of whether they want to see or contribute to it.
  - b. Monitor memorials for content.
  - c. Placement of memorials should be time limited. For example, they may be kept in place until the funeral services, after which time the memorial items may be offered to the family upon review of appropriateness of items by administrator/designee.

2. **Funeral and Memorial Services**

It is strongly advised not to hold funeral and memorial services on school grounds. If students wish to attend the services, they should be permitted to leave school with appropriate parent permission and schools should follow the regular protocol for dismissing students. It is recommended that the Principal and/or Administrator designee attend the funeral.

**How to enter excused absences in MiSiS for students due to extended funeral dates.**

For more information, see REF-5464 *Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures* for further clarification.

- At the discretion of the site administrator and with prior principal approval, Reason Code 5 Administrator Approval-Justifiable Personal Reasons, Funeral Services (Extended Days) may be used to excuse a student's absences.
- Reason Code 5 may be entered in advance of the expected absences.
- When using this code, parents/guardians will receive Blackboard Connect Messages, i.e. "Your child was absent from school today."

3. **Seat Assignments**

Since the emptiness of the deceased student's chair in a classroom can be unsettling and evocative, after some time, seat assignments may be re-arranged to create a new environment. Elicit student input on how to honor the student who has died and respectfully move or remove a desk.

4. **Social Networking**

Students will often turn to social networking to communicate about the death and to express their thoughts and feelings about the deceased, death, and suicide. Some considerations regarding social networking include:

- a. Encourage parents/guardians to monitor internet postings regarding the death, including the deceased's personal profile or social media.
- b. Social networking sites may contain inaccurate information about the deceased or other students. Such messages may need to be addressed. In some situations, postings may warrant notification to parents/guardians or law enforcement (see BUL-5688 *Social Media Policy for Employees and Associated Persons*).
- c. Encourage utilization of websites/sources that promote mental health education regarding warning signs, coping skills and available resources.

5. **Suicide Contagion**

Some considerations for preventing suicide contagion are:

- a. Identify students who may be at an increased risk for suicide, including those who have a reported history of attempts, are dealing with known stressful life events, witnessed the death, or are friends with or related to the deceased.
- b. Refer students for mental health services (see **Attachment R – Resource Guide**).
- c. Monitor media coverage. Consult and work with the Office of Communications (213) 241-6766 for dissemination of information, as needed.

6. **School Culture and Events**

It is important to acknowledge that the school community may experience a heightened sense of loss in the aftermath of a student death when significant events transpire that the deceased student would have been a part of, such as culmination, prom, or graduation. Depending on the impact, such triggering events may require planning for additional considerations and resources.

- a. Prior to graduation ceremonies for the deceased student's class, check with family about any requests. Acknowledgement of a student who has died by suicide should be consistent with acknowledgement of a student who has died by any other means.
- b. Be aware of special events, holidays, and anniversaries, as these may activate possible stress/grief responses in students or staff.
- c. The risk of contagion may be heightened on the anniversary of the death as well as on other meaningful days.

For more detailed information and recommendations for postvention services or to access the 2<sup>nd</sup> Edition of *After a Suicide: A Toolkit for Schools*, please visit <http://suicideprevention.lausd.net>.



**RESOURCE GUIDE**

This list includes selected offices and community resources that can be helpful before, during and after a crisis. **Remember that your first call in a life-threatening emergency should be to 911.** To reach specific personnel, refer to the LAUSD Guide to Offices at [www.lausd.net](http://www.lausd.net), under “Offices”.

**EMERGENCY SERVICES**

|   |                       |
|---|-----------------------|
| <p><b>LAUSD Mental Health Evaluation Team (MHET)</b> – A partnership between LASPD and School Mental Health to provide suicide/threat risk assessments for students experiencing a mental health crisis with the goal of connecting them with supportive resources, as well as the least restrictive environment. Available during school days, 8:00am-5:30pm only.</p> | <p>(213) 625-6631</p> |
| <p><b>LA County Department of Mental Health ACCESS 24/7</b> - Psychiatric Mobile Response Team (PMRT) – access to mental health services in LA County. Services include deployment of crisis evaluation teams, information and referrals, gatekeeping of acute inpatient psychiatric beds, interpreter services and patient transport.</p>                              | <p>(800) 854-7771</p> |
| <p><b>Valley Coordinated Children’s Services (Monday-Friday 8am-5pm)</b> - provides crisis intervention, assessment, stabilization, medication support, mental health services, and evaluation and referral for psychiatric mobile response team. This agency serves children ages 3 - 17 years old in the San Fernando Valley.</p>                                     | <p>(818) 708-4500</p> |

**CRISIS LINES**

|  |   |
|--|---|
| <p><b>National Suicide Prevention Lifeline (24-hour hotline)</b> – a crisis line for individuals who are contemplating, threatening, or attempting suicide, including their family and friends.</p>  | <p>(800) 273-8255 or<br/>(800) 273-TALK</p> |
| <p><b>California Youth Crisis Line (24-hours hotline, bilingual)</b></p>   | <p>(800) 843-5200</p>                       |
| <p><b>Trans Lifeline’s Peer Support Hotline</b> - offers direct emotional and financial support to trans people in crisis - for the trans community, by the trans community. Operators are guaranteed to be on call between 7:00am-1:00am daily.</p> | <p>(877) 565-8860</p>                       |
| <p><b>Trevor Project – Trevor Lifeline (24-hour hotline)</b> - provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.</p>                              | <p>(866) 4-U-TREVOR<br/>(866) 488-7386</p>  |
| <p><b>Teen Line (6:00pm–10:00pm)</b> - a teen-to-teen hotline with community outreach services, from 6:00pm-10:00pm PST daily.</p>   | <p>(800) 852-8336<br/>(800) TLC-TEEN</p>    |



|   |   |
|---|---|
| <b>Parents, Families and Friends of Lesbians &amp; Gays (PFLAG) Helpline</b> -for individuals or families experiencing issues related to sexual orientation and/or gender identity. | (888) 735-2488  |
| <b>LA County INFO Line (24-hour hotline)</b> – for community resources and information within Los Angeles County.   | 211<br><a href="http://www.211la.org">www.211la.org</a> |

### TEXT AND CHAT RESOURCES

Standard data fees and text messaging rates may apply based on your plan.

|  |   |
|--|---|
| <b>Crisis Text Line (24/7)</b> - provides crisis intervention via text message using your mobile device.   | Text <b>LA</b> to <b>741741</b>   |
| <b>Lifeline Crisis Chat (24/7)</b> - provides crisis intervention via chat online.   | <a href="http://www.crisischat.org/chat">http://www.crisischat.org/chat</a> |
| <b>Teen Line (6pm–9pm)</b> - provides teen to teen crisis intervention via text message using your mobile device.  | Text <b>TEEN</b> to <b>839863</b>   |
| <b>TrevorChat – Trevor Project (24/7)</b> – online instant messaging with a TrevorChat counselor. Visit <a href="http://www.thetrevorproject.org">www.thetrevorproject.org</a> and click on the Chat icon on the right at the top of the page. | <a href="http://www.thetrevorproject.org">www.thetrevorproject.org</a>      |
| <b>TrevorText – Trevor Project (24-/7)</b> – provides crisis intervention via text message using your mobile device.   | Text <b>START</b> to <b>678678</b>  |

### LAUSD RESOURCES

|  |                       |
|--|-----------------------|
| <b>Los Angeles School Police Department (LASPD)<br/>Watch Commander (24/7-entire year)</b>   | (213) 625-6631        |
| <b>School Mental Health (including Crisis Counseling &amp; Intervention Services)</b><br>For consultation Monday-Friday from 8:00am-4:30pm | (213) 241-3841        |
| <b>Division of Special Education, Behavior Support Unit</b>  | (213) 241- 6701       |
| <b>Education Equity Compliance Office</b>  | (213) 241-7682        |
| <b>Human Relations, Diversity and Equity, SHHS</b>   | (213) 241- 3840       |
| <b>Local District (LD) Operations Coordinators</b>   | Refer to LD Directory |
| <b>Office of Communications</b>  | (213) 241-6766        |
| <b>Office of General Counsel</b>   | (213) 241- 6601       |
| <b>Division of District Operations</b>   | (213) 241-5337        |

|  |                |
|--|----------------|
| <b>Student Discipline Proceedings and Expulsion Unit</b> | (213) 202-7555 |
| <b>Student Health and Human Services (SHHS)</b>          | (213) 241-3840 |

### ONLINE RESOURCES

**School Mental Health, LAUSD** - <http://smh.lausd.net> - for information and referral forms for mental health services at clinics and Wellness Centers throughout the District.

**Suicide Prevention, Crisis Counseling and Intervention Services** - <http://suicideprevention.lausd.net> or <http://ccis.lausd.net> - for information and resources related to suicide prevention, intervention and postvention services.

**The National Center for School Crisis and Bereavement (NCSCB)** – [www.schoolcrisiscenter.org](http://www.schoolcrisiscenter.org) – dedicated to helping schools support their students through crisis and loss.

**National Suicide Prevention Lifeline** – [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) – for resources including therapy and support group finder, self-care, education on risk factors and warning signs, and safety planning. Also includes information for Spanish speakers, hearing impaired individuals, and service members.

**Family Acceptance Project** – <http://familyproject.sfsu.edu> - for research-based, culturally grounded approaches to helping ethnically, socially and religiously diverse families decrease rejection and increase support for their LGBT children.

**“My3” App** - <http://www.my3app.org/safety-planning/> - a safety planning tool that allows users to create a safety plan programmed with 3 supportive contact people, the National Suicide Prevention Lifeline, and 911.

**LAUSD Staff/Responder Emergency Plan** - <http://achieve.lausd.net/emergencyapps> - mobile application.

**Division of District Operations** - <https://achieve.lausd.net/Page/13197> - for information about Safe Gun Storage.



## **SUICIDE RISK ASSESSMENT FAQs**

The following are Frequently Asked Questions regarding conducting a suicide risk assessment of a student. These questions are intended to be used in conjunction with the protocols and guidelines outlined in BUL-2637 and are not a replacement or substitute for the information and procedures contained in current policy.

### **Completing the Risk Assessment**

#### **Who can complete a suicide risk assessment at the school site?**

Suicide risk assessments may be conducted by the administrator/designee and/or Suicide/Threat Prevention Liaisons (STPL), with the support of a school site crisis team member, as needed.

#### **When is it appropriate to request a welfare check?**

If school personnel receive information that a student may pose a danger to self and/or others, but the student is not in attendance, contact LASPD or local law enforcement to conduct a welfare check to determine the safety and well-being of the student, as well as others. *See BUL 2637.4, Secure the Safety of the Student, page 7.*

#### **Can one person complete a suicide risk assessment?**

The administrator/designee or the designated Suicide/Threat Prevention Liaison (STPL) should meet with the student to complete a risk assessment. Based on the information gathered and assessment of the student, the assessing party should collaborate with at least one other designated school site crisis team member to determine the level of risk. If a second person is not available for consultation on-site, the assessing party may also contact the Mental Health Consultant in their respective Local District or call School Mental Health at 213.241.3841 for support. *See BUL 2637.4, Assess for Suicide Risk, pages 7-8.*

#### **Who can conduct an administrative search and when should it be conducted?**

A school administrator or the administrator designee, if appropriate, may conduct an administrative search of the student, backpack, and locker to ensure there is no access to means, such as razor blades, pills, etc. An administrative search may be conducted when the administrator has reasonable suspicion that the student has committed or is about to commit a crime or has violated a law or school rule. The administrator must be able to articulate the reason for their suspicion and the facts and/or circumstances surrounding a specific incident, be able to reasonably connect the student to a specific incident, crime, rule or statute violation, and have relied on recent, credible information from personal knowledge and/or other eyewitnesses. *See BUL 2637.4, Secure the Safety of the Student, page 7.*

### **Documentation & Notifications**

#### **What should staff do with any documentation completed during a suicide risk assessment?**

Notes, documents, and records related to the incident are confidential information and remain privileged to authorized personnel. These notes should be kept in a confidential file separate and apart from the student's cumulative records. *See BUL 2637.4, Document All Actions, page 12.*

**What documentation should be completed when a student is transported?**

If the student will be transported, the assessing party should complete **Attachment C2- Summary of Relevant Information**, indicating summary of incident and pertinent historical information. This document should be provided to MHET, PMRT, law enforcement, or paramedic prior to the authorized party transporting the student. *See BUL 2637.4, Attachment C2 - Summary of Relevant Information.*

**Should writings, drawings, text messages, etc. be included in the iSTAR?**

Letters and writings can be uploaded in iSTAR as evidence to justify the need to place a student on a hold. *See BUL 2637.4, Assess for Suicide Risk, pages 7-8.*

**What should staff do if a student suddenly changes schools or culminates to a new school and there are concerns about the student's safety?**

If there is a student that has been assessed for risk previously and the administrator/designee or the designated STPL remain concerned for the safety and well-being of the student, the concerned staff should reach out to the receiving school site administrator and/or STPL to inform them of the student and their safety concerns for follow-up, as appropriate, to facilitate a successful and supportive transition. *See BUL 2637.4, Document All Actions, page 12; Attachment K - Student Re-entry Guidelines.*

**Hospitalizations | 5585 | 5150****What is 5585/5150?**

A 72-hour hold application for someone who is in serious need of mental health treatment. The person is transported to a psychiatric facility for evaluation and treatment for up to 72-hours against their will. The numbers (5585 and 5150) refer to specific sections of California Welfare and Institutions Codes; 5585 is for minors and 5150 is for adults. *See BUL 2637.4, Secure the Safety of the Student, page 7; Assess for Suicide Risk, pages 7-8.*

**When should a certificated staff member accompany a student to the hospital?**

The school site administrator should designate a certificated staff member to accompany the student if:

- a. The student requests it;
- b. The school is unable to make contact with the parent/guardian;
- c. Parent/guardian is unavailable to meet the student at the hospital; or
- d. The school site administrator deems this is appropriate based on considerations such as age, developmental level, or pertinent historical student information.

*See BUL 2637.4, Important Considerations, Pages 10-11.*

**What can you share with teachers/staff if they ask about a student who was transported for a psychiatric evaluation or hospitalization?**

All student matters are confidential and may not be shared, except with those persons who need to know. Personnel who "need to know" shall not disclose student information without appropriate legal authorization. Information sharing should be within the confines of the District's reporting procedures and investigative process. *See BUL 2637.4, Confidentiality, page 14.*

## LAUSD's Mental Health Evaluation Team (MHET)

### **How can staff request the MHET?**

If you have a resident Los Angeles School Police Department (LASPD) Officer on your campus, consult with your officer first. If your resident officer is not on-site or you do not have one, contact LASPD (213) 625-6631 and an LAPSD Patrol Officer will respond. If it is determined that MHET is needed, a team will deploy if available.

### **Can staff call both PMRT and MHET?**

No. Only one agency should be contacted for a response. Either agency is authorized to assess, determine if the current circumstances meet criteria for a hold, and transport an individual for a psychiatric evaluation (5150/5585), if needed.

## Parents/Guardians

### **What should staff do if:**

- **The parent/guardian arrives on campus prior to PMRT/MHET and is requesting to take student home/refusing to allow PMRT/MHET to assess the student?**
- **It is suspected that contacting the parent/guardian might escalate the student's current level of risk?**
- **If a parent/guardian is declining to safety plan and/or follow up with mental health resources for students who are high risk?**

Report the incident to the appropriate child protective services agency, following the District's *Child Abuse and Neglect Reporting Requirements*, BUL-1347, if child abuse or neglect by a parent/guardian is suspected or there is reasonable suspicion that:

- contacting the parent/guardian regarding the suicidal ideation/behavior may escalate the student's current level of risk;
- the parent/guardian is contacted and unwilling to respond; and/or
- the parent/guardian refuses treatment for the student of concern.

The report should include information about the student's suicide risk level and any concerning ideations or behaviors. The reporting party must follow directives provided by the child protective services agency personnel. See *BUL-2637.4., Suspected Child Abuse or Neglect, page 13.*

### **What should staff do if they are not able to make contact with the parent/guardian after an assessment?**

Review the emergency card in the cumulative folder or additional contact information in MiSiS to identify other individuals authorized by the parent/guardian to be contacted.

### **What documents should parents/guardians be given after a suicide risk assessment has been completed?**

Provide a copy of **Attachment G- Suicide Prevention Awareness for Parents/Caregivers** and/or **Attachment H- Self-injury Awareness for Parents/Caregivers**, and **Attachment R- Resource Guide**. Obtain parent/guardian permission to communicate with outside mental health providers by using **Attachment J – Parent/Guardian Authorization for Release/Exchange of Information**.

If the student is transported for a psychiatric evaluation (5150/5585), also consider providing **Attachment I- Return to School Information for Parent/Guardian**.

**Should the parent/guardian be provided a copy of school records related to the school's suicide intervention efforts?**

If the parent/guardian requests a copy of documentation of the school's suicide intervention efforts, the school must respond to the request. iSTAR reports are not pupil records, but other documents may fall within the broad statutory definition of a pupil record. Consult with your Local District Operations and the Office of General Counsel prior to releasing documentation. Keep in mind that parents/guardians are entitled to access to pupil records within five business days of the request. See *BUL-6887.1 Pupil Records: Access, Confidentiality, and Notice of Educational Rights*.

**After a psychiatric evaluation or hospitalization, is the student able to come back to school without a medical release?**

Students have a fundamental right to an education, although students also have a state constitutional right to safe schools, and schools must ensure a safe campus. After a psychiatric evaluation or hospitalization of a student, schools should request hospital discharge paperwork or written permission by a licensed California health care provider to attend school, including any recommendations regarding physical activity. Schools should also inform parents/guardians of the need for follow up information by using **Attachment I - Return to School Information for Parent/Guardian**. If the parent/guardian has not promptly provided this information, the school may ask the parent/guardian to sign the authorization to exchange/release information between the District and the medical provider so that the school may obtain information directly. See BUL-2637.4, **Attachment J – Parent/Guardian Authorization for Release/Exchange of Information**.

If a student was released against medical advice, the treating hospital should contact the school site administrator/designee to advise them of this. It is advised that the site administrator/designee request this information in writing, indicating any recommendations made to the parent/guardian. If none of this information is available, the school should contact Local District Operations or request consultation from School Mental Health at 213.241.3841, as well as monitor the student and continue working with the parent/guardian to obtain additional information.

**If a parent/guardian is going to take a student to the hospital, what documentation can staff provide for them to share with the hospital?**

The **Summary of Relevant Information (Attachment C2)** can be provided to the parent/guardian.