Role of School Staff

1. Anyone concerned that a student is exhibiting a potential suicide risk must immediately contact the principal or designee. (If suicide risk is active and immediate, call 911.)

2. The principal or designee shall immediately contact a school professional (i.e. school psychologist, nurse, social worker, school counselor) that is trained in suicide assessment and is assigned to that site.

3. If no trained professional is available, the principal or designee will contact the following district staff (in the order listed below) to identify someone to complete the assessment:
   - Nichole Wofford, Connect Center: 643-2354 (wk)
   - Theresa Tavianini, Connect Center: 643-2356 (wk)
   - Jacqueline Rodriguez, Student Support and Health Services: 643-9141 (wk)
   - Victoria Flores, Student Support and Health Services: 643-9144 (wk) 995-2911 (cell)

4. Calls should be made starting from the top of the list to the bottom until someone is reached.

5. Under no circumstances should a student exhibiting potential suicide risk be released without a suicide assessment, unless the student is going to be immediately transported to a hospital or mental health assessment center.

6. Student must remain under constant adult supervision until suicide risk assessment has been completed.

Role of Suicide Assessment Professional

1. District staff trained in suicide assessment will administer the Screen for Youth Suicide Risk (SYSR) if student is age 12 or older. The Child Suicide Risk Assessment (CSRA) shall be used for students age 6–11.

2. If the student is deemed to be at risk of suicide or self-harm, the suicide assessment professional will contact both the parent/guardian and principal to discuss the situation and develop a plan to ensure the student’s safety. Both the student and parent/guardian will at a minimum be provided with the following information:
   - Resources for counseling and mental health services
   - Local suicide prevention hotline number: 368-3111 or 1-800-Suicide (784-2433)
   - Sacramento County Minor Emergency Response Team (875-1113 or 875-1114)
   - Additional resources and follow-up as appropriate
3. If the student is assessed to be at imminent risk of self-harm, the suicide assessment professional is to remain with the student, ensuring safety until an appropriate disposition plan can be developed that includes the provision of adequate supervision.

4. For all students assessed for suicide risk or risk of self-harm, regardless of outcome, the suicide assessment professional should make contact with the student’s parent/guardian after the assessment to inform of such contact and to inform of the safety plan for the student, when necessary (e.g. sent to MERT, sent to ER, connected to therapist, returned to class, etc.).

5. No disclosure shall be made to the student’s parent/guardian when there is reasonable cause to believe that the disclosure would result in a clear and present danger to the health, safety, or welfare of the student.

6. If the student is assessed to have no risk of suicide or self-harm, the suicide assessment professional is not mandated to contact the parent/guardian, however, may do so if deemed appropriate.

7. To maintain student confidentiality, the test instrument (SYSR or CSRA) and Disposition Summary Brief shall be hand-delivered or sent to Box 708 (Student Support and Health Services, Serna Center) by intra-district mail in a sealed envelope.

8. A notification e-mail should be sent to the Connect Center to Nichole C. Wofford (Connect Center Manager) at nichole-wofford@scusd.edu to inform her of the disposition of the suicide risk assessment.