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## **SUICIDE PREVENTION PROCEDURE (INS-P033)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for responding to a student that is suspected of being at risk for suicide to include response to suicide risk and possible suicide attempts on school grounds.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 **Chief Academic Officer**
- 2.2 **Chief Human Resources Officer**
- 2.3 **Lead School Counselors**

### **3.0 APPROVAL AUTHORITY:**

- 3.1 **Chief Academic Officer**

### **4.0 DEFINITIONS:**

- 4.1 **None**

### **5.0 PROCEDURE:**

#### **5.1 Prevention**

- 5.1.1 All CMCSS employees will complete the district suicide prevention training annually. All certified staff will receive two hours of in-service credit. Principals and/or department supervisors will direct the completion of training for classified staff, either during work hours or for approved comp time after regular work hours.
- 5.1.2 Faculty/staff and students have access to the Counselor Referral System where a referral based on any suicidal statements/behaviors (faculty/staff) and suicidal thoughts (students) will be submitted and addressed by appropriately trained school staff.
- 5.1.3 Every school has a trained Suicide Prevention Team (SPT) consisting of all administrators, all school counselors and the school nurse.

#### **5.2 Suicide Prevention Team Procedure:**

- 5.2.1 When any staff member identifies a student with suicidal ideation, making suicidal statements, writing suicidal notes, and/or exhibiting any similar at-risk behaviors, the staff member will notify a SPT member and submit a suicidal statements/behaviors referral within the Counselor Referral System immediately.
- 5.2.2 A trained SPT member will address the situation immediately by bringing the student to a safe, confidential area to discuss concern for the student's safety.
- 5.2.3 The SPT member will follow the protocol established in the Suicide Prevention Team Protocol Checklist. If the risk level warrants, local Mobile Crisis will be



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contacted and informed of the situation. Under no circumstances should the student be left alone.

- 5.2.4 The School Resource Officer will be notified for the safety of the student and staff, if deemed necessary. (i.e. standing by in case of flight risk and/or aggression/non-compliance on the part of the student). School administrators will be updated and made aware of this type of situation and steps moving forward.
- 5.2.5 The SPT member will call the student's parent/guardian as soon as possible after a student has been identified as being at risk for suicide. The parent/guardian will be informed of the identified risk in a factual manner and a plan created to ensure appropriate supervision of the student upon dismissal from school. It is the administrator's responsibility to confirm with a parent/guardian appropriate supervision will be provided outside of school upon dismissal. If a parent/guardian has not confirmed appropriate supervision after school hours, the student will remain at school supervised by an administrator until appropriate supervision is verified.
- 5.2.6 If a parent/guardian cannot be reached, the SPT member will access all other emergency contacts in an attempt to locate a parent/guardian. Limited information will be shared with contacts other than a parent/guardian. Assure other contacts that the student is safe, but there is a need to speak with a parent/guardian as soon as possible.
- 5.2.7 If a parent/guardian or other emergency contacts cannot be reached, the SPT will determine next steps to include consultation with district level leadership and local community resources as needed. Administrators remain with the student until supervision off school grounds is confirmed with the parent/guardian.
- 5.2.8 After the parent/guardian is contacted or the parent/guardian arrives at the school, the SPT member(s) will discuss the reasons for concern for the child. Next steps for the child's safety will be discussed.
- 5.2.9 If the parent/guardian does not agree to seek assistance for the child, contacting local agencies and community resources may be necessary. Before contacting any agency other than DCS or law enforcement, parent/guardian consent must be obtained. However, if the SPT member believes there is an increased risk to the student, Mobile Crisis may be contacted without parent/guardian consent.
- 5.2.10 School administrators must confirm with a parent/guardian that the student will be appropriately supervised upon dismissal from school.
  - 5.2.10.1 Until appropriate supervision can be verified, the student will remain at school with a school administrator.
- 5.2.11 If a student exits the building without permission, the School Prevention Team (SPT) member will notify the School Resource Officer (SRO) or local law



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enforcement to inform them that a student, who may be at risk of suicide and could pose a danger to themselves or others, has left the building.

5.2.12 Upon the student's return to school, SPT members will ensure the individual needs of the student will be addressed appropriately following the incident.

5.2.13 SPT Records

5.2.13.1 SPT Records are maintained within internal Counselor Referral System. These records are accessible to authorized personnel only.

### **5.3 Suicide Attempt Intervention**

5.3.1 If a student attempts suicide on school property during or outside of school hours, 911 must be contacted immediately. The building administrator and SPT will then be notified and respond to the scene.

5.3.2 Immediate action will be taken to provide aid to the student. A soft lockdown/hold will be initiated to maintain a safe environment for others.

5.3.3 Parent/guardian contact will be made as soon as possible.

5.3.4 Mobile Crisis must be called, if the student is not transported by first responders or parents/guardians.

5.3.4.1 Youth Villages Mobile Crisis (17 & under) **866-791-9221**

5.3.4.2 Centerstone Mobile Crisis (18 & older) **800-681-7444**

### **5.4 Roles & Responsibilities**

#### ***School Incident Commander (Principal or Designee)***

- Call 911.
- Assess the situation to determine if a suicide attempt was made.
- Determine if the threat still exists; and
- Dispatch SRO, First Aid/School Nurse, and School Counselor to the scene to assist victim, as needed.
- Obtain description of the incident, location and time and the number of people involved.
- Call parents/ guardians
- Notify Level Director. If Level Director is unavailable, contact Chief Academic Officer.
- Meet first responders at nearest emergency access point, as appropriate.
- Determine school staff who may need monitoring and follow-up
- Initiate Incident Report ([SAF-F001](#)).
- Debrief district and school staff.
- Conduct [Post-Incident Critique Form SAF-F015](#) and take corrective action

#### ***First Aid/School Nurse***

- Assess the patient



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- Provide first aid, as needed .
- Remain with the patient until first responders arrive on scene
- Update first responders when they arrive.
- Document description of the incident in the patient's Electronic Medical Record (EMR)

### **SRO**

- Respond to the scene.
- Secure scene and keep spectators out of the area.
- Assist Counselors only as requested.
- Meet first responders at emergency access point, as appropriate.

### **School Counselor(s)**

- Contact Lead Counselor.
- Provide mental health support for the student. Additional support will be provided to students who may have witnessed the suicide threat/attempt.
- Make appropriate mental health referrals.

### **5.5 Postvention**

- 5.5.1 The Incident Management Team (School Safety Team) will debrief with appropriate district and school level staff.
- 5.5.2 School counselors will ensure the individual needs of students are addressed appropriately following the incident.
- 5.5.3 The Incident Management Team and any other key personnel will provide any pertinent information to the Incident Commander for preparation of the [Post-Incident Critique Form SAF-F015](#).
- 5.5.4 The IMT and any other key personnel will participate in the [Post-Incident Critique Form SAF-F015](#).

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Post-Incident Critique Form ([SAF-F015](#))
- 6.2 Student Incident Report Form ([SAF-F001](#))

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PLAN Online Reports	Web-based	Archived Indefinitely	Deletion	Password Controlled



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### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
7/7/16		Initial Release
1/10/17	A	Changes throughout in accordance with state law.
1/13/21	B	Complete update to procedure to reflect new processes involving lead counselors and Suicide Prevention Teams in schools.
6/15/22	C	Updated procedure to reflect Suicide Prevention Team protocol transition to Counselor Referral System.
6/13/24	D	Updated 5.2.5 and other sections to add more requirements for how to communicate with parents about the situation and ensure the student is kept safe and properly supervised. Clarifies the requirement that information only be provided to the parent/guardian and that only the parent/guardian can confirm the student's safety before being allowed to leave the premises.

**\* \* \* E n d o f P r o c e d u r e \* \* \***