



Mobile Crisis Referral Procedure (INS-P050)

1.0 SCOPE:

- 1.1 This procedure outlines the process for responding to a student experiencing a mental health emergency.

The online version of this policy 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 Mental Health Emergency
 - 4.1.1 Expresses serious suicidal or homicidal thoughts or behaviors
 - 4.1.2 Exhibits bizarre behavior, disorientation, confusion or hallucinations
 - 4.1.3 Acts in a destructive manner or is otherwise out of control

5.0 PROCEDURE

- 5.1 If a student is experiencing a mental health emergency, parent(s)/guardian(s) are notified and informed of the need for a Mobile Crisis call.
 - 5.1.1 Under no circumstances should the student be left alone.
- 5.2 If a parent/guardian cannot be reached, emergency contacts are accessed 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.
- 5.3 If a parent/guardian or other emergency contacts cannot be reached, consultation with district level leadership and local community resources are utilized as needed. Administrators remain with the student until supervision off school grounds is confirmed with the parent/guardian.
- 5.4 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.
- 5.5 Contact Mobile Crisis and follow the guidance provided in order to best support the student experiencing the mental health emergency.

5.6 School administrators must confirm with a parent/guardian that the student will be appropriately supervised upon dismissal from school.

5.6.1 Until appropriate supervision can be verified, the student will remain at school with a school administrator.

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

5.8 Mobile Crisis Referral Records

5.8.1 Mobile Crisis referrals resulting from a suicidal statements/behaviors referral in the Counselor Referral System are maintained within the internal system. These records are accessible to authorized personnel only.

5.8.2 All other mental health emergencies that necessitate a Mobile Crisis referral are scanned and emailed to leadcounselors@cmcss.net.

6.0 ASSOCIATED DOCUMENTS

6.1 (INS-F165) Mobile Crisis Referral Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Referral forms	Counselor Referral System	Archived indefinitely	Deletion	Password controlled, accessible only through

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/11/22		Initial Release
6/13/24	A	Added clarifying language about the role of the administrator to ensure the safety of the student upon leaving the campus with the parent/guardian. Clarified the responsibility of the SPT members to check in with the student to be sure his/her needs are met without the requirement of a formalized meeting.