

I. Procedure Name: Self-Harm Notification Protocol

The purpose of this protocol is to standardize the process for notifications of self-harm searches of students for administrators of all school levels.

II. Basic Procedure:

1. The monitoring of self-harm alerts will be done by Student Services staff on student school days during the hours of 7:30 AM - 4:30 PM.
2. At times the review process may require interpretation on the part of the team member. If there is any doubt an alert is Self Harm, the team member should err on the side of caution and initiate the notification process. If in the process of review, it is found that content does not fit the criteria for Self Harm but is dark or troubling, it is acceptable to send School Administration an email regarding the content (include student's name, student ID number, content, and noted concerns).
3. The Student Services staff member shall email a copy of the report that is generated for that student's incident to the Principal, Assistant Principal(s), and School Counselor(s). All emails regarding self-harm alerts should also include the respective Area Director as well as the Assistant Superintendent of Curriculum and Instruction, Director of Student Services, and Coordinator of Mental Health Services.
4. If Student Services staff does not receive a response within 15 minutes after sending an email to the school regarding the self-harm alert, staff will attempt to text School Administration or call the school to communicate alerts of self-harm to the Principal, Assistant Principal, or School Counselor. Information regarding self-harm or troubling alerts should only be disseminated to the Principal, Assistant Principal, or School Counselor. If a school counselor is not available, Student Services staff can notify a District-Hired LMHC.

III. School-Based Staff

1. Upon receipt of the self-harm notification, an administrator or designee will determine if the student is in attendance.
 - a. If the student is present, the administrator or designee shall assess the student. Parent/guardian should be notified of the self-harm alert.
 - b. If the student is absent, the administrator or designee shall contact the parent/guardian.
2. If parent/guardian is unreachable, the administrator or designee may contact an emergency contact listed for the student. Please note sensitive information regarding the student should not be shared with emergency contact; however, the emergency contact may be able to provide additional contact information for the parent. If there is still no contact with a parent/guardian, law enforcement shall be called to request a well check visit for the student.
3. School administrator or designee shall notify the Superintendent's Office if a well check is requested by law enforcement.
4. School administrators or their designee shall note the name of parent/guardian contacted, date and time of parental/guardian contact made, and parental action in the Self-Harm Risk tab in Focus.
5. School Administrators or their designee should refer the [Mental Health Services website](#) to find the forms necessary for Suicide and Self-Injury Assessments.