

# Counselor Process for Responding to Suicide Ideation

1

- Staff becomes aware of suicide ideation.
- Staff reports to counselor or student advocacy coordinator immediately.

2

- Counselor or student advocacy coordinator meets with student immediately.
- Counselor explains concern and completes their Safety Threat Assessment.

3

- Counselor contacts parents and requests immediate conference.
- Counselor completes Emergency Packet: Emergency Notification of Student in Crisis, Safety Threat Assessment, and Resources for Emergency Crisis Care.

4

- Parent is given completed Emergency Packet which includes Emergency Notification of Student in Crisis, Safety Threat Assessment, and Resources for Emergency Crisis Care.
- Counselor keeps copies of all forms in confidential file and sends copies to Director of Guidance.

5

- Counselor advises parent of need for a re-entry conference before student returns to school.
- Parent takes student to mental health agency and provides agency a copy of Emergency Notification of Student in Crisis and Safety Threat Assessment.

6

- Parent calls to notify counselor when student is released to return to school.
- Counselor schedules conference with parent and student to formulate Re-entry Plan.
- Parent provides a copy of the Emergency Notification with signed Provider Acknowledgement.

7

- Counselor holds conference with student's teachers to complete Student Re-entry Plan/Safety Plan. Parent may attend to discuss academics, modifications, and safety.

8

- Counselor meets with student to develop a student safety plan before student returns to classes.
- Student returns to classes according to Re-entry Plan.
- Counselor monitors student weekly until student feels secure at school.