

STAFF PROTOCOL FOR RESPONDING TO A STUDENT AT RISK

Addressing Suicide/Self-Injury/Threat After Hours or During Break



DURING SCHOOL HOURS

Contact your school's identified Suicide/Threat Prevention Liaison(s) (STPL), as well as your School-Site Administrator/Designee to inform them of your concerns. Be prepared to provide the student's name; student ID; current location; behavior, statement, or correspondence that caused concern; and any additional relevant information. If there is a student threat to commit a homicidal act, call local law enforcement or the Los Angeles School Police Department (LASPD) at 213.625.6631 (see page 2).

AFTER SCHOOL HOURS, ON WEEKENDS, DURING BREAKS

- If there is imminent risk or a student threat to commit a homicidal act, call 911, local law enforcement, or contact LASPD at 213.625.6631 (see page 2).
- Regardless of level of risk, contact the student's parent/caregiver to share your concerns for their safety.
- Share hotline numbers and resources with the student and family (see page 3).
- Always notify the Administrator/Designee as soon as practically possible, according to your School-Site Crisis Team protocols.



TIPS WHEN CONTACTING EMERGENCY SERVICES

(including 911, local law enforcement, or LASPD)

Be prepared to provide the following information:

- Student's name and date of birth
- Current location
- Parent/caregiver information
- The behavior, communication, or correspondence that you are reporting as imminent risk.
- Share all the information you can with the dispatcher, including that the student is having a mental health crisis and explain any known mental health history.



SUGGESTED OUT-OF-OFFICE EMAIL REPLY

Thank you for your communication. If you are experiencing a psychiatric or health emergency, please call 911. If you are experiencing a mental health crisis and need help, please call the Los Angeles County Department of Mental Health at 1.800.854.7771 or the 988 Suicide & Crisis Lifeline at 988 or 800.273.8255 or the Crisis Text Line, by texting "LA" to 741741. For support, you may also call the LA Unified Student & Family Wellness Hotline at 213.241.3840, Monday through Friday from 8:00am to 4:30pm.



FOR SUPPORT AND CONSULTATION, CALL THE STUDENT & FAMILY WELLNESS HOTLINE

213.241.3840 | Monday-Friday, 8:00am-4:30pm



MANDATED REPORTING OF STUDENT THREATS TO COMMIT A HOMICIDAL ACT

Pursuant to California Education Code §49390-49395, all employees are mandated reporters of student threats or perceived threats to commit a homicidal act related to school or a school activity.

- A **threat or perceived threat** means any writing or action of a student that creates a **reasonable suspicion** that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.
- **Reasonable suspicion** means articulable facts, together with rational inferences from those facts, warranting an objective suspicion.
- The report shall include copies of any documentary or other evidence associated with the threat or perceived threat.

1

SEE SOMETHING

You are alerted about or observe any student threat or perceived threat to commit a homicidal act to an individual or group, as defined above.

2

SAY SOMETHING

A. REPORT TO LAW ENFORCEMENT

- Immediately report the threat or perceived threat to the Los Angeles School Police Department at (213)625-6631 or local law enforcement.
- Make a note of the date/time called and who you spoke with (e.g., Dispatcher #, Badge #).
- DO NOT make the report on the LASAR app. The report must be made by telephone.

B. INFORM YOUR ADMINISTRATOR

Provide the following information to your administrator:

- Name of involved student(s)
- Known information regarding student threat to commit a homicidal act
- Law enforcement agency you contacted
 - Date/Time; Badge/Dispatcher #; Name of person who took your report