Students

Administrative Procedure - Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

The Superintendent or designee, at the District level, and the Building Principal or designee, at the building level, are responsible for implementing the Board's goals of increasing awareness and prevention of depression and suicide in Policy 7:290, *Suicide and Depression Awareness and Prevention*. The Superintendent and/or Building Principal(s) may want to assign Student Support Committees as established under 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs,* to assist them with the implementation of these goals. Use other locally available resources, including, but not limited to those listed below to determine the best implementation methods.

Listed below are the six policy implementation components of *Ann Marie's Law*, 105 ILCS 5/2-3.166(c) in Board policy 7:290, *Suicide and Depression Awareness and Prevention*. Each component lists specific implementation steps, along with any applicable sample **PRESS** policies, administrative procedures and/or exhibits, available State and/or federal resources, and examples if available. The Ill. State Board of Education (ISBE) has created the *Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators*, *Counselors*, *Teacher*s, *and Staff*, at: www.isbe.net/Pages/Suicide-Prevention.aspx, and provides other resources at the same website to guide the District in the implementation of policy 7:290, *Suicide and Depression Awareness and Prevention*.

Confirm the resources listed in this procedure, and any information provided in the hyperlinks, with the Board Attorney before the Superintendent, Building Principal, and/or Student Support Committees apply them to a specific situation in the District.

Policy Implementation Components of *Ann Marie's Law*

1. Awareness and Prevention Education Protocols for Students and Staff (105 ILCS 5/2-3.166(c)(2)).

    a.   For students, (i) review policy 6:60, *Curriculum Content*(requiring health education for developing a sound mind and a healthy body); (ii) review policy 7:250, *Student Support Services* (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); (iii) if the District issues identification (ID) cards to its students, insert the contact information for the National Suicide Prevention Lifeline (NSPL) and for the Crisis Text Line (CTL) on the back of each student ID card (105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134); (iv) publish NSPL and CTL information on the District's website (see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*) (105 ILCS 5/10-20.73, added by P.A. 102-134); (v) insert either the Safe2Help Illinois helpline or a local suicide prevention hotline or both on the ID card and identify each helpline that may be contacted through text messaging (105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416); and (vi) include Safe2Help or local suicide prevention hotline or both in student handbooks and student planners (if a student planner is custom printed by the District or its schools for distribution to students in any of grades 6 through 12) (105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416)). *Illinois Youth Suicide Prevention*

*Toolkit: A Reference for Administrator*s, *Counselors, Teachers and Staff, Module 1: Prevention - Engaging and Educating Students*, pp. 20-21, at: www.isbe.net/Pages/Suicide-Prevention.aspx. See also Illinois' Safe2Help Illinois program at: www.safe2helpil.com/ (designed to offer students a safe, confidential way to share information that might help prevent suicides and other school safety-related information).

b.   For staff, review policy 5:100, *Staff Development Program*, discussing in-service training and citing required teacher institute training concerning the warning signs of suicidal behavior, and assess incorporating information from the following resources:

*Illinois Youth Suicide Prevention Toolkit: A Reference for Administrator*s, *Counselors, Teachers and Staff, Module 1: Prevention – Professional Learning Opportunities for Staff and Choosing a Preventative   Training   Program   for   Staff*,   pp.   18-19,   at: www.isbe.net/Pages/Suicide-Prevention.aspx

Preventing Suicide: A Toolkit for High Schools (*SAMHSA Toolkit*), Chapter 4: Staff Education and   Training   including   Tools,   pp.   111   through   123   at: www.store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.

2.   Methods of Prevention, Early Identification, and Referral (105 ILCS 5/2-3.166(c)(3)).

a.   For staff, review: policy 5:100, *Staff Development Program*, discussing required behavioral training for school personnel; policy 6:60, *Curriculum Content* (see above for description); 7:250, *Student Support Services* (see above for description); and administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs*, establishing Student Support Committees to identify, prevent, and refer for students services with mental health challenges.

b.   For staff, assess incorporating information from the following resources:

*Illinois Youth Suicide Prevention Toolkit: A Reference for Administrator*s, *Counselors, Teachers and Staff, Module 2: Intervention, Procedure: Students at Risk*, pp. 26-27, at: www.isbe.net/Pages/Suicide-Prevention.aspx.

SAMHSA   Toolkit   at: www.store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.

    Chapter 1: Getting Started pp. 15-22; Tool 1.A, Suicide Prevention: Facts for Schools, p. 24; and Tools 1.D-1.H, pp. 32-51 (includes various youth suicide prevention topics).

    Chapter 4: Staff Education and Training including Tools, pp. 111-123.

    Chapter 7: Screening, and Resources: Staff Education and Screening including Tools, pp. 157-171.

ISBE *Suicide Prevention* at: www.isbe.net/Pages/Suicide-Prevention.aspx.

Illinois Suicide Prevention Strategic Plan at:
    www.dph.illinois.gov/topics-services/prevention-wellness/suicide-prevention.

Sample policy (procedures) on youth suicide prevention are available from The Trevor Project at: www.thetrevorproject.org/pages/modelschoolpolicy

Risk and Protective Factors for Suicide available at:

    www.isbe.net/Pages/Suicide-Prevention.aspx.

sprc.org/about-suicide/risk-protective-factors.

c. Review and train staff on appropriate identification procedures (see example below):

Identification of the At-Risk Student

Note: A more detailed procedure may be developed with the aid of the resources in 2.b., above.

1) An employee having any reason to believe a student is considering or threatening suicide is to contact the Building Principal and District social worker/counselor.

2) The social worker/counselor or Building Principal will meet with the student.

3) The social worker/counselor will call the student's parent(s)/guardian(s) and arrange a meeting. All calls and meetings with parent(s)/guardian(s) will be documented and a copy of the documentation sent by certified mail to the parent(s)/guardian(s).

4) The social worker/counselor will suggest to the parent(s)/guardian(s) that the State or community mental health agency be contacted. This suggestion shall be a part of the documentation sent to the parent(s)/guardian(s). A student should never be left alone if an employee reasonably believes the student is in imminent risk of suicide. An employee should immediately contact the student's parent(s)/guardian(s).

3. Methods of Intervention; Emotional or Mental Health Safety Plans for At-Risk Students, including those students who suffer from a mental health disorder; suffer from a substance abuse disorder; engage in self-harm or have previously attempted suicide; reside in an out-of-home placement; are experiencing homelessness; are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); are bereaved by suicide; or have a medical condition or certain types of disabilities. 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22.

a. Review policies 6:65, *Student Social and Emotional Development*, incorporating student social and emotional development into the District's educational program as required by the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b); policy 6:270, *Guidance and Counseling Program*, requiring the District to have guidance counseling available to implement the protocols directed in 7:250, *Student Support Services;* and administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs*, requiring protocols for responding to students with social, emotional, or mental health needs that impact learning ability as required by the Children's Mental Health Act of 2003, 405 ILCS 49/.

b. Train staff pursuant to 105 ILCS 5/10-22.24b, which allows school counseling services to be used for suicide issues and intervention.

c. Assess incorporating information from the following resources:

*Illinois Youth Suicide Prevention Toolkit: A Reference for Administrator*s, *Counselors, Teachers and Staff*, *Module 2: Intervention - Procedure: Responding to a Student Displaying Warning Signs or Student Suicide Attempt*, pp. 27-29, and *Guidelines: Modifying Intervention Protocols - Crafting a Protocol for Helping Students at Risk*, pp. 30-31, at: www.isbe.net/Pages/Suicide-Prevention.aspx.

SAMHSA   Toolkit   at: www.store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.

Chapter 2: Protocols for Helping Students at Risk of Suicide, pp. 57-66 and Tools 2.A-2.B.2, pp. 68-72.

Chapter 6: Student Programs including Tools, pp. 139-156.

Resources: Getting Started, pp. 177-182; Staff Education and Training, pp. 186-192; and Student Education and Skill-Building, pp. 194-204.

Illinois Suicide Prevention Strategic Plan at:

www.dph.illinois.gov/sites/default/files/publications/011519ohpm-suicide-prevention-plan-2018-2021.pdf.

Cyberbullying Research Center, available at:

https://cyberbullying.org/.

U.S. School Safety Clearinghouse website at:

www.schoolsafety.gov/, discussed in f/n 1, para. 3 of policy 4:170, *Safety*.

4.   Methods of Responding to a Suicide Attempt (105 ILCS 5/2-3.166(c)(5)).

   a.   Review policies listed above in number 3.a.

   b.   Assess incorporating information from the following resources:

   *Illinois Youth Suicide Prevention Toolkit: A Reference for Administrator*s, *Counselors, Teachers and Staff*, *Module 2: Guidelines: Modifying Intervention Protocols - Crafting a Protocol for Helping Students at Risk*, pp. 30-31, and *Module 3: Postvention*, *Procedure: Responding to a Completed Student Suicide*, pp. 36-39, at: www.isbe.net/Pages/Suicide-Prevention.aspx.

   SAMHSA   Toolkit   at: www.store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.

   Chapter 3: After a Suicide including Tools, pp. 92-109. (some material adaptable to a suicide attempt)

   Resources: Crisis Response Postvention, pp. 182-185.

   After a Suicide: A Toolkit for Schools (ISBE Toolkit) at: www.sprc.org/sites/default/files/migrate/library/AfteraSuicideToolkitforSchools.pdf.   (some material adaptable to a suicide attempt)

5.   Reporting Procedures (105 ILCS 5/2-3.166(c)(6)).

   a.   Review policy 6:270, *Guidance and Counseling Program*, providing a counseling program that the Superintendent may designate as responsible for development of the District's depression awareness and suicide prevention program procedures; policy 7:250, *Student Support Services*, identifying District support services that will be ultimately responsible for properly implementing the reporting procedures; and administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs*, establishing Student Support Committees for purposes of identifying, preventing and referring for services students with mental health needs.

   b.   Assess incorporating information from the following resources:

   *Illinois Youth Suicide Prevention Toolkit: A Reference for Administrator*s, *Counselors, Teachers and Staff*, *Module 2*: *Guidelines*: *Modifying Intervention Protocols - Crafting a Procedure for Students Exhibiting Warning Signs and for a Student Suicide*, pp. 31-34, at: www.isbe.net/Pages/Suicide-Prevention.aspx.

SAMHSA *Toolkit* at: www.store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.

> Chapter 2: Protocols for Helping Students at Risk of Suicide*:* Tools 2.B.3-6 (pp. 70-72), 2.C (p. 79) and 2.D (pp. 70-81).

   c. Review appropriate identification procedures (see example below):

Documentation Regarding the At-Risk Student

Note: A more detailed procedure may be developed with the aid of the resources in 5.b., above.

> 1) District employees shall take notes on any conversations that involve or relate to the at-risk student. The notes shall become a part of a written report to the Building Principal.
>
> 2) Conversations that involve or relate to the at-risk student shall be confirmed in writing with the other party(s).
>
> 3) The Superintendent shall receive a copy of all reports and documentation regarding the at-risk student.
>
> 4) The social worker/counselor shall prepare a report of the situation for the student's records.

   d. Provide training for staff regarding identification procedures that the District will implement.

6. Resources and Contact Information (105 ILCS 5/2-3.166(c)(7)).

   a. Illinois suicide prevention organizations and State contacts at: www.sprc.org/states/illinois:

Jennifer L. Martin, Injury Prevention Coordinator (at time of publication)
535 West Jefferson, 2nd Floor
Springfield, IL 62761
Jennifer.L.Martin@illinois.gov
(217) 558-4081

Steve Moore, J.D., Co-Chair, Illinois Suicide Prevention Alliance Board member (at time of publication)
Smoore200400@yahoo.com
(312) 391-8056

   b. Primary implementation resources for 7:290-AP, *Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program*:

> *Illinois Youth Suicide Prevention Toolkit: A Reference for Administrator*s, *Counselors, Teachers and Staff*, at: www.isbe.net/Pages/Suicide-Prevention.aspx.
>
> *SAMHSA Toolkit*: Chapter 1: Getting Started; Tools 1.I and 1.J., pp. 52-53.
>
> Resources: Screening Program, p. 205; and National Organization and Federal Agencies with Resource and Information on Adolescent Suicide Prevention, pp. 206-208.
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> ISBE *Toolkit* at:
> www.sprc.org/sites/default/files/migrate/library/AfteraSuicideToolkitforSchools.pdf.
>
> ISBE *Suicide Prevention* at: www.isbe.net/Pages/Suicide-Prevention.aspx.
>
> ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials

on youth suicide and awareness, if available on ISBE's website pursuant to Ann Marie's Law (105 ILCS 5/2-3.166(b)(2)(B)).

Illinois Suicide Prevention Strategic Plan at:

www.dph.illinois.gov/sites/default/files/publications/011519ohpm-suicide-prevention-plan-2018-2021.pdf.

c. Other available resources:

American Foundation for Suicide Prevention, Illinois Chapter at:
www.afsp.org/chapter/afsp-illinois/.

The Ill. Department of Human Services is required by 20 ILCS 1705/76 to develop an online database of mental health resources geared toward school counselors, parents, and teachers at: www.dhs.state.il.us/page.aspx?item=29751.

National Suicide Prevention Lifeline at: www.suicidepreventionlifeline.org/.

Sexual Orientation, Gender Identity and Youth Suicide at: www.dph.illinois.gov/sites/default/files/publications/suicide-sexual-orientationin-youth-050216.pdf.

The Suicide Prevention Resource Center (SPRC) (www.sprc.org/) has an Illinois-specific site at: www.sprc.org/states/illinois.

The Suicide Resource Center has an awareness public prevention pilot program titled *It Only Takes One* at: www.itonlytakesone.org/.

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