

School counselor receives referral and ensures that student is with a staff member from this point forward. Counselor informs school crisis Intervention Team (Classroom Teacher, School Nurse and School Resource Officer/Local Sheriff 's Department may be a part of the team but an Administrator is required) of need for Student Safety Assessment. Counselor explains concern to student, while maintaining confidentiality of informant, and completes the Student Safety Assessment (page 1) with student.

School counselor contacts parent/guardian for a required emergency conference. School counselor, parent/guardian, admin and the student (when appropriate) are required to attend the meeting.

During the meeting, the school counselor reviews the assessment and completes the Notification of Emergency Conference Form (page 2). School counselor makes sure to highlight the following:

- Mental health evaluation options for parent to consider
- Consent for the Release of Confidential Information
- · Re-entry meeting is required with documentation of evaluation and/or recommendations from mental health provider

During meeting, counselor provides parent/guardian with the completed emergency packet:

- Student Safety Assessment (page 1) COPY
- Notification of Emergency Conference (page 2) COPY
 Consent for Release of Confidential Info (page 3) COPY
- Mental Health Resource Guide
- Next Steps and Continued Support

School counselor will make a note or set a reminder to contact the family on the next school day for a check-in.

After parent/guardian notifies school counselor of intended return date, school counselor schedules meeting with parent/guardian, admin and other necessary people for re -entry meeting. Student Re-Entry Meeting form (page 6) is filled out with the family at the meeting. A copy is given to parent/guardian and a copy is stored in a locked cabinet in the School Counselor office.

School Counselor Completes Safety Plan(page8) 1:1 with student. While still maintaining confidentiality, counselor emails a summary of Mental Health Recommendations, any modifications/accommodations and a summary of safety plan to the parent/guardian and any other necessary faculty members with a read receipt.

School counselor staples pages 1, 2, 3, 6 together and files it in a folder that will be kept in the school counselor's office in a locked cabinet.

School counselor will do a follow-up or check-in with the student if deemed necessary.

2

3