

**School Staff Action**

**What is the issue?**

**Comments**

**Sample School Staff Referral Guide for Student Issues**

Refer for comments about suicide, suicide notes, threats, talking, writing or drawing about death, giving away possessions, withdrawing, etc. Counselors and Mental Health will work with student the same day of referral and assess the student’s safety. Parents will be notified of concerns.

Refer to Counselor or Mental Health Team immediately after concern arises. Student must be continuously supervised by an adult who understands the student’s risk.

Suicide concerns

Refer to School Nurse or Administrator (for marks/ bruises). Refer to Counselor or Mental Health staff. Call must be made to Human Services if after school hours.



Child Abuse/Neglect

Once abuse is suspected, the FIRST staff person to suspect abuse is required to contact Human Services that same day. The nurse, counselor or mental health staff will help other staff walk through the abuse reporting process and provide help filling out the reporting form.

Threats and Other Dangerous Behaviors in or outside the Classroom



Refer for suspected gang activity, threatening writings, drawings, verbal threats, non-verbal threats, or other dangerous behavior. District and building procedures will be followed to assess safety and develop action plans.

Notify the Administrator immediately.

Refer for racial, ethnic, sexual or gender related harassment. District and building procedures will be followed to assess the severity of the incident and determine action. Consult with counselors or mental health staff, as needed.

Harassment/Bullying

Refer to the Administrator.



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Sexual Harassment/Assault

Refer for inappropriate comments, reports of rape, etc. District and building procedures will be followed to assess the severity of the incident and determine action, including reporting a crime to law enforcement. Consult with counselors or mental health staff.

Refer the student accused of harassment to the Administrator. Refer the victim to Counselor or Mental Health. Refer to Administrator if staff harasses or is victimized.

Refer for slurred speech, bloodshot eyes, over or under dilated pupils, odor, or other behavioral indicators. District and building procedures will be followed to assess the severity of the concern. Student will be assessed and appropriate action will be determined. Consult with counselors or mental health staff, if needed.



Notify the Administrator immediately.

Substance Abuse Concern

Concern about Basic Needs



Notify Counselor, Mental Health or School Nurse.

Refer for health concerns, food, shelter, runaway, etc. School staff will collaborate to address concerns.

Refer for concerns about depression, anxiety, self-harm, behavior or comments out of the norm, lack of attention and focus, etc. For concerns about students or families, school staff members will collaborate to address concerns.

Notify Counselor or Mental Health Staff.

Mental Health or Behavioral Concerns

