

Cameron School District

ALL CALL instructions

Elementary School

Elementary School – indoor only	Dial 0057, wait for tone and then 001#
Elementary School – outdoor only	Dial 0057, wait for tone and then 002#
ALL CALL	Dial 0057, wait for tone and then ##

Middle School

Middle School only (indoor and outdoor)	Dial 0058 and then #002
Room to Room Call	Dial 0058 [call] than the room extension

High School

High School only	Dial 0059 and then #01
Room to Room Call	Dial 0059 [call] than the room extension

Following is a list of numbers essential to the District's communication system:

MEDICAL

Ambulance	911
Mayo Clinic Barron	(715) 537-3166
Lakeview Medical Center	(715) 234-1515
Poison Centers: Madison: 608-262-3702; Hennepin County:	612-347-3141

LAW ENFORCEMENT

Cameron Police	(715) 537-3106
Barron County Sheriff's Department	(715) 537-3106
Deputy Andrew Krahenbuhl	(715) 296-5308

MENTAL HEALTH

Barron County Department of Human Services	(715) 537-5691
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LEGAL OPINION / ADVICE

Barron County District Attorney - Brian Wright	(715) 537-6220
Rupp, Anderson, Squires & Waldspurger, P.A.	
Trevor S. Helmers	(612) 436-4300
Wisconsin Association of School Boards - Bob Butler	(608) 257-2622

SCHOOLS

Cameron District Office	(715) 458-5601
Cameron Elementary School	(715) 458-5710
Cameron Middle School	(715) 458-5810
Cameron High School	(715) 458-5910
North Star Academy	Ext. 5626 (715) 458-5626
Cameron Bus Garage	(715) 458-5719
Barron	(715) 537-5612
Chetek	(715) 924-2226
Rice Lake	(715) 234-9007

Crisis Intervention Team:

<u>NAME</u>	<u>HOME PHONE</u>
Joe Leschisin, District Administrator	(715) 641-0516
Cory Martens, Elementary Principal	(715) 761-0654
Hans Schmidt, Middle School Principal	(715) 458-6565
Mark Rykal, High School Principal	(920) 595-0378

Julie Olson, Guidance Counselor	(715) 475-9632
Chloe Wanink, Guidance Counselor	(715) 931-7632
Dennis Gunnink, School Psychologist	(262) 903-4006
Sarah Glaze, Guidance Counselor	(715) 458-3662
Jim Hessel Transportation Supervisor	(715) 458-5719
(cell) 715-642-0712	
Mitch Breed, Facilities Supervisor	(715) 651-8842
Chris Crowe, North Star Academy	(715) 419-0466
Andrew Krahenbuhl, SRO	(715) 296-5308
Jolene Severt, Mental Health Navigator	(715) 296-0339

Following is a list of names and numbers for area news media:

Barron News-Shield	(715) 537-3117
Chetek Alert	(715) 924-4118
Rice Lake Chronotype	(715) 234-2121
Eau Claire Leader	(715) 235-9018
WJMC	(715) 234-2131
WAQE	(715) 234-9059
Channel 13	(715) 835-1313
	(715) 839-9328

SCHOOL DISTRICT OF CAMERON

SAFETY / CRISIS MANAGEMENT

AND

COMMUNICATION MANUAL

Updated - July 2026

Purpose

The purpose of this manual is to provide a set of guidelines for crisis situations for administrators and staff of the School District of Cameron. The District is obligated to provide for the protection of students, staff and facilities during times of emergency. A plan has been developed which addresses a wide range of emergency crisis possibilities.

Review and Improvements

This manual is prepared through the efforts of the School District Safety Team. It is to be updated annually to better reflect the actions required that would help minimize injury, perilous situations, or damage to property. Safety Team members include the facilities supervisor, building principals, district police resource officer, local police chief, district administrator and transportation director. Suggestions for possible changes in the guidelines are welcome as we seek to have the most current information available for appropriate response actions.

Use of the Crisis Management and Communications Manual

To maximize usage of this manual, school personnel must read and familiarize themselves with the plan. In case of an emergency / crisis, people need to quickly find the appropriate information.

All Safety Team Members and Administrators shall maintain an up-to-date copy of the manual. The manual shall be readily accessible for personal use and reference. The transportation supervisor, building custodians and secretaries are to be aware of the manual's contents, location, and use during a time of crisis.

Crisis Levels

The first step in a crisis is to quickly assess the severity of the situation. Use the following guidelines to help you perform “triage” and to allow you to keep the situation in perspective. The focus of this document is primarily related to level-one crisis situations:

1. Level-**One** Crisis:
 - a. Crisis affects general student population, staff, community, and perhaps other schools
 - b. Outside resources are needed immediately
 - c. Crisis effects will linger for a week or more
 - d. Observed hysteria, students out of control, community agitation
 - e. Media vehicles descend on the campus
2. Level-**Two** Crisis:
 - a. Crisis affects more than one family, multiple classmates, or more than one room
 - b. In-building resources are inadequate
 - c. Crisis effects may last for several days
 - d. Potential for hysteria, wild rumors, and group emotions
 - e. Media contacts school
3. Level-**Three** Crisis:
 - a. Effects are confined to immediate family and a few close friends
 - b. Potential exists that in-building resources could be exceeded
 - c. Effects of the crisis could extend beyond a single school day
 - d. Potential is apparent for rumors
 - e. Potential exists for media interest
4. Level-**Four** Crisis:
 - a. Effects are confined to those individuals directly involved
 - b. The in-building resources are adequate to meet the need
 - c. The crisis is of short duration / is not disruptive to class or school routines
 - d. Information is confirmed
 - e. No apparent media interest

Initial crisis response

STEP 1: Assess the situation. Determine the nature of the incident and the level of crisis.

The first 30 minutes...What is done in the first thirty minutes of a crisis is crucial in determining perception of the crisis and how it was handled.

Have the designated person direct the response action
Do an accurate, initial needs assessment; remain calm
Understand the circumstances; define the problem
Consider the options; the response should fit the circumstances
Act decisively to ensure the safety of students, staff, and property
Give periodic updates to staff and students
Following the crisis, explain what happened and how it was handled
Provide accurate information about the situation
Assess how the situation was handled after it is over

STEP 2: Immediate attention is to be given to a life threatening crisis by staff at the scene.

Call 911 or (715) 537-3106 (Barron County Sheriff's Department).

STEP 3: Call the District Administrator. If there is no answer, call down the list (page 7) until you reach a member of the Crisis Intervention Team.

STEP 4: The District Administrator or office personnel will contact the Crisis Intervention Team members to inform them of the crisis. A plan will be made to meet at the location of the crisis in a designated meeting area – usually the Principal's Office - due to proximity to communication services.

If this crisis occurs at school, call the building principal. If the building principal is not available contact building secretary.

STEP 5: The Crisis Intervention Team will coordinate the intervention strategy as follows. The Crisis Intervention Team may consist of the District Administrator, Building Principal, Facilities Supervisor, Guidance Counselor, School Psychologist, Transportation Supervisor, District Police Resource Officer and Local Chief of Police. Situation will dictate the level of involvement of these individuals.

STEP 6: An accurate log of all activities, telephone calls, and any other contacts made during the crisis should be kept. The logs should be turned over to the District Administrator at the conclusion of the incident. Office is responsible for making sure each Principal, lead secretary, and Mr. Leschisin is called in case of threat.

Cameron District Supports

NOTE: A Level One crisis situation should take into account support procedures for ALL crisis levels (ie. Level 2, 3, and 4). A Level Two crisis shall include Level 3 and 4, etc.

Level One

Close school for the day to allow for counseling supports to staff and students. (Decision made by District Administrator)

There shall be one spokesperson for the District, and that spokesperson shall be the District Administrator. In the Administrator's absence, the building Principal shall be designated as the spokesperson. In the Principal's absence, the Counselor shall be the designated spokesperson. In dealing with the media, the spokesperson shall be authorized to state the following:

- ☐ Location of the crisis
- ☐ Type of incident that has occurred
- ☐ When the incident occurred
- ☐ Why it happened (if possible)
- ☐ Who is involved (in general terms)

Names of all injured people are to be withheld until proper notifications have been made.

School officials need to be prepared to respond to a variety of inquiries from staff, students, parents, media, and from the community at large. Statements that are issued regarding a crisis situation are to be in writing. Ad-libbing and speaking on or off the record without referring to a written statement is considered inappropriate. The District Administrator, or the building principal if the District Administrator is absent, will issue these statements. Statements are to be issued only when the facts are absolutely accurate and the District's legal position is clear. There is no place for speculation.

As soon as possible, all employees should be informed regarding the status of the crisis and what their responsibilities are in this situation. Members of the public who are involved with the school should also be notified.

Use a telephone tree to notify employees before arrival at school or call a staff meeting to plan actions to be taken or to answer questions. The District Administrator and/or the building principal will initiate the use of the calling tree.

Department of Justice Supports

Cameron administration and counseling support team will meet to determine if this support is needed. One person will contact this support.

Calling DOJ would get a prompt response for further supports that may be needed.

Contact local Clergy and School Districts for local supports.

Level Two

School may or may not be canceled.

Substitute Teachers & Teaching Support

Call substitute teachers to be 'on call' to provide teachers breaks and supports. During breaks teachers can talk with supports below.

Contact Barron County DHHS

Keep employees updated on an ongoing basis.

Identify staff who are in need of mental health support services. Utilize support systems available to assist the staff.

Be highly visible to show presence, support, and control of the situation.

Make arrangements for rescheduling canceled activities.

Set limits for media time and location. Provide handouts of planned school response actions for addressing the situation. Emphasize the positive actions that are being taken.

Follow up with employee meetings after school to review facts of the incident and role of faculty in assisting. Allow employees to share ideas and experiences to move toward the resolution of the situation.

Consider providing a meeting for concerned parents and community members. If this is thought appropriate, offer an opportunity for participants to provide input or suggestions.

Level Three

School will remain open.

Have a standard message provided to share with staff and can be shared with students that will be provided by the Barron County Sheriff's Department and Deputy Dave Kuffel. (Do not create our own message!)

Counseling supports offered by building counseling staff

E-mail & Skyward message to parents/guardians offering supports including asking to call counseling staff if need exists and/or resources for adults on how they can handle situation to support kids who are in crisis

Counseling supports offered district-wide by Outreach worker(s)

Arrange for Crisis Intervention Team to speak to students, if necessary.

Level Four Crisis

Contact parents involved to discuss the situation and ask about sharing needed information with direct classroom teachers.

Prepare a plan with classroom teacher for the student's absence and also a plan for when the student may return to school.

Provide a handout covering recommendations for dealing with the incident and procedures for referring students for counseling.

DISTRICT ADMINISTRATOR DUTIES

1. Verify the facts as soon as possible.
2. Contact the Sheriff's Department. (911 or (715) 537-3106)
3. Communicate the facts to other Administrators.
4. Serve as the District's Spokesperson. No other school employee should make comments to the media unless coordinated through the District Administrator's Office.
5. Restrict public and media access to the building. The discussion with school and law enforcement officials will determine access limitations and the best locations for the media.
6. Prepare initial statements. The statement shall provide the basic facts and be given outside the building.
7. Designate individuals to answer phones and provide these individuals with a factual statement of what has happened and what is being done.
8. Prepare fact sheets for distribution to staff members and others as appropriate, including media.
9. Prepare letters to be sent home to ensure that parents understand what has occurred and what is being done.
10. Plan a press conference if necessary and desirable. Prepare statements for those who will need to speak at the press conference.
11. Keep a log of what has occurred and files of all communications.

K-12 PRINCIPALS DUTIES

1. Convene the Crisis Intervention Team.
2. Verify information regarding incident.
3. Notify District Administrator.
4. Be prepared to call emergency support personnel and medically assist students exhibiting severe emotional stress reactions.
5. Contact family / families of appropriate students / staff.
Contact family and offer support.
Obtain information pertinent to the incident from the family.

GUIDANCE COUNSELOR'S DUTIES

1. Establish an area for counseling (individual and group).
2. Reschedule day's activities depending upon the needs of the school. Cancel appointments and meetings not of an emergency nature.
3. Request transfer of additional secretarial help or volunteers from faculty to answer phones.
4. Identify individuals who can work with groups or individuals. Maintain a list of students counseled. Make follow-up calls to parents of students in distress and make recommendations for the parent to provide support.
5. Continue to monitor the situation.

FACULTY DUTIES

1. Identify students who were close friends or students who are affected by the incident and would like an opportunity to attend a group or individual meeting.
2. Identify the students obviously in distress and talk with them or have another staff member or student help escort them to a group or individual counseling activity.
3. If a class has a large number of distressed students, send special notices to the counselor.
4. Adjust daily schedule as needed.
5. Provide an opportunity for students to discuss the incident. If questions are asked, keep to the facts. If help is needed, contact the Principal and/or Guidance Counselor immediately.
6. If students are restless, get them active and focused on a project.
7. Encourage support network in school.
8. Acknowledge emotions through discussion and involvement in constructive activities in the classroom. Use assignments to ventilate/steer anger.

EARLY WARNING SIGNS OF VIOLENCE IN STUDENTS

- **Social withdrawal.** Gradual and complete withdrawal from social contacts can be an important indicator of a troubled child.
- **Excessive feeling of isolation and being alone.** Research has shown that this type of emotional feeling can be associated with aggressive behavior and violence.
- **Excessive feelings of rejection.** Children who are troubled are often isolated from their mentally healthy peers. This can put them at risk of expressing their emotion in a negative way.
- **Being a victim of violence.** These children have a greater risk of becoming violent towards themselves and others.
- **Feelings of being picked on and persecuted.** These children will vent their feelings in negative ways if not given adequate support in addressing these feelings.
- **Low school interest and poor academic performance.** These could be signs of negative things to come if a student had been performing at a higher level previously. It could bring on low self-esteem, which could bring on negative behaviors.
- **Expression of violence in writings and drawings.** Overrepresentation of violence in writings and drawings consistently over time may signal emotional problems and the potential for violence.
- **Uncontrolled anger.** Anger that is expressed frequently and intensely in response to minor irritants may signal potential violent behavior toward self and others.
- **Patterns of impulsive and chronic hitting, intimidating, and bullying behavior.** This type of behavior left unattended might later escalate into more serious behavior at a later time.
- **History of discipline problems.** This suggests that some underlying emotional needs are not being met, which could result in a higher degree of violence at a later time.
- **Past history of violent and aggressive behavior.** This person is headed for trouble unless some intervention is started immediately.
- **Intolerance for differences and prejudicial attitudes.** These students have to be watched because they have put themselves at a higher level than persons they see as different. They will try to continue to stay there by creating violence against people they do not like. These are called hate crimes.
- **Drug and alcohol use.** This reduces self-control and exposes children to violence as perpetrators or as victims.
- **Affiliation with gangs.** Gangs cause fear and stress among students by using antisocial behavior such as intimidation, extortion, and violence.
- **Inappropriate access to, possession of and use of firearms.** If students get in control of firearms, there is an obvious increase in the possibility of violence.
- **Threats of violence.** Threats to commit violence against oneself or others should be taken seriously. Steps should always be used to prevent them from being carried out.

BUILDING EVACUATIONS

NON-EMERGENCY EVACUATION

Announcement:

Attention Students & Staff: I need your attention for an emergency announcement. Please follow my directions and do not take any action until I finish and instruct you to do so.

I need all teachers, support staff and custodians to take your keys and class rosters and report with all students to:

Elementary School	Middle School Gym
Middle School	Bus Garage
High School	Bus Garage
North Star Academy	Cameron Village Hall

Students should not go to their locker or to the restroom. (NOTE: In the event of inclement weather and time is not a factor, students should go to lockers to get coats, hats, etc). Students that are in the hallway should report directly to their assigned classroom. Students that are with another teacher/supervisor should stay with that teacher/supervision. Please use your fire drill exits for this evacuation. Go now.

Teacher Directions:

1. Everyone will be expected to listen very carefully to the announcement and follow all the directions that are given.
2. Teachers are expected to direct the students where to go after the announcement has ended. Teachers will make sure they are the last one out of the classroom.
3. Before you leave your classroom, take a pen and your attendance register.
4. As you are leaving, make a visual check of your classroom. You are specifically looking for any unusual items or circumstances.
5. Turn off your lights and lock the door as you leave.
6. Take your students and leave the building through your assigned exit and go to assigned areas.
7. Once you arrive at your designated area, all teachers should put on a yellow vest, and take attendance. All other staff will put on an orange vest.
8. Teachers are to remain with their class. The Administrative Team (ie: principal, building secretaries, school counselor) will come and check to see if all students and staff are accounted for.
- 9.. Remain in the designated area until directed otherwise. Do not release anyone unless authorized to do so by Administration (i.e., K-12 Principal, or their designee). If you do see a student leave without permission, please document who left and how they left.

The District Administrator (or Designee) will call the bus garage to arrange for transportation, if needed. The District Administrator (or Designee) will contact the media to announce the closing of school.

EMERGENCY EVACUATION (fire, explosion, etc...)

Reunification locations:	Elementary School	Middle School Gym
	Middle School	Bus Garage
	High School	Bus Garage
	North Star Academy	Cameron Village Hall

Teacher Directions:

1. Teachers should get their students out of the building as quickly and safely as possible.
2. Once reaching the evacuation site, teachers should follow the protocol established in the non-emergency evacuation plans.

REUNIFICATION PLAN

1. Administrative and office staff will be in a designated area at the evacuation site.
2. As parents arrive to pick up their child, a runner in an orange vest will come to the student area and bring the student to the designated area where they will be signed out by their parent(s).

Messages to the public and parents:

1. Staff should not respond to the media and should direct any questions to the District Administrator and/or PD.
2. On-site police support will be provided.
3. Parents showing up at evacuation locations will be stopped at the main door by police and school administration. They will need to state the name and grade level of any students they are picking up.

After School Emergencies

Weather Emergencies

Announcement will be made informing spectators of impending conditions.

Based on situation, offer vacating the site if safe to do so.

If the situation requires shelter to be taken:

Inside Events

1. Event/custodial staff will help direct traffic.
2. Proceed to interior hallways, sit with back against wall.
3. Avoid large areas such as gyms, cafeteria and auditorium
4. An “all clear” will be given when weather has passed.

Outside Events

1. Event/custodial staff will help direct traffic.
2. Proceed into the building.
3. Proceed to interior hallways, sit with your back against the wall.
4. Avoid large areas such as gyms, cafeteria and auditorium
5. An “all clear” will be given when weather has passed.

Acts of Violence

At the first indication of a traumatic event, perform the following:

Inside Events

1. Proceed to the nearest or secondary exits and evacuate the site.
2. Call 911 when safe to report the incident.
3. If you are unable to exit, attempt to secure yourself in a room and barricade the door.
4. Wait for emergency response staff and follow their directions.

Outside Events

1. Proceed to the closest exit and evacuate the site.
2. Stay low, behind cover, and move quickly.
3. Call 911 when safe to report the incident.

Fire Emergency

Inside Events

1. Proceed to the nearest or secondary exits and evacuate the site.
2. Operate a fire pull station to activate the fire alarm.
3. Stay clear of the building / danger at least 200 feet.
4. Stay clear of emergency vehicles and follow emergency staff instructions.

NOTE: Post copies of this in concession areas, etc. Include a list of emergency numbers.

BOMB THREAT CALL PROCEDURE

(If you receive the bomb threat call on your telephone)

Following are the procedures to follow if a “bomb threat” is called to the school.

1. Signal to another person, if possible, that you are receiving a bomb threat and they should call 911 and notify Administration.
2. Using the Bomb Threat Check-List and completely document the entire call if possible.
3. After the caller hangs up, the person that received the call should call the Sheriff’s Department (911 or (715) 537-3106) with the documented information from the bomb threat call.
4. If, and when a bomb threat is received, we will immediately evacuate the building. Follow the procedure as described in your evacuation plan at the end of this manual.
5. Evacuation sites are as follows:

Elementary School	Middle School Gym
Middle School	Bus Garage
High School	Bus Garage
North Star Academy	Cameron Village Hall

Jim Hessel, Transportation Supt. (715) 458-5719 (cell) 715-642-0712

SCHOOL DISTRICT OF CAMERON BOMB THREAT INTERVIEW FORM

Date _____ **Time of call** _____ **# from caller I.D.** _____

REMAIN CALM – LET THE PERSON TALK FIRST WITHOUT INTERRUPTIONS

Message (Exact words):

Questions to ask:
When is bomb going to explode?
Where is it right now?
Is the bomb in the school?
What does it look like?
Why did you place the bomb?
What will cause it to explode?
Did you place the bomb?
What kind of bomb is it?
What is your name?
What is your address?

Sex of caller:	Male
Female	
Approximate	age of caller:

Length of call:	

Caller's Voice		Background Sounds		Threat Language	
	Calm		Street noises		Well spoken (Educated)
	Angry		Voices		Incoherent
	Excited		PA system		Foul
	Slow		Music		Taped
	Rapid		House noises		Irrational
	Soft		Motor		Message read by threat maker
	Loud		Office noises		
	Laughter		Factory machinery		
	Crying		Animal noises		
	Normal		Clear		
	Distinct		Static		
	Slurred		Local		
	Whispered		Long distance		
	Nasal		Booth		
	Lisp				
	Raspy				
	Deep				
	Clearing throat				
	Deep breathing				
	Cracking voice				
	Disguised				
	Accent				

Crisis Response

When a school receives the news that a student has died, the first step is to make sure this news is true. In this age of social media, it is easy for rumors to spread.

Upon confirmation, the District will implement a coordinated crisis response to achieve the following:

- Effectively manage the situation
- Provide opportunities for grief support
- Maintain an environment focused on normal educational activities
- Help students cope with their feelings

Mobilize a Crisis Response Team

Cameron School District - Crisis Response Team Members

- District Administrator
- Pupil Services Director
- ES, MS, and HS principals
- ES, MS, and HS school counselors
- Mental Health Navigator
- School Resource Officer

Building specific staff, i.e., principals and counselors, are included as members of the Crisis Response Team when a student enrolled in their building has died. Depending on the situation, building specific staff may be included on the Crisis Response Team when the student that has died does not attend their school. The District Administrator will determine when to involve building specific staff from other buildings.

In the event of a student death, the Cameron School District Crisis Response Team will convene as soon as possible.

The Crisis Response Team will proceed with the meeting agenda below.

Crisis Team Meeting Agenda

- Confirm as much factual information as possible
- Determine a point person to communicate with the family of the deceased student
- Assign a staff member to follow the deceased student's schedule to monitor peer reactions and answer questions
- Establish communication plan for staff, students, and families
 - Staff
 - As soon as possible building principals will hold staff meetings in their buildings (see Guidelines for Initial Staff Meeting below)
 - Factual information will be shared; cause of death will be shared if permitted by the family

- If the Crisis Response Team determines that teachers will be part of sharing information with student, then they will be provided a script to read
 - Students
 - Every effort will be made to share information with students in small groups vs. an announcement style notification
 - The Crisis Response Team will determine which notification script will be used depending on the family's wishes
 - Provide students with information on how to access supports at school; provide web-based resources, hotlines, etc. as additional supports
 - Parents
 - Information will be sent via the district's Skyward notification system, taking care to remove the deceased student's name / family from the notification
 - The Crisis Response Team will determine if district-wide or building specific parent notification is required
 - The Crisis Response Team will determine which notification script will be used depending on the family's wishes
- Establish supports and services plan
 - Identify individuals that can offer direct support
 - School based mental health staff
 - Community based therapists, social workers
 - Religious leaders in the community
 - Determine room assignments for any individuals offering direct support; ensure privacy
 - Arrange for snacks, meals, and beverages for individuals brought in to provide support services
 - Identify individuals who may be having particular difficulty, such as family, close friends, teammates, etc; those who had difficulties with the deceased; those who may have witnessed the death; and students known to have depression or prior suicidality
 - To the extent possible, secure individuals to offer supervision / coverage in classrooms for teachers who need support or a break
 - Be sure staff and students know how to access supports
 - Students needing support should report to the building office
 - Staff needing support / coverage should contact office staff
 - Ensure that the building office is always staffed with an individual who knows where / how students and staff can access support
- Determine if staff meetings will be held in each building at the end of the first day. If yes, refer to the End of the First Day Guidelines below.
- Schedule time for Crisis Response Team to meet at the end of the first day
 - Review the day's challenges and successes, including any students of particular concern
 - Offer team members the opportunity to share experiences, express concerns, and ask questions
 - Discuss plans for the next day

Guidelines for Initial Staff Meeting

- Share factual information about the death
- Inform staff that to the extent possible, substitute teachers or other individuals will be available to cover if they are too upset to teach or need a break. Make sure teachers know who to call to request coverage.
- Provide staff with death notification script to be read to students
- Provide staff with any resources / information that will be given to students (i.e., crisis phone numbers, etc.)
- Inform staff when / what time the death notification script should be read
- Give staff copies of Tips for Talking about Suicide and Facts about Suicide in Adolescents if death has been ruled a suicide
- Explain plans for the day, including how and where to access supports; make sure teachers know who to contact / where to escort students who are having difficulty
- Remind staff, that to the extent possible and appropriate, we will maintain regular school functions and schedules
- Inform teachers there will be a school staff member that will follow the deceased student's schedule
- Encourage staff to increase their visibility around the school, i.e., be present in hallways during passing times
- Remind staff that they are not to communicate directly with parents, other community members, or the media regarding the student death; any inquiries should be directed to the District Administrator
- Offer time for any staff questions

End of the First Day Guidelines

- Offer verbal appreciation of the staff
- Review the day's challenges and successes, including any students of particular concern
- Give staff the opportunity to share experiences, express concerns, and ask questions
- Remind staff of the importance of self-care; check in with staff to assess whether any need additional support
- Discuss plans for the next day
 - To the extent possible, we will maintain regular school functions and schedules
 - Be sure staff know how to access supports; make sure teachers know who to contact / where to escort students who are having difficulty
 - Encourage staff to increase their visibility around the school

Death Notification Statement Options for Students

When the Death Has Been Ruled a Suicide and is public knowledge

I am sorry to tell you that one of our students, NAME, has died. I'm also very sad to tell you that the cause of death was suicide.

Many of you may also feel very sad. Others may feel other emotions such as anger or confusion. It's okay to feel whatever emotions you might be feeling. When someone takes their own life, it leads to a lot of questions, some of which may never be completely answered.

While we may never know why NAME and ended HIS/HER life, we do know that suicide has many causes. In many cases, a mental health condition is part of it, and these conditions are treatable. It's really important if you're not feeling well in any way to reach out for help. Suicide should not be an option.

Rumors may come out about what happened, but please don't spread them. They may turn out to be untrue and can be deeply hurtful and unfair to NAME and HIS/HER family and friends. I'm going to do my best to give you the most accurate information as soon as I know it.

Each of us will react to NAME's death in our own way, and we need to be respectful of each other. Some of us may have known NAME well, and some of us may not. But either way, we may have strong feelings. You might find it difficult to concentrate on schoolwork for a while. On the other hand, you might find that focusing on school helps take your mind off of what has happened. Either is okay.

Your teachers and I are here for you. We also have counselors here to help us all cope with what happened. If you want to talk to one of them, just let me or one of your other teachers know. We are all here for you and we will do what we can to help you.

When the Cause of Death is Unconfirmed

I am sorry to tell you that one of our students, NAME, has died. The cause of death has not yet been determined.

We are aware that there has been some talk that this might been a suicide death. Rumors may begin to come out, but please don't spread them. They may turn out to be untrue and can be deeply hurtful and unfair to NAME and HIS/HER family and friends. I'm going to do my best to give you the most accurate information as soon as I know it.

Since the subject has been raised, I do want to take this chance to remind you that suicide, when it does occur, is very complicated. No one single thing causes it. But in many cases, a mental health condition is part of it, and these conditions are treatable. It's really important if you're not feeling well in any way to reach out for help. Suicide should not be a option.

Each of us will react to NAME's death in our own way, and we need to be respectful of each others. Right now, I'm feeling sad, and many of you may feel sad too. Others may feel anger or confusion. It's okay to feel whatever emotions you might be feeling. Some of us may have known NAME well, and some of us may not. But either way, we may have strong feelings. You might find it difficult to concentrate on schoolwork for a little while. On the other hand, you might find that focusing on school helps take your mind off what has happened. Either is okay.

Your teachers and I are here for you. We also have counselors here to help us all cope with what happened. If you want to talk to one of them, just let me or one of your other teachers know. We are all here for you and we will do what we can to help you.

When the Family Requests the Cause of Death Not Be Disclosed

I am sorry to tell you that one of our students, NAME, has died. The family has requested that information about the cause of death not be shared at this time.

We are aware that there has been some talk that this might have been a suicide death. Rumors may begin to come out, but please don't spread them. They may turn out to be untrue and can be deeply hurtful and unfair to NAME and HIS/HER family and friends. I'm going to do my best to give you the most accurate information as soon as I know it.

Since the subject has been raised, I do want to take this chance to remind you that suicide, when it does occur, is very complicated. No one single thing causes it. But in many cases, a mental health condition is part of it, and these conditions are treatable. It's really important if you're not feeling well in any way to reach out for help. Suicide should not be a option.

Each of us will react to NAME's death in our own way, and we need to be respectful of each others. Right now, I'm feeling sad, and many of you may feel sad too. Others may feel anger or confusion. It's okay to feel whatever emotions you might be feeling. Some of us may have known NAME well, and some of us may not. But either way, we may have strong feelings. You might find it difficult to concentrate on schoolwork for a little while. On the other hand, you might find that focusing on school helps take your mind off what has happened. Either is okay.

Your teachers and I are here for you. We also have counselors here to help us all cope with what happened. If you want to talk to one of them, just let me or one of your other teachers know. We are all here for you and we will do what we can to help you.

Death Notification Statement for Parents

When the Death Has Been Ruled a Suicide and is public knowledge

I am sorry to tell you that one of our students, NAME, has died. Our thoughts and sympathies are with HIS/HER family and friends.

All of the students were given the news of the death by their teacher in HOMEROOM/CLASS PERIOD this morning. I have included a copy of the announcement that was read to them.
ATTACH DEATH NOTIFICATION STATEMENT FOR STUDENTS

The cause of death was suicide. Suicide is a very complicated act. Although we may never know why NAME ended HIS/HER life, we do know that suicide has multiple causes. In many cases, a mental health condition is part of it. But these conditions are treatable. It's really important if you or your child are not feeling well in any way to reach out for help. Suicide should not be an option. I am including some information that may be helpful to you in discussing suicide with your child.
ATTACH FACTS ABOUT SUICIDE IN ADOLESCENTS and TIPS FOR TALKING TO STUDENTS ABOUT SUICIDE

Members of our Crisis Response Team are available to meet with students individually and in groups today as well as over the coming days and weeks. Please contact the school office if you feel your child is in need of additional assistance. Note that children who are already vulnerable may be at a greater risk due to exposure to the suicide of a peer. If you or your child needs help right away, call the INSERT PHONE / CONTACT INFO, call 911, or take your child to the nearest emergency department.

Information about the funeral service will be made available as soon as we have it. If your child wishes to attend, we strongly encourage you to accompany him or her to the service. If the funeral is scheduled during school hours, students who wish to attend will need parental permission to be released from school.

The school will be hosting a meeting for parents and others in the community at DATE/TIME/LOCATION. Members of our Crisis Response Team OR NAME SPECIFIC MENTAL HEALTH PROFESSIONALS will be present to provide information about common reactions following a suicide and how adults can help youth cope. They will also provide information about suicide and mental illness in adolescents, including risk factors and warning signs of suicide, and will address attendees' questions and concerns.

If you have any questions or concerns, please contact me or one of the school mental health professionals. We can be reached by calling INSERT CONTACT INFORMATION.

Sincerely,

PRINCIPAL'S NAME

When the Cause of Death is Unconfirmed

I am sorry to tell you that one of our students, NAME, has died. Our thoughts and sympathies are with HIS/HER family and friends.

All of the students were given the news of the death by their teacher in HOMEROOM/CLASS PERIOD this morning. I have included a copy of the announcement that was read to them.
ATTACH DEATH NOTIFICATION STATEMENT FOR STUDENTS

The cause of death has not yet been determined by authorities. We are aware that there has been some talk that this might have been a suicide death. Rumors may begin to circulate, and we have asked the students not to spread them since they turn out to be untrue and can be deeply hurtful and unfair to NAME and HIS/HER family and friends. We will do our best to give you accurate information as it becomes known to us.

Members of our Crisis Response Team are available to meet with students individually and in groups today as well as over the coming days and weeks. Please contact the school office if you feel your child is in need of additional assistance. Note that children who are already vulnerable may be at a greater risk due to exposure to the suicide of a peer. If you or your child needs help right away, call the INSERT PHONE / CONTACT INFO, call 911, or take your child to the nearest emergency department.

Information about the funeral service will be made available as soon as we have it. If your child wishes to attend, we strongly encourage you to accompany him or her to the service. If the funeral is scheduled during school hours, students who wish to attend will need parental permission to be released from school.

If you have any questions or concerns, please contact me or one of the school mental health professionals. We can be reached by calling INSERT CONTACT INFORMATION.

Sincerely,

PRINCIPAL'S NAME

When the Family Has Requested That the Cause of Death Not Be Disclosed

I am sorry to tell you that one of our students, NAME, has died. Our thoughts and sympathies are with HIS/HER family and friends.

All of the students were given the news of the death by their teacher in HOMEROOM/CLASS PERIOD this morning. I have included a copy of the announcement that was read to them.
ATTACH DEATH NOTIFICATION STATEMENT FOR STUDENTS

The family has requested that information about the cause of death not be shared at this time. We are aware there have been rumors that this was a suicide death. Since the subject has been raised, we want to take this opportunity to remind our community that suicide, when it does occur, is a very complicated act. No one single thing causes it. But in many cases, a mental health condition is part of it, and these conditions are treatable. It's really important if you or your child is not feeling well in any way to reach out for help. Suicide should not be an option. I am including some information that may be helpful to you in discussing suicide with your child. ATTACH FACTS ABOUT SUICIDE IN ADOLESCENTS and TIPS FOR TALKING TO STUDENTS ABOUT SUICIDE

Members of our Crisis Response Team are available to meet with students individually and in groups today as well as over the coming days and weeks. Please contact the school office if you feel your child is in need of additional assistance. Note that children who are already vulnerable may be at a greater risk due to exposure to the suicide of a peer. If you or your child needs help right away, call the INSERT PHONE / CONTACT INFO, call 911, or take your child to the nearest emergency department.

Information about the funeral service will be made available as soon as we have it. If your child wishes to attend, we strongly encourage you to accompany him or her to the service. If the funeral is scheduled during school hours, students who wish to attend will need parental permission to be released from school.

If you have any questions or concerns, please contact me or one of the school mental health professionals. We can be reached by calling INSERT CONTACT INFORMATION.

Sincerely,

PRINCIPAL'S NAME

