**Wood County Schools**

**Standard Operating Procedure**

**Event:** Acute Crisis or Student Threat

**Wood County Reference:** Wood County BOE Policy 2500

**WV Code Reference:**

**Wood County Contact Person:** Director of Elementary Schools

Assistant Superintendent (Secondary Schools)

**Required or Recommended Procedures:**

1. In the case of an **acute crisis** (imminent danger):
   1. Do not leave the student alone.
   2. Call 911: provide name of the school, location of the school, and location where emergency medical services shall be met.
   3. Report special instructions back to the staff person in charge.
   4. Continue to monitor the crisis and maintain student safety until help arrives.
   5. Inform parent/guardian, appropriate board office administrator, and the WCS Coordinator of Safety of the crisis situation.
   6. Complete student incident report, and enter appropriate WVEIS information.
   7. Upon student return to school, meet as a team to complete a **Student Safety Plan** (attached).
2. In the case of a **student threat** to harm themselves:
   1. Once threat is reported and it is determined that the threat is not acute, complete **Documentation Regarding Danger to Self** sheet (attached) with school administrator and counselor or nurse.
   2. Contact respective Director of Elementary or Assistant Superintendent (Secondary Schools) to discuss documentation.
   3. If warranted, fax attached sheet to Director of Elementary or Assistant Superintendent (Secondary Schools), who will discuss attached sheet with a School Psychologist.
   4. If formal risk assessment is completed, a risk team, consisting of the school psychologist, school administrator, school counselor and/or nurse, and board office administrator will review results and discuss recommendations.
   5. Complete **Student Safety Plan** (attached) - Regarding Danger to Self as a school team upon the student’s return to school (review within 30 days).
3. In the case of a **student threat** to harm others:
   1. Once threat is reported, the administrator makes a preliminary determination of the seriousness of the threat.
   2. School staff (administrator(s), counselor, nurse, SRO, etc.) will complete the **Student and Witness Interviews** (attached) and the **Threat Assessment Checklist** (attached).
   3. If the threat is determined to be transient, it can likely be resolved at the school level. See attached protocol.
   4. If threat is determined to be substantive, contact respective Director of Elementary or Assistant Superintendent of Secondary School to discuss documentation.
   5. If warranted, fax attached sheet to Director of Elementary or Assistant Superintendent (Secondary Schools), who will discuss attached documentation with a school psychologist.
   6. If a formal threat assessment is completed, a risk team, consisting of the school psychologist, school administrator, school counselor and/or nurse, and board office administrator will review results and discuss recommendations for the **Action/Supervision Plan** (attached).
   7. If a threat is determined to be very serious/high risk following an evaluation, the risk team will include the WCS Coordinator of Safety who will help determine if law enforcement involvement is necessary.
   8. Complete the **Action/Supervision Plan** as a school team (including a school administrator, school counselor and nurse, the student and/or student’s parent/guardian, teacher(s), etc.) upon the student’s return to school (review within 30 days).

*If the student is seen by and released to return to school from an outside provider, such as Westbrook Crisis or a physician/psychologist/counselor, please have a release signed for the student to return to school, as well as a release signed by the parent to allow school staff to speak with that provider.*

**Comments and/or Notes:**

Revised 7/2018