

WESTPORT BOARD OF EDUCATION

MINUTES

Board Members Present:

Elaine Whitney	Chair
Michael McGovern	Vice Chair
Michael Gordon	Secretary
Mark Mathias	
Jennifer Tooker	
Brett Aronow	
Jeannie Smith	

Administrators Present:

Elliott Landon	Superintendent of Schools
Elio Longo	Director of School Business Operations
Lis Comm	Dir. of Secondary Ed. & Research
Cynthia Gilchrest	Dir. of Elementary Ed.
Marge Cion	Director of Human Resources
Michael Rizzo	Director of Pupil Services

CALL TO ORDER/PLEDGE OF ALLEGIANCE: 7:37pm in the Staples High School cafeteria B

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

MINUTES: September 23, 2013 minutes approved.

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS

DISCUSSION:

PRESENTATION:

- | | |
|--|---------------|
| 1) Standardized Testing Report | Ms. Carrignan |
| 2) NEASC Accreditation: Process and Procedure
And
Social Studies Curriculum: Designing Backwards | Mr. D'Amico |
| 3) Review of Class Sizes: Kindergarten-Grade 12 | Dr. Landon |

DISCUSSION/ACTION:

Policy P5141.5: Suicide Prevention/Intervention (attachment) Dr. Landon

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves Policy P5141.5: Westport Suicide Prevention/Intervention Policy, a copy of which shall be appended to the Minutes of the Meeting of October 7, 2013.

MOTION: Brett Aronow
SECOND: Michael Gordon
RESULT: Unanimous
VOTE: 7-0

Acceptance of Gift

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with thanks and appreciation a gift valued at \$4,500 of a modernist sculpture, All the World's A Stage, from Adam D. Stolpen, to be placed in the Staples High School outdoor courtyard.

MOTION: Jeannie Smith
SECOND: Mark Mathias
RESULT: Unanimous
VOTE: 7-0

DISCUSSION:

2014-15 Budget Guidelines: Goals and Priorities

Dr. Landon

DISCUSSION/ACTION:

Motion to add Membership: School security and Safety Committees as an action item.

MOTION: Michael Gordon
SECOND: Jennifer Tooker
RESULT: Passed
VOTE: 6-1 with Michael McGovern dissenting

Membership: School Security and Safety Committees

(attachment) Dr. Landon

Be It Resolved, That upon the recommendation of the superintendent of Schools, and consistent with the obligations imposed upon the Board of Education with regard to P.A. 13-3, An Act Concerning Gun violence Prevention and Children's Safety, the Board of Education authorizes the creation of a "school security and safety committee" at each of the eight Westport Public Schools and a district-wide committee in accordance with the memorandum of the Superintendent of Schools dated October 7, 2013, as amended.

MOTION: Elaine Whitney
SECOND: Michael Gordon
RESULT: Passed
VOTE: 6-1 with Michael McGovern dissenting

ADJOURNMENT: Meeting adjourned at 10:28 pm

Respectfully submitted,

Michael Gordon, Secretary
(Minutes written by Lisa Marriott)

WESTPORT PUBLIC SCHOOLS
Department of Pupil Services
Crisis Intervention Form
Confidential

Date: _____

Student's Name: _____

Birth date: _____

School: _____

Grade: _____

Referred by: _____

Does student have an IEP? _____

Does student have 504 Plan? _____

Is the student in RTI- Academic? _____ Behavior? _____

Did crisis involve:

Suicidal ideation or threat?	Yes__ No__
Mild attempt (did not endanger life)?	Yes__ No__
Serious attempt (causing physical harm)?	Yes__ No__
Self-injurious behavior/threat?	Yes__ No__
Threat to others?	Yes__ No__
Other crisis?	Yes__ No__

Describe the event, precipitating factors, and assessment findings (i.e. plan, intent, means, prior attempt):

Check relevant stressors/risk factors:

<i>Family</i>		<i>Student</i>		<i>School/Community</i>	
Separation/Divorce	___	Physical Illness	___	Attendance	___
Physical Illness	___	Depression/Anxiety or	___	Disciplinary	___
Depression/Anxiety or	___	other emotional disorder	___	Police involvement	___
other emotional disorders	___	Peer issues	___	Other: _____	
Recent Death	___	Impulsive	___		
Financial	___	Alcohol/Drugs	___		
Abuse	___	Academic	___		
Suicide history	___	Suicide history	___		

Other: _____ Other: _____

Is the student *at-risk* for suicidal behavior? Yes ___ No ___

Is the student in *imminent danger* for suicidal behavior? Yes ___ No ___

Describe actions taken:

ACTION

DATE

ACTION	DATE

Follow-up recommendations:

RECOMMENDATIONS

PERSON RESPONSIBLE

RECOMMENDATIONS	PERSON RESPONSIBLE

We request that the student receive a mental health evaluation by a licensed medical or mental health professional*. Please take this form with you for the provider's reference and have them complete and sign the following pages. We have also attached the exchange of information form to allow communication between the provider and specific school staff members.

*A licensed medical or mental health provider who has training to conduct mental health assessments, which includes physicians, psychiatrists, psychologists, clinical social workers, and advanced practice registered nurses, who are not employees of the Westport Public Schools.

Report filed by: _____ **Telephone #:** _____

Date report submitted: _____

Reviewed by Building Administrator _____
signature

date

To be completed by licensed medical or mental health professional:

Documentation of Mental Health Evaluation

I have evaluated _____ (student's name) on

_____ (date) and I have reviewed the attached Westport Public Schools Crisis

Intervention Form.

Results of Evaluation: _____

Recommended date for student to return to school: _____

Completed by:

Name/Title

Address

Telephone and Fax Numbers

Signature of Person Completing Mental Health Evaluation

Date

To be completed by Westport Public Schools Staff upon Re-Entry to School

Re-Entry Plan

Student Name: _____ Date: _____

Attendees at Meeting: _____

Reason for Referral:

Dates of Absence from School: _____

Team reviewed Crisis Intervention Form/Mental Health Evaluation: add check box

Exchange of Information for Form Completed: *add check box*

Current medications/Treatment Plan:

Re-Entry Plan	Staff Member Responsible

Reviewed by Building Administrator _____ **signature** _____ **date**

Students

Westport Administrative Regulations

Suicide Prevention and Intervention

Westport is committed to providing a positive school climate that promotes the physical and mental health of all students and staff. In order to create this environment, the Board has developed a comprehensive plan that is consistent with state law and best practice guidelines for suicide prevention and intervention.

Suicide Prevention

Students will receive mental health education as part of the curriculum, in compliance with state law. Schools may also conduct outreach to students through school assemblies and public awareness campaigns, aimed at mental health issues. Students will be strongly encouraged to report any information regarding a possible suicide threat. The district will conduct outreach to parents/guardians and parent groups through individual meetings, lectures/speakers, or written material appropriate to raise awareness and educate parents/guardians regarding their role in fostering nurturing and supportive family environments for their children.

Staff will receive in-service training on a yearly basis regarding youth suicide prevention. Such trainings shall cover risk factors for suicide, how to talk with at-risk students, and accessing school and community resources. Trainings shall delineate specific school personnel and the procedural guidelines to follow whenever a student is identified as a student at risk for suicide. School personnel shall identify a potential network of community mental providers with whom they can collaborate.

Westport recognizes the importance of student connectedness and resiliency in order to promote positive emotional well-being and has developed prevention programs for this purpose.

Some other Westport prevention programs include:

- School/district crisis teams
- Safe school climate teams
- Student Assistance teams and Response to Intervention teams
- Social skills curriculum (elementary)
- Developmental Counseling (middle school)
- K-12 Health Curriculum

Management of Suicide Risk

Suicide Prevention Procedures – During school hours

The school cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or is seriously considering attempting suicide. The following procedures shall be implemented toward this end.

I. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or his/her designee and not leave the student alone. This must be done even if the student has confided in the staff person and asked his/her communication be kept confidential. The principal or designee will then notify appropriate pupil personnel services staff.

II. The PPS staff member shall interview the student, consider available background information and determine whether the student is “at-risk” or in “imminent danger”.

III. If a staff member becomes aware that the student has a weapon, the staff member will immediately contact the Westport Police Department and the Principal, as outlined in the Westport Public Schools Crisis Manual.

IV. If the student is assessed to be “at-risk”:

A. A student is assessed to be at risk if he/she has some intent to kill himself/herself and/or has thought about how he/she would do it. He/she may have access to the method but does not have everything in place. Although the student may exhibit feelings of hopelessness, helplessness and unbearable pain, he/she shows some willingness to accept help.

1. The PPS staff member will explain to the student that parent(s) will be contacted in order to arrange for professional help and to develop an appropriate support plan.

2. The PPS staff member will notify the student’s parent/guardian and request a meeting with them as soon as possible, preferably that same day.

3. The student should not be allowed to go home alone. The student must be released to a parent, guardian, or other responsible adult with the parent’s or guardian’s permission. If staff are unable to reach a parent/guardian, staff shall utilize the student’s emergency contact information.

3. When the parent/guardian arrives at school, the PPS staff member shall meet with him/her to discuss:

- (1) the seriousness of the situation;
 - (2) the need for an immediate suicide risk evaluation by a licensed medical or mental health professional;
 - (3) the need for continued monitoring of the student at home if he/she is released following the evaluation;
 - (4) referral to appropriate professional services outside the school system;
 - (5) PPS staff member will inform the parent/guardian that in order to be sure the student is safe to return to school, a licensed medical or mental health professional should review the crisis intervention form, and complete and sign the last page of the form. Parent/guardian should return this form to the PPS staff member prior to or on the day of the student's return to school. *(See Appendix-Crisis Intervention Form, Documentation of Mental Health Evaluation)*
 - (6) PPS staff member will request that the parent/guardian sign a release of information form permitting communication between the school and the licensed medical or mental health professional who conducted the evaluation, the student's therapist, and other appropriate individuals. *(See Appendix-HIPAA form)*
4. The PPS staff member shall document in writing the course of events, including what transpired at the meeting, and the outcome. *(See Appendix-Crisis Intervention Form)*
 5. When a student assessed to have been "at-risk" returns to the school, the student and parent/guardian will meet with the principal and PPS staff member to create a re-entry plan. The PPS staff member will document the meeting in writing. *(See Appendix-Re-entry form)*
 6. If the parent/guardian does not follow through and the student remains "at-risk", a medical neglect referral to the Department of Children and Families (DCF) may be made (if the student is less than 18 years of age). The parent/guardian should be notified as soon as possible that such a referral has been made.
 7. The PPS staff member may notify other staff, as necessary, to maintain a safe school environment for all students.
 8. The PPS staff member may refer the student to the school's Response to Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
 9. The PPS staff member or the team shall monitor the student's progress and shall consult as necessary with family, outside professionals and school staff.

V. If the student is assessed to be in "imminent danger":

A. A student is assessed to be in imminent danger if he/she has the intent to kill himself/herself, a specific plan for how he/she will do it, and immediate access to the method; in addition, he/she may exhibit feelings of loneliness, hopelessness, helplessness, and the inability to tolerate more pain.

1. The PPS staff member shall ensure that the student is not left alone.
2. The PPS staff member shall notify the parent/guardian and request that the student be picked up at school and taken to a licensed medical or mental health professional for a thorough suicidal risk evaluation.
3. When the parent/guardian arrives at school, the PPS staff member and an administrator shall meet with him/her to discuss:
 - (1) The seriousness of the situation;
 - (2) The need for an immediate suicide risk evaluation by a licensed medical or mental health professional;
 - (3) The need for continued monitoring of the student at home if he/she is released following the evaluation;
 - (4) Referral to appropriate professional services outside the school system;
 - (5) PPS staff member will inform the parent/guardian that in order to be sure the student is safe to return to school, a licensed medical or mental health professional should review the crisis intervention form, and complete and sign the last page of the form. Parent/guardian should return this form to the PPS staff member prior to or on the day of the student's return to school. *(See Appendix-Crisis Intervention Form, Documentation of Mental Health Evaluation)*
 - (6) PPS staff member will request that the parent/guardian sign a release of information form permitting communication between the school and the licensed medical or mental health professional who conducted the evaluation, the student's therapist, and other appropriate individuals. *(See Appendix-HIPAA form)*
4. The PPS staff member shall document in writing the course of events, including what transpired at the meeting, and the outcome. *(See Appendix-Crisis Intervention Form)*
5. The PPS staff member may notify other staff, as necessary to maintain a safe school environment for all students.
6. The PPS staff member may refer the student to the school's Response to Intervention/ Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
7. If the parent/guardian is unable to come to school:
 - (1) The PPS staff member and administrator shall provide, over the telephone, information as to available resources outside and within the school system, and shall plan follow-up contacts.
 - (2) The PPS staff member will notify the parent/guardian of his/her intent to and arrange transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (e.g., ambulance or police cruiser).
 - (3) Police may be notified if the student poses a threat to the safety of him/herself or others, or as dictated by other circumstances.
 - (4) The PPS staff member shall document in writing the course of events and the outcome. *(See Appendix-Crisis Intervention Form)*

8. If the parent/guardian does not agree with the school's determination that the student is in imminent danger or for any other reason refuses to take action:

(1) The PPS staff member shall meet with the building principal to develop an immediate plan focused on protection of the student.

(2) The PPS staff member shall notify the parent/guardian of the plan which may include either that a) the Department of Children and Families (DCF) will be contacted and a medical neglect referral made, if the parent/guardian remains uncooperative and the student is less than 18 years of age; and/or b) the police will be called to maintain the student's safety.

(3) The PPS staff member shall arrange for an emergency vehicle to transport the student to the hospital or an appropriate mental health facility; shall inform hospital staff of the situation; shall plan follow-up in relation to hospital staff or mental health facility staff decisions as to how to proceed.

(4) The PPS staff member shall consult and cooperate with DCF and/or the police as necessary.

(5) The PPS staff member shall document in writing the course of events and the outcome. *(See Appendix-Crisis Intervention Form)*

9. When a student assessed to have been in "imminent danger" returns to the school, the student and parent/guardian will meet with the principal and PPS staff member to create a re-entry plan. The PPS staff member will document the meeting in writing. *(See Appendix-Re-entry form)*

10. The PPS staff member or appropriate school-based team (if such a referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, when necessary.

VI. General Procedures During After School Hours For Potentially Suicidal Students

A. If a staff member becomes aware of a potentially suicidal student during after-school hours, he/she should immediately contact the building Principal. If the Principal is unavailable, the staff member will contact another administrator on the list.

B. The Principal or other administrator may then contact the parents/guardians of the student and/or the police, as appropriate.

C. In addition, the Principal, in conjunction with the parent/guardian, may contact a 24-hour crisis center or the student's therapist, if the school has consent to speak with such therapist.

D. If the student attends school the following day, the Principal shall notify a PPS staff member and follow the procedures above to the extent appropriate.

E. Refer to additional procedures for students assessed to be at risk, above, in Section III.

VII. Students Who Have Attempted Suicide

1. In School Attempt

- (1) The staff person who becomes aware of the attempt will remain with the student and will immediately send for the nurse and Principal.
- (2) The nurse and Principal will follow school medical emergency procedures to get immediate medical help for the student.
- (3) The parents will be contacted.
- (4) The Principal in conjunction with the Crisis Team and the Coordinator of Psychological Services will develop a plan to monitor and support students.
- (5) If the attempted suicide is causing visible distress among students, PPS staff may be asked to talk to students about the incident. A before or after school meeting may be held to identify other at-risk students and discuss concerns. The Principal or other PPS staff member will follow additional procedures for students assessed to be in imminent danger, above, in Section IV.

2. Out of School Attempt

- (1) The staff person who receives the information concerning an attempted suicide will immediately contact the school Principal who will call the parents to verify the information and actions taken.
- (2) The Principal, in conjunction with the Crisis Team and the Coordinator of Psychological Services, will develop a plan to monitor and support other students.
- (3) If the attempted suicide is causing visible distress among students, PPS staff may be asked to talk to students about the incident. A before or after school meeting may be held to identify other at-risk students and discuss concerns.
- (4) The Principal will determine if the situation warrants informing the full faculty.
- (5) A PPS staff member will be assigned to follow up and monitor the student upon his/her return to school. A re-entry meeting and review of appropriate documentation provided by the parents will take place when the student returns to school.
- (6) If appropriate, information will be shared with the Principal of the sibling's school.
- (7) The Principal or other PPS staff member will follow additional procedures for students assessed to be in imminent danger, above, in Section IV.

The principal or designee will notify the Director of Special Education of any incident involving a suicidal ideation, attempt, threat or act and complete the Crisis Intervention Form.

VIII. Completed Suicides

- A. In the case of a completed suicide, the Principal shall immediately notify the Superintendent. The Principal will mobilize the school crisis team in order to formulate an emergency response plan. The goals of this plan will be to:
 - Support high-risk students
 - Provide quality information to staff, students, and parents. Any communication should not provide details as to the cause of death, but should focus on resources for support.
 -

- Support the entire school community including the family of the deceased student
- Plan for both short-term and long-term needs of staff, school, and the community

Appendix:

Crisis Intervention

Documentation of Mental Health Evaluation

Re-entry Plan

HIPAA

Regulation approved: October 7, 2013

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Students

Westport Suicide Prevention/Intervention Policy

Suicide Prevention and Intervention

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for assessment and counseling.

The Board of Education recognizes the need for youth suicide prevention procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

Any school employee who may have knowledge of a suicide threat must promptly take the proper steps to report this information to the building principal or his/her designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

Legal Reference: Connecticut General Statutes
10-221(e) Boards of education to prescribe rules.

Policy Adopted: October 7, 2013

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut