

I. Procedure Name: Go Guardian Notification Protocol

II. Basic Procedure:

The purpose of this protocol is to standardize the process for notifications of Go Guardian reports of self-harm searches of students for administrators of all school levels.

A. Monitoring of Go Guardian Notifications

The monitoring of Go Guardian notifications will be done by District Information Technology (IT) staff on district work days (including non-student days) and over the summer, during the normal business hours of 7:00 am to 5:00 pm.

B. District Information Technology Staff

1. Select IT staff shall monitor the Go Guardian Smart Alert Dashboard from 7:00 am to 5:00 pm for Self-Harm alerts.
2. The IT staff member shall communicate Go Guardian alerts of self-harm (with specific information of the Go Guardian notification) by e-mail and phone, to the school administration (principal or assistant principal(s)).
3. In the event an administrator is unavailable, IT staff may contact a school counselor. School administration shall be notified by email if counselor was notified.
4. IT staff member shall complete the Go Guardian referral form to document the details of the alert.
<https://goo.gl/forms/vzBKQonoIbtEeJ5Q2>
5. IT staff member shall email the school administration a copy of the report that is generated for that student's incident and copy the respective Director as well as the Assistant Superintendent of Curriculum and Instruction and the Coordinator of Student Services.

C. School-Based Staff (*District work day – Student Attendance Day*)

1. Upon receipt of Go Guardian notification from IT staff, administrator will engage the appropriate staff member (assistant principal, school counselor, etc.) to determine if student is in attendance and to contact the parent/guardian of the student.
 - a. If student is present, school counselor or district LMHC should assess student. Parent/guardian is to be notified.
 - b. If student is absent, contact parent/guardian immediately.

- c. If parent/guardian is not reached, law enforcement shall be called to request a well check visit for student.
 - d. If a well check visit is requested of law enforcement, administrator shall notify Superintendent's Office immediately.
2. Name of parent/guardian, date and time of parental/guardian contact shall be updated in the Medical tab in Focus. Parental action should also be noted in the appropriate field within the Medical tab.
3. Administrator should refer the student to the Risk and Suicide Assessment school-based team and follow guidelines found in the Risk and Suicide Assessment Manual.

D. School-Based Staff (*District work day – Non-student Day*)

1. Upon receipt of Go Guardian notification from IT staff, administrator will engage appropriate staff member (assistant principal, school counselor, etc.) to do the following steps:
 - a. Parent/guardian is to be notified.
 - b. Name of parent/guardian, date and time of parental/guardian contact shall be updated in the Medical tab in Focus. Parental action should also be noted in the appropriate field within the Medical tab.