

Kona Pacific Public Charter School

Crisis Response Protocol

Please refer to the following protocols in order to properly respond or assist in particular crisis situations that can occur at our school.

Schools shall also refer to the [Emergency Procedures Guide](#)

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1. Crisis Response Team: Team members shall be contacted upon knowledge of crisis occurring.

1.1. Suggested Members: Schools should know their lead and identify their team

- 1.1.1. Director: Amber Herres**
- 1.1.2. Assistant Director: Sherri Coronel**
- 1.1.3. Behavior Support: Jackie Sabin**
- 1.1.4. Groundskeeper: Shane Mann**
- 1.1.5. Behavior EA: Randy Moseng**

2. Suspected Abuse

2.1. When an adult receives information regarding suspected abuse that adult will be the mandated reporter.

2.2. Steps to reporting:

- 2.2.1. Inform administration that a call is going to be made to CWS about a suspicion of abuse.**
- 2.2.2. Make call to CWS at 1-800-494-3991**
- 2.2.3. Reporter may contact a colleague or admin designee for support through the reporting process**
- 2.2.4. Student Information that might help when making the call may be found on eCSSS, Infinite Campus, Cum folder.**
- 2.2.5. CWS will determine next steps and will assist in telling you the next steps, which may include the school making a call to the police.**

2.3. Complete MANDATED REPORTER CHECKLIST FOR SUSPECTED CHILD ABUSE AND NEGLECT (Location of forms determined by school) All forms on intranet (DOE only)

- 2.3.1. Information that will be necessary to complete form may be found on eCSSS, Infinite Campus, Cum folder**
- 2.3.2. ADD TO REPORT:**

- 2.3.2.1. Case worker name and ID#
 - 2.3.2.2. Police report number (if report made)
- 2.4. Fax MANDATED REPORTER CHECKLIST to CWS FAX: (800) 399-1614.

3. Aggressive Behavior

- 3.1. Ensure your own safety. You should never put yourself at risk, and you must always ensure you have access to an exit.
 - 3.1.1. Follow school protocol to request help for yourself, the classroom, field support, or other facility support.
 - 3.1.2. Remain as calm as possible, and try to de-escalate the situation.
 - 3.1.3. Consider safety care training certification if students you work with are prone to aggression.

4. Active Shooter

- 4.1. Ensure your safety. You should never put yourself at risk, and you must always ensure you have access to an exit.
- 4.2. Follow school protocol to request help for yourself, the classroom, field supp

5. Sexual Behavior at School

- 5.1. How to assist:
 - 5.1.1. Level 1 - Typical, yet inappropriate (Describe and Respond):
Teach boundaries and appropriate vs. inappropriate school behavior.
 - 5.1.1.1. Call parent/guardian, refer to counselor, SBBH, discipline referral or outside resources etc. as appropriate for the developmental level of the student.

- 5.1.2. **Level 2 - Cause for Concern: (Confront and Prohibit) Chronic behavior, student lacks a fundamental understanding of boundaries or appropriate behavior.**
 - 5.1.2.1. **Offer school-based supports and/or refer to appropriate community services.**
 - 5.1.2.2. **School should call parent/guardian**
 - 5.1.2.3. **Determine if team meeting is necessary,**
 - 5.1.2.4. **If at ANYTIME student discloses abuse, refer to Mandated Reporter Protocol**
 - 5.1.2.5. **Document the incident per school protocol. (e.g. referral to counselor/SBBH, discipline referral or outside resources etc.)**
- 5.1.3. **Level 3 - Cause for Serious Concern: (Report and Refer) When sexual behavior is a first time incident, is inappropriate and hurtful, OR the sexual behavior is problematic for the child/youth and has occurred more than once.**
 - 5.1.3.1. **Additional support beyond school based interventions are needed due to the severity of sexual behavior. Consult with complex area school social worker.**
 - 5.1.3.2. **Offer school-based supports.**
 - 5.1.3.3. **School should call parent/guardian**
 - 5.1.3.4. **Hold a team meeting to create a safety plan.**
 - 5.1.3.5. **If at ANYTIME student discloses abuse, refer to Mandated Reporter Protocol**

6. [Nonsuicidal Self-Injury](#)

- 6.1. **How to assist when cutting or other forms of non-suicidal self-injury is occurring?**
 - 6.1.1. **IMPORTANT: Confidentiality has limits when students express an interest in hurting themselves or others. Inform student that any information regarding harm to themselves or others must be reported to people who can help.**

- 6.1.2. Intervene in a supportive and nonjudgmental way, remain calm and avoid expressions of shock or anger
- 6.1.3. Express your concern for the person's well-being.
- 6.1.4. Respect the culture of the young person and respond in ways that demonstrate this respect.
- 6.1.5. Ask whether any medical attention is needed.
- 6.1.6. Ask whether you can do anything to alleviate the distress.
- 6.1.7. Assist student in talking to a school counselor
 - 6.1.7.1. School counselor/BHS meets with the student to determine next steps and notifies the parent/guardian.

7. [Suicidal Thoughts and Behaviors](#)

7.1. How to assist?

- 7.1.1. Contact School Counselor/BHS/Administration for support
 - 7.1.1.1. School counselor/BHS/Administration or designee meets with the student to determine the severity of the crisis situation.
 - 7.1.1.2. Confidentiality does not exist when students express an interest in hurting themselves, including talk about suicide, or harm to others. Inform the student that any information regarding harm to themselves or others must be reported to people who can help.
- 7.1.2. Contact Crisis Line.
 - 7.1.2.1. 988 Crisis Line
 - 7.1.2.2. Text crisis line 741741
 - 7.1.2.3. Let the administrator know you are calling the crisis line.
 - 7.1.2.4. Inform crisis line know what is going on
 - 7.1.2.5. While waiting for crisis worker, remain with student and follow these guidelines:

- 7.1.2.5.1. Tell the person you are concerned and that you will be there until someone comes that knows how to help them.
- 7.1.2.5.2. Express empathy for the young person and what they are going through.
- 7.1.2.5.3. Respect the culture of the young person.
- 7.1.2.5.4. Instill a sense of hope by letting the student know that thoughts of suicide are common and that help is available.
- 7.1.2.5.5. Tell the young person that thoughts of suicide do not have to be acted on.

7.1.3. Administrator or designee shall make contact with the parent regarding suicidal thoughts/behavior.

7.1.3.1. Document the incident per school protocol.

8. [Suicide Attempt](#)

8.1. How to assist a student who attempts suicide:

8.1.1. If suicide attempt results in life threatening or potentially life threatening situation refer to the [Emergency Procedures Guide](#) Page 11 (follow steps for SUICIDE ATTEMPT IN SCHOOL).

8.1.1.1. Call 911

8.1.1.2. Student should be made to feel comfortable and safe.

8.1.1.3. Do not leave student/person unattended.

8.1.1.4. After suicide attempt: Identify other possible at-risk individuals who may require additional support.

9. [Near-Death or Fatal Incident \(Student or Faculty/Staff Member\)](#)

9.1. Following verification of crisis:

9.1.1. Notify the Complex Area Superintendent or other appropriate division administrators of the event.

9.1.2. Direct all inquiries to the administrator or designee.

- 9.1.3. School Admin to contact SBBH DES and/or Clinical Psych VIII. SBBH will rally a team to be available for students and staff.
- 9.1.4. SBBH team and/or community resource personnel will come to school to be available for students and staff as needed.
- 9.1.5. Provide a safe location or designated room for support personnel to see students and staff.
- 9.1.6. Administration shall consider preparing a formal statement for initial announcement to the entire school. Include minimum details and note that additional information will be forthcoming. Also prepare statements for telephone inquiries.
- 9.1.7. Identify possible at-risk individuals who may require additional support.
- 9.1.8. Administrator to determine whether information should be communicated to parents/guardians.
- 9.1.9. Remind staff that they must check email for more details as to what to say to students and explain what available supports are available for students.
- 9.1.10. Resources that may help teachers with classroom discussion.
 - 9.1.10.1. Sample template located in Google Drive:
 - 9.1.10.1.1. [Student notification of death](#)
 - 9.1.10.1.2. Guidelines: [What teachers can do](#)

10. [Tragic Community Event](#)

- 10.1. How to assist:
 - 10.1.1. Admin to verify what kind of incident happened in the community and possible student/staff involvement:
 - 10.1.1.1. Student support staff Identify possible at-risk individuals who may require additional support.
 - 10.1.1.2. Contact school counselor/BHS to:
 - 10.1.1.2.1. Meet with at-risk students.
 - 10.1.1.2.2. Collaborate regarding follow up discussion/lesson in classrooms about events.

10.1.1.2.3. Admin determine if a letter should be sent home to all parents regarding the incident.

10.1.1.3. Known student/staff impact: Follow as needed [Near-Death or Fatal Incident \(Student or Faculty/Staff member\)](#)

11. [Crime Related Incidents](#)

Reporting class A offenses occurring in school.

11.1 (a) Any teacher, official, or other employee of Kona Pacific Public Charter School who is a witness to a class A offense as defined in the Kona Pacific Code of Conduct, in alignment with Chapter 19, or who has reasonable cause to believe that a class A offense has been committed or will be committed, against a student, teacher, official, or other Kona Pacific employee, or involving school property, shall promptly report the incident to the director or an educational officer. Nothing in the Code of Conduct shall be construed to prohibit or prevent a teacher, official, or other Kona Pacific employee from reporting class B, class C or class D offenses to the director or an educational officer.

11.2 (b) Upon receiving a class A offense report, the director or educational officer shall conduct an investigation to determine whether the behavior requires a direct call to the police or whether the behavior can be handled through school disciplinary procedures. The director or educational officer shall call the police whenever there is perceived danger and the behavior cannot be handled by the school staff.

11.3 (c) The director or educational officer shall record the incident information into the school's electronic database system within five school days of the reported offense.

11.4 (d) Any teacher, official, or other Kona Pacific employee who in good faith reports as required shall be indemnified and held harmless in accordance with section §302A-1003.

11.5 (e) Disposal of incident reports shall be conducted in accordance with §92-31.

11.6 (f) Teachers, officials, or other Kona Pacific employees who fail to report class A offenses as required may be disciplined.

11.7 (g) Any teacher, official, or other Kona Pacific employee who is disciplined for failure to report class A offenses occurring on campus, or other education premises, on Kona Pacific transportation, or during a school sponsored event on or off property shall have the right to appeal the disciplinary action as provided by state law or applicable collective bargaining agreements.

References and Resources

American School Counselor Association - Resources for Crisis including Pandemics. <https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/crisis-planning-and-response>

British Columbia Ministry of Education (1999). Responding to children's problem sexual behavior in elementary schools: A resource for educators. Retrieved from <https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teaching-tools/student-safety/probsexbehave.pdf>

Crisis Response Resources

Koukel, S. (2013). Suicide prevention and interventions in schools: Guide I-107. Retrieved from http://aces.nmsu.edu/pubs/_i/1107.pdf

National Association of School Psychologists - Resources for Crisis. <https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis>

School Social Work Association of America - Resources for Crisis including Pandemics. <https://www.sswaa.org/copy-of-crisis-reponse-in-schools>

School Crisis Center. Guidelines for responding to the death of a student or school staff/ Retrieved from

<https://www.schoolcrisiscenter.org/wp-content/uploads/2018/02/guidelines-responding-to-death.pdf>

Virginia Department of Education (2002). Model school crisis management plan. Retrieved from

http://www.doe.virginia.gov/support/safety_crisis_management/emergency_crisis_management/model_plan.pdf

Youth Mental Health First Aid Manual