

B. IDENTIFY AND MONITOR AT-RISK STUDENTS

1. At each site the school psychologist or a selected counselor will maintain a separate file of students who may need added support during the school year; they will follow up with them as needed. These records are only accessible to those staff members who "need to know." These are neither publicly accessible documents nor are they subject to a public records request. All health conditions are protected by FERPA and HIPPA privacy laws (*See Appendix A2*). This will include:

- Students exhibiting suicidal thoughts, behaviors, or risk factors
- Students who have been hospitalized for serious mental health issues

For suggested information to be recorded see Attachment 2.13, "Student Suicide Risk Documentation Form". School psychologists and counselors should tailor this form to fit the needs of their school.

2. Alternative approaches to identifying students at risk are offered in the SAMHSA Toolkit, including on the basis of showing difficulty in three or more of the following areas:
 - Academic achievement
 - Effort
 - Conduct
 - Attendance
 - Negative report card comments
 - Code of student violations
 - Involvement with school police
3. Once at-risk students are identified, the counselor will meet with the student and the parent/guardian (when appropriate) to assess specific needs and work with other school staff to help the student succeed in school and cope better with emotional and/or behavioral difficulties, including any suicidal thoughts or behaviors.