

723.5 CRISIS MANAGEMENT

Statement of Purpose

The student services staff (counselors, psychologist) will be available to give emergency help upon a tragic incident or situation when a school requests support help.

Objectives

A. Intervention

1. Student services staff will assist classroom teachers in meeting the needs of their students.
2. Student services staff will be available for individual and group counseling or provide services as needed.
3. Student services staff will make needed referrals to proper resources within the school.

B. In-service – All student services staff will be in-serviced for crisis intervention.

Participating Student Services Staff

The student services staff includes the district's counselors and psychologist.

Crisis Process

A. Upon learning of a crisis/tragedy, the principal will be in touch with his/her staff to assess the needs of the students and staff of the school.

B. Following are guidelines for implementing the intervention:

1. If the crisis/tragedy involves a member of the student body, his/her parent(s)/guardian(s) will be contacted by the building principal for approval to read a prepared statement to the staff and student body concerning the crisis/tragedy.
2. A brief faculty/staff meeting is called (if possible, prior to the beginning of the school day) to inform staff of the planned intervention within the school.
Suggested intervention strategies are as follows:
 - a. A brief classroom orientation (typically during 1st hour) is given by the classroom teacher and intervention team member to students informing them of the existence of the intervention center. Note: This orientation

will follow the reading of the prepared announcement by the principal/designee over the public address system.

- 1) Purpose of the intervention center for personal use and/or referral of others.
- 2) Location of the intervention center (library, classroom, etc.)
- 3) Procedure for use of the intervention center.

b. The Intervention Center

- 1) Attendance is taken and submitted to the main office at beginning of each period.
- 2) Students are integrated into an intake group to assess their individual needs.
- 3) As a result of a needs assessment students may be offered one or more of the following alternatives:
 - a) Continue with existing intake group
 - b) Small group session
 - c) Individual counseling
 - d) Quiet time
 - e) Return to class

Note: Any student who wishes to leave school and return home must be cleared through the main office with parent/guardian permission.

- 4) Appropriate notes/records should be kept by the intervention team members reflecting clients seen.

C. By the end of the first day of intervention, a staff meeting will be held for local and intervening student services staff members and/or community resource members to discuss the day's intervention. Clients who met with intervening student services staff members will be identified to student services staff and a support plan to address client needs will be formulated. This could include both in-school and community resources.

D. Within two weeks of the crisis the participating student services personnel will meet with the building principal to evaluate the merits of the emergency assistance program.

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Williams Bay School District
Williams Bay, Wisconsin