

1. OVERVIEW

Prior to attending the training, coordinators should complete the pre-work below. Please bring a copy or have digital access of the required policies and procedures to the training. While at the training, be prepared to discuss your school entity's processes. Additionally, identify your school and community resources that are available to help students and staff.

2. IDENTIFY YOUR SCHOOL ENTITY'S POLICIES AND PROCEDURES RELATED TO THE FOLLOWING:

- The School Safety and Security Coordinator's leadership role in the school system
- Appropriate Staffing
- Trauma-Informed Approaches
- Behavioral Health and Mental Health Awareness
- Suicide Awareness, Prevention, Postvention
- Bullying Policy and Protocols; Procedures for Reporting Bullying
- Situational Awareness
- Physical Assessments and Physical Security (include any recent findings from your school safety and security assessments, if any)
- Emergency Preparedness and Emergency Communications Plans (including procedures and management with consideration to:
 - i. The role of social media within the communications plan
 - ii. The family reunification plan
 - iii. Incident Command Structure
- Communication with Law Enforcement and Emergency Personnel Including:
 - i. Incident Command Structure
 - ii. Memorandum of Understanding
 - iii. Referral Process

3. IDENTIFY AND UNDERSTAND YOUR SCHOOL ENTITY'S SPECIFIC REFERRAL PROCESS FOR THE FOLLOWING:

- Students and staff experiencing the adverse effects of stress, anxiety, and trauma
- Students displaying behavioral/mental health concerns including Child Find practices for students who may have disabilities
- Students who are being bullying and students who are engaged in bullying

- Students at risk of suicide
- Students with substance use concerns

4. IDENTIFY SCHOOL AND COMMUNITY PROGRAMS AND RESOURCES THAT ARE AVAILABLE TO SUPPORT STUDENTS AND STAFF EXPERIENCING THE FOLLOWING:

Make sure you know which school staff are trained to address concerns and how referrals to community resources are made

- Students and staff experiencing the adverse effects of stress, anxiety, and trauma
- Students and staff displaying mental/behavioral health concerns
- Students who are being bullying and students who are engaged in bullying
- Students at risk of suicide
- Students with substance use concerns
- Review your school entity's Student Assistance Program

5. READ CASE STUDY

The Case Study "Alex" will be referenced and used in activities during the morning session.