



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Suicide Prevention and Awareness Training

NUMBER: MEM-6910.4

ISSUER: Pia V. Escudero, Executive Director
Student Health and Human Services

DATE: July 14, 2020

ROUTING
All Employees
All Locations
Co-located Charter Schools

PURPOSE: The Los Angeles Unified School District (L.A. Unified) is committed to providing a safe, healthy, welcoming, and affirming learning and working environments. L.A. Unified recognizes that suicide is the second leading cause of death among youth ages 6-18 (Centers for Disease Control, 2020). The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. It is each employee’s responsibility, as well as the District’s charge to know the signs that a student may be heading down a pathway towards violence or self-harm, provide an appropriate and timely response in preventing and addressing suicidal ideation, suicide attempts, and deaths by suicide. Suicide prevention involves school-wide activities and programs that enhance connectedness, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

Recognizing that it is the duty of the District and schools to protect the health, safety, and welfare of all students, the District has developed an online *Suicide Prevention and Awareness Training*. This training aims to assist all employees to better understand the warning signs and risk factors for suicide, as well as have information and guidelines about what to do if they are concerned about a student’s suicidal ideation or behaviors. This training is part of a District-wide focus on school safety, supporting efforts to ensure all District employees clearly understand their duty to protect our students and make appropriate referrals for support and mental health services, as needed. Additionally, this training fulfills the requirement indicated in the California Education Code Section 215, Assembly Bill 2246, (Chapter 642, Statutes of 2016).

After completing this training:

- All employees will be aware of the risk factors and warning signs for suicide.
- All employees will know whom they can go to at their school site or the District for support, as well as what mental health supports and resources they can access.

MAJOR CHANGES: This Memorandum is being revised to update the training requirement for the 2020-2021 school year.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

INSTRUCTIONS: I. Suicide Prevention and Awareness Training

All L.A. Unified employees will be auto-enrolled and required to complete the *Suicide Prevention and Awareness Training* and assessment annually. The course is available on My Professional Learning Network (MyPLN). The training must be completed no later than October 31, 2020. Substitutes who have completed the hiring process will be auto-enrolled in the course. New employees hired after September 16, 2020 are required to complete the *Suicide Prevention and Awareness Training* within 45 days of receiving the enrollment email.

Employees will receive an email from the MyPLN system indicating that they have been enrolled in the course with instructions for accessing it via their transcript.

Employees who fail to complete this mandatory training may be subject to disciplinary action. Updates will be provided regularly to the Local District Superintendents, Administrators of Operations, District leadership, and School Principals regarding employee training completion.

II. Accessing the Assessment

After viewing the *Suicide Prevention and Awareness Training*, all employees must pass the assessment with a 100% to demonstrate their knowledge and comprehension. The assessment will be available after the training concludes.

III. Printing Certificates of Completion

After passing the assessment, the course will be complete for the employee who will receive an email confirmation. Step-by-step instructions to print the certificate will be provided in the completion email.

Employees may print the certificate from the “Completed” section of their transcript by using the following steps:

- A. From the MyPLN main page, click on Transcript.
- B. Click the drop-down arrow at the top right of the Transcript “Active” button and select “Completed”.
- C. For the Suicide Prevention and Awareness Training, select the “View Certificate” button to the far right of the course title.
- D. The certificate will appear in a separate window; it can be printed or saved.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

IV. Administrator Certifications

Administrators are to certify, once per year, via the online Administrator Certification Form, that employees have received training on suicide prevention and awareness, as well as information about the resources available in the school and in the community to support students. For a review of the information provided in the *Suicide Prevention and Awareness Training*, please refer to Attachment A – Suicide Prevention Awareness for Staff and Attachment B – Self-Injury Awareness for Staff.

Administrators should ensure that Suicide Prevention Liaisons identified in the Integrated Safe School Plan (ISSP) receive Local District training on how to assess students for suicide risk, as well as how to implement safety and re-entry plans.

Suicide Prevention Liaison(s) are the administrator/designee and/or mental health professionals (e.g., Psychiatric Social Worker, Pupil Services and Attendance Counselor, School Psychologist, Student Health and Human Services Counselor, or School Counselor) identified in the ISSP's *School Site Suicide/Threat Assessment Team*. The school site administrator designates these individuals annually. School staff may seek support from the Suicide Prevention Liaison(s) when they are concerned about a student's suicidal ideation/behavior.

V. Additional Training and Resources

A. Training Videos

1. The *Suicide Prevention and Awareness Training* video will be accessible throughout the year on MyPLN by accessing the course via the Transcript. Once completed, use the Transcript "Active" drop-down arrow and select "Completed". The course will appear in the "Completed" section. Click on the down arrow to the right of the "View Certificate" button and select "Open Curriculum".
2. An optional training, *Protective Factors and Psychological First Aid for Students*, will also be accessible on MyPLN. This training provides an overview of strategies all employees may use to assist students who might be in crisis or feeling suicidal. It can be accessed by using the following steps:
 - a. From the MyPLN main page, click on Search.
 - b. In the Global Search box, type any of the following keywords – *Suicide Prevention, Protective Factors, Psychological First Aid, or PFA*.
 - c. Click the "Launch" button to view the training titled *Protective Factors and Psychological First Aid for Students*.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

B. Highly Recommended Local District School Site Crisis Team Training

It is highly recommended that the Suicide Prevention Liaisons and School Site Crisis Team members identified by each school site in the ISSP receive a training in their respective Local Districts. Training should include guidelines for responding to and assessing students who exhibit suicidal ideation/behaviors. Additionally, the training should include a case review, which will provide participants an opportunity to complete a risk assessment and develop a safety plan, as well as identify re-entry plan considerations for the student. After completing this training, Suicide Prevention Liaisons and School Site Crisis Team members will know how to respond to and assess a student who is exhibiting suicidal ideation/behaviors.

Local District School Mental Health Coordinators, Mental Health Consultants, CCIS Psychiatric Social Workers (PSWs), and Central CCIS staff will be available to assist with the training requests, as well as the Local District School Site Crisis Team Trainings.

RELATED RESOURCES:

MEM-6128 Administrator Certification On-Line System

BUL-2637 Suicide Prevention, Intervention, and Postvention

ASSISTANCE:

ITD Helpdesk - For technical support with accessing the online training.

- For assistance by telephone, call (213) 241-5200. When prompted, select Option 8.
- For online support, visit <https://achieve.lausd.net/helpdesk> to open a ticket or initiate a chat.

Student Health and Human Services, School Mental Health (213) 241-3840 - For consultation and support related to suicide prevention, intervention, and postvention.

- Monday-Friday
- 8:00 a.m.-4:30 p.m.

Los Angeles School Police Department, Watch Commander (213) 625-6631 - for assistance with any law enforcement matters, 24 hours/day.

National Suicide Prevention Lifeline (800) 273-8255 - a 24-hour crisis line for individuals who are contemplating, threatening, or attempting suicide, including their family and friends.