

Communicating With Teachers: Handle with Care

Staff Member Preparing Safety Plan and Hand with Care Email:

TEMPLATE: Instructions for Teachers/Support Staff (Template)

Subject Line: "Handle with Care"

You are receiving this email because we are requesting that you handle the return of _____ it with care. "Handling with Care" means the following for your student:

- Student has been out of school due to hospitalization (long-term illness, family emergency, etc.)
- A school re-entry with students and parents was held on: _____

(Student's ID#) While the student is in your classroom/observation, please follow the procedures marked below. Keep this email and the contents of this email confidential at all times and follow this plan until further notice.

- If the student has permission to leave your class unsupervised to use the bathroom or visit another classroom, please monitor the time the student is gone.
- Call an administrator [(add the name(s) and number(s)] if you are concerned that the student has been gone too long.
- If he/she is visibly upset or expressing thoughts of unsafe behavior, call the numbers listed above immediately.
- Follow the guidelines outlined in the Responding to Students in Crisis: Guide to Teachers and Staff and escort the student to the office or wait until the office can send an escort for the student.
- It is important to never allow the student to be unaccompanied when you are concerned about his/her wellbeing.
- Be consistent with how you interact with students. Unless specified, your interactions with students should be the same as with all other students.
- Please remember to include this information with your sub notes.
- Insert strategies from the student's safety plan, strategies for teachers, or monitoring support plan
 - Allow students extra time to submit missed classwork/homework
 - Give extra time to complete test
 - Don't call on students to answer questions in class

The student's well-being supersedes any promises of confidentiality. Please do not make promises to keep important information confidential.

Thank you for all that you do for the students and, as always, please feel free to contact me or the team with any questions or concerns.

Communicating With Teachers: Handle with Care

Additional Sample Communication Memos to Teachers

Confidentiality: The following information is confidential and should not be read aloud, communicated to any student; or discussed with the student identified here unless agreed upon by the student.

- RE: Student ID#
- As the student's teacher, the team determined that this information is important to communicate to you. EMT reviewed the following areas of concern:
 - Academic
 - Social/emotional
 - Behavioral
 - Mental health
 - COVID19

Examples of Outcomes:

- **Mental health:** The student was referred to the School Social Worker for a mental health assessment and services; has been linked to services;
- **Danger to self:** Student is presenting with suicided ideation; received emergency services; has returned to school; is stable and safe; is receiving mental health services; social worker/counselor/psychologist will be checking in on student;

Example of Message:

- Please notify administration if you observe behavior or come across information that leads you to be concerned about this student
- Allow students extra time to complete homework assigned during the following periods; or until further notice
- Student was out due to safety concerns/suicidal ideation
- Reach out to the admin if they see anything that concerns them;
- Be flexible with missed class work
- **COVID19 Example of Message:**
- Student and student's family has been impacted by COVID19 - **This is highly confidential.**
- Please notify administration if you observe behavior or come across information that leads you to be concerned about this student.
- Allow students extra time to complete homework assigned and be flexible with missed work.
- The impact may include the following:
 - Loss of a loved one
 - Loss of housing
 - Parent's loss of income
 - Illness
- Please know that if you are receiving this notice it is because the impact has gone above what has been the collective impact of what everyone is going through.