**Suicide**

During the *Remote* School Day?

1. Call Jackie Stapleton, Megan Bell, or Jenny Cheshire (Counseling Clerks) at **770-975-6688**.
2. Tell the Clerk your name, your cell phone #, the Student’s name, and Student’s ID #.
3. The Clerk will contact the Student’s Counselor immediately. The Counselor will reach out to you for more information.
4. DO NOT EMAIL OR LEAVE A VOICE MESSAGE.
5. DO NOT WAIT UNTIL THE END OF THE DAY TO CONTACT THE CLERK/COUNSELOR.

**Abuse/Neglect**

During the *Remote* School Day?

1. Call Jackie Stapleton, Megan Bell, or Jenny Cheshire (Counseling Clerks) at **770-975-6688**.
2. Tell the Clerk your name, your cell phone #, the Student’s name, and Student’s ID #.
3. The Clerk will contact the Student’s Counselor immediately. The Counselor will reach out to you for more information.
4. DO NOT EMAIL OR LEAVE A VOICE MESSAGE.
5. DO NOT WAIT UNTIL THE END OF THE DAY TO CONTACT THE CLERK/COUNSELOR.

**Suicide**

After School Hours?

1. Contact the student’s parent immediately. **If you cannot contact the parent, call 911.**
2. Contact the school Principal or Administrator.
3. Send an email to the student’s counselor so he/she can follow up with the student and parent.

**Abuse/Neglect**

After School Hours?

1. Call DFCS after-hours number as soon as possible (no more than 24 hours after being notified) at **1-855-GA-Child (1-855-422-4453).** Save this number in your cell phone.
2. Contact the school Principal or Administrator.
3. Complete the JG-4 located at <http://www.cobbk12.org/childabusereport/reporting-protocol.aspx>
4. Email JG-4 to childabusereport@cobbk12.org