



Inter-Lakes School District Employee Safety Program

**Inter-Lakes School District
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Inter-Lakes School Board Approved
June 11, 2019
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Section 1: Introduction

Every Inter-Lakes School District employee desires and has the right to a workplace free from occupational safety and health hazards. The Inter-Lakes School District's *Employee Safety Program* is designed to prevent accidents and illnesses by promoting safe behaviors, safe working conditions, and proactive risk management. ***The program is established jointly between employees and administration as part of the work through the Joint Loss Management Committee.***

A truly effective process provides the framework for safety and concern for self and others to be integrated into the Inter-Lakes School District through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthy environment is more likely to be highly productive and less likely to have an accident.

Section 2: Statement of Commitment

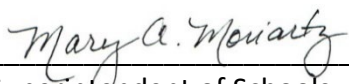
The Inter-Lakes School District values the health, welfare, and safety of every employee and intends to provide a safe and healthy workplace. Accidents cause untold suffering and financial loss to our employees.

In pledging its full support of the safety process, the Inter-Lakes School Board recognizes certain obligations:

1. That prevention of accidents is the guiding principle.
2. That all operational decisions, affecting safety, must receive the same consideration as other important decisions regarding teaching and learning.
3. That safe working conditions and safe working procedures are of prime importance.
4. That the Inter-Lakes School District will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their practices at all our Inter-Lakes Schools.

As an employee of Inter-Lakes School District, you have a responsibility to yourself, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!



Superintendent of Schools

August 27, 2021

Date

Section 3: Responsibilities

I. School Board and Superintendent of Schools

The School Board and Superintendent of Schools shall:

- a. Officially adopt the *Employee Safety Program* and all School Board policies involving safety and risk management; after the initial adoption future updates will be made at the discretion of the Joint Loss Management Committee.
- b. Provide policies to support District safety initiatives.
- c. Clearly communicate with all Inter-Lakes School District employees to emphasize that the program is a joint effort among employees and administration and that active, motivated participation by each individual is critical to the program's success.
- d. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 - i. Funding - safety equipment; personal protective equipment; training courses and materials.
 - ii. Personnel - outside experts; Risk Management Services consultants; inter-departmental liaisons.
 - iii. Time - review and respond to inspection/recommendation/ investigation reports; participate in training programs.
 - iv. Support - encourage acceptance of safety policies and procedures by everyone.
- e. Respond, in writing, to recommendations made by the Joint Loss Management Committee and/or Business Administrator.
- f. The Superintendent or designee shall be responsible for the supervision, implementation and communication of the overall district safety program. The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:60 and a Crisis Management Plan that conforms to the National Incident Command System. The emergency management and safety committees serve as a forum for the discussion of safety and risk control issues, the exchange of relevant information, and methods for control and communication. It is recommended that these committees meet at least four times per year, review data, identify training needs, and report findings to the school and district administration.

Section 3 continued...

II. Administrative Personnel

All district administrators are leaders, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- a. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- b. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
- c. Exhibit leadership, provide guidance and set the tone for safe behavior.
- d. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- e. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- f. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- g. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections to identify and correct unsafe equipment, conditions, or actions.
- h. Each Building Principal and the Director of Facilities shall be responsible for the supervision, implementation, and communication of a safety program for their school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; workplace inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The Principal shall also be responsible for the supervision, implementation, and communication of the *Emergency and Crisis Management Plan* for their students and employees to be used on school buses, school grounds, during authorized school activities, within the school building, and off school grounds during school sanctioned activities. The building's crisis management plan shall be on file in every classroom and at the SAU Office.

Section 3 continued...

III. Employees

As members of the Inter-Lakes School District, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.

Employees shall:

- a. Create and maintain a safe working environment in all aspects of employment.
- b. Exhibit active concern for self, students, fellow employees, and the workplace.
- c. Take immediate action to correct unsafe acts and conditions, and report all actions taken to the Building Principal and/or the Director of Facilities.
- d. Understand and observe all safety policies and procedures.
- e. Wear required personal protective equipment, including seat belts.
- f. Operate only machines and equipment that they have been formally trained to operate.
- g. Follow all accident reporting procedures.

Section 4: Joint Loss Management Committee

I. Purpose

The purpose of a Joint Loss Management Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. They have the potential to significantly improve workplace safety and productivity, enhance employee relations, morale, and health.

II. Organization of Committee

a. Size

Employers with more than 20 employees require a minimum of 4 members.

b. Membership and Structure

Committees are required to have equal numbers of employer and employee representatives.

i. Inter-Lakes School District's committee will strive to have representation of the following groups of employees:

- Administration
- Facilities
- School Nurse
- Support Staff
- Teaching Staff
- Human Resources

ii. Committee members must be representative of the major work activities of the employer.

iii. Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections shall be paid at his/her regular rate of pay for all time spent on such activities.

iv. The committee is required to elect a chairperson. The position of chairperson must be rotated between employee and employer representatives. A new chairperson will be elected once every two years.

III. Duties and Responsibilities

a. General

- i. Meet at least quarterly.
- ii. Be strong advocates for the promotion of safety values, procedures, policies, and programs at all levels.
- iii. Develop and disseminate to all employees a committee policy statement.

Section 4 continued...

- iv. Maintain clearly established goals and objectives of the committee, and disseminate them to all employees.
 - v. Review workplace accident and injury data to help establish the committee's goals and objectives.
 - vi. Provide an open forum for free discussion of both accident problems and preventive measures.
 - vii. Establish specific safety programs which include, but are not limited to, the following:
 - Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
 - Provisions for health and safety inspections at least annually for hazard identification purposes;
 - Performance of audits at least annually regarding the inspection findings;
 - Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
 - Written response, by the employer, to recommendations made by the committee.
 - viii. During the inspections, discover unsafe conditions and practices, and determine their remedies.
 - ix. Instruct those in an affected work area how to recognize, control, and eliminate unsafe conditions and practices.
 - x. Ensure that the required training and familiarization is provided for all employees so they may perform their work in a safe and healthy manner.
 - xi. Assist with the identification of temporary, alternate tasks.
- b. Recordkeeping
- i. Minutes of all committee meetings must be kept.
 - ii. As the committee is a functioning body of and for all employees, the minutes of each meeting must be made available to all employees.
 - iii. Format of minutes should be decided by the committee. Minutes should be constructed so that they are of benefit to all employees but should be sensitive to issues that may have been discussed during the meeting.

Section 5: Safety Rules and Regulations

Well written and enforced task specific safety policies are essential to mitigate risk to employees. The following policies are intended as a basis for managing employee safety and may be superseded by more specific or detailed department policies. These policies should be viewed as a minimum requirement for all operations.

3720 Accident Reporting Requirements and Record Keeping Policy

3741 Equipment Lockout Policy

3735 Ergonomic Policy

3736 Fall Protection Policy

3737 Hand Tool Policy

3738 Housekeeping Policy

3739 Hygiene and Sanitation Policy

3740 Fixed Ladder Policy

3742 Machine Guarding Policy

3743 Noise Exposure Policy

3744 Personal Protective Equipment Policy

3745 Railings Policy

3751 Seat Belt Policy

3545 Slip, Trip, and Fall Policy

3747 Storage Policy

3748 Toxic Substances Policy

3749 Trash Policy

3734 Universal Precautions and Blood Borne Pathogens Policy

3750 Washing Facilities Policy

Copies of these policies and all Inter-Lakes School Board policies are accessible via the District website at <https://www.interlakes.org/school-district-policies>.

Section 6: Discipline Procedure

It is the Inter-Lakes School District's practice to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests, and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the Inter-Lakes School District considers to be important. It is also fair that you be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.

For these reasons we use a progressive discipline model for handling disciplinary/performance issues relative to the *Employee Safety Program*. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.

Supervisors are responsible for counseling employees as problems occur regarding adherence to the policies, procedures, and rules of the Inter-Lakes School District.

Discipline Procedures

The Inter-Lakes School District's disciplinary process may be found in Collective Bargaining Agreements and contract language. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy or procedure that was violated will be reviewed with the employee to reinforce the behavior expected.

In the case of Written Warning, Suspension, or Termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

An employee need not have been suspended for any previous violations before being terminated.

Section 7: Accident Reporting and Investigation

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries which are summarized in this section.

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

I. Handling Emergencies

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call for help!

- a. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc.;
- b. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- c. Ensure that first aid and emergency care is provided;
- d. Ensure that action is taken to prevent additional injuries (secure the scene);
- e. Notify the supervisor when practical;
- f. Follow reporting and investigation procedures.

II. Accident Reporting

- a. All accidents and incidents (near misses) are to be reported immediately to your supervisor.
- b. The immediate supervisor will complete the appropriate accident investigation forms following the guidelines in Part III, Accident/Incident Investigation.
- c. The immediate supervisor will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease Form 8-WC.
- d. The First Report of Injury Form or Occupational Disease Form 8-WC will be completed and processed within five calendar days. A copy of the form must be sent to the SAU Office.
- e. Injuries requiring only first aid must also be reported following these guidelines.

III. Accident/Incident Investigation

The immediate supervisor, in conjunction with the Business Administrator, shall investigate all accidents and incidents (near-misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most

Section 7 continued...

importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury.

Guidelines for Conducting Investigations:

- a. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- b. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- c. Interview the victim ***when the timing is right***. Be sensitive to their physical and emotional condition.
- d. Make objective recommendations to prevent similar occurrences.

Inspections

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they also are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the Joint Loss Management Committee is responsible for conducting periodic inspections and reporting any findings to the Director of Facilities.

I. Frequency

- a. Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, annually.
- b. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

II. Guidelines for Correcting Unsatisfactory Conditions

- a. First and foremost, take the necessary action to prevent an injury (i.e. remove the tool from service, post a warning sign, etc.)
- b. Take appropriate steps to permanently correct the hazard. Report all actions taken to the appropriate people.
- c. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then, report the problem and your recommended solution to the person who can make corrections.

Workers' Compensation Incident Intake Information Employee Form



Date of Injury:	Cause:	
Time of Injury:	Nature:	
Date Employer Notified:	Body Part(s) Injured:	
Location where injury occurred:	Describe how accident occurred and what employee was doing:	
Claimant First:	Gender:	Date Employment Began:
Claimant Last:	Job Classification:	
Claimant Suffix:	Department:	
Claimant Mailing Address 1:		
Claimant Mailing Address 2:		
Claimant Mailing City:		
Claimant Mailing State:		
Claimant Mailing Postal:		
Is physical address different from mailing address? ☐ Yes ☐ No (If Yes - please provide physical address)		
Claimant Physical Address 1:		
Claimant Physical Address 2:		
Claimant Physical City:		
Claimant Physical State:		
Claimant Physical Postal:		
Claimant Primary Phone Number:		
Claimant Primary Email Address:		
Social Security Number:		
Birth Date:		
Has injured returned to work? ☐ Yes ☐ No		
If no, please fill out the Wage Rate: _____ / Hours Worked Per Day: _____		
Days Worked Per Week: _____ or Average Weekly Wage: _____		
Received initial treatment? ☐ Yes ☐ No If yes, where?		
Witness Name(s):		

Rev. 04/15/2021

Section 8: Education and Training

Effective education and training of employees will be provided. We understand that a well-trained, healthy, fit employee is not only productive, but is also less likely to get hurt. Specific safety training will be provided, along with the training which allows each of us to perform our duties as effectively as possible.

Employees may be asked to complete a form which indicates completion and understanding of training that is provided.

I. Types of Training

a. Introductory

All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.

b. Specific/On the Job

Employees will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary.

c. Follow-up

Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduce employees who have been out of work for an extended period of time back into the work routine.

Section 9: Emergency Evacuation and Response Plans

See the *Emergency and Crisis Management Plan* for each specific building. A copy of these documents can be found in each classroom of the Inter-Lakes Elementary School, Inter-Lakes Middle/High School, and Sandwich Central School and the SAU Office.

Section 10: Student Violence Prevention & Management Plan

I. Purpose:

The Inter-Lakes School District is committed to maintaining a safe work and educational environment where all school community members are safe within our buildings. The intent of this plan is to provide training, education, investigation, and prevention protocols to reduce violent acts and injuries caused by students as required by RSA 281-A:64 and Lab 603.03 (g)(6).

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee.

To carry out the intent of RSA 281-A:64, the joint loss management committee shall:

(g) Establish specific safety programs which include, but are not be limited to, the following:

6) The student violence prevention and management plan shall include the following information:

- a. Training, education, investigation, and prevention protocols for all staff in the area of reducing violent acts and injuries caused by students; and
- b. Designation, by name and title, of a person who shall coordinate the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students;

II. District Plan Coordinator

Although student violence prevention and management are the responsibility of many, the District's main point of contact is:

Lisa Holiday, SAU #2 Director of Student Services

lisa.holiday@interlakes.org

603-279-3144

III. Training, Education, & Prevention

The Inter-Lakes School District offers a comprehensive training and education plan to educate our employees and help prevent workplace violence. Our plan includes the following education and prevention protocols:

- a. All schools in the School District will communicate positive school wide behavior expectations to both staff and students.

- b. Students in K – 9 receive regular guidance lessons that are developed through Jesse Lewis Choose Love, One Trusted Adult (7 – 9) and other social emotional frameworks.
- c. Any staff working on a daily basis with students who may show aggression or need de-escalation strategies will be trained in Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention Training with refreshers as appropriate.
- d. Beginning in the 2023 – 2024 school year, any school-based staff employed during school hours will be trained in Crisis Prevention Institute (CPI) *Verbal Intervention* training “*Verbal Intervention™ (VI) instills the confidence and skills to verbally de-escalate disruptive behaviors and prevent further escalation.*”
- e. All schools in the School District will have a Student Support Team as defined in [Inter-Lakes School Board Policy EBD – Elopement & Physical Aggression Safety Policy](#). The members of a School Student Support Team will be communicated to all staff members in the school building.
- f. Staff working with students with a Behavior Intervention Plan (BIP) as defined in [Inter-Lakes School Board Policy EBD – Elopement & Physical Aggression Safety Policy](#) will be informed by the Principal or designee of the BIP. Additionally, a notation in Alma will be made and viewable on the student overview that the student has a BIP. Questions regarding the BIP are to be directed to the Principal.
- g. Building Administration in each school will regularly monitor student behavioral and social/emotional trends and needs to provide ongoing support to students and staff. Building Administration will work directly with staff to provide resources and training to support the specific needs of individual students as needed.
- h. Quarterly, the Director of Student Services, Business Administrator, and Superintendent will review student violence incident report forms to monitor if there are trends and needs to provide ongoing support to students and staff.
- i. The Joint Loss Committee will review workers compensation injury reports and student violence incident report forms (redacted) to review trends and to provide ongoing support to students and staff.
- j. Volunteers and visitors are screened prior to entering the schools. Volunteers and visitors’ access to the schools is limited to designated areas.
- k. Staff will be trained on how to respond to crisis situations, including lockdowns, evacuations, and emergency protocols, to minimize harm and confusion, including Avoid, Deny and Defend Training.
- l. Staff will be annually trained in suicide prevention and reporting requirements to the Department of Children, Youth, and Families (DCYF).

- m. Staff will be educated regarding reporting procedures for threats, concerns, or incidents, and the Building Administration will ensure that employees feel confident in reporting such matters.
- n. Each school will have trained staff to complete as needed threat assessments using the [Comprehensive School Threat Assessment Guidelines](#).
- o. The School District utilizes SpeakUp as a 24 hour/7 days/week tip line for students and families to report safety concerns.
- p. The School District will maintain partnerships with local law enforcement to share information, coordinate responses, and develop joint training exercises.

IV. Reporting Protocols

All violence committed by students against employees, contracted service providers, volunteers, and visitors shall be reported, using the “Student Violence Incident Report Form” (included below) as soon as reasonable, but no later than 24 hours after the incident.

If an employee is injured as a result of student violence, the employee will also complete the Workers Compensation First Report of Injury Form in addition to the Student Violence Incident Report Form. Both forms are accessible on the School District website on the Human Resource page under the Forms section.

All assaults committed against employees, contracted service providers, volunteers, and visitors shall be reported to the New Hampshire Department of Education as required by RSA 193-D:4, I(d).

All “acts of theft, destruction, or violence” under RSA 193-D the Safe School Zones Act, shall be reported to the local police department in accordance with the Memorandum of Understanding.

Forms (“Student Violence Incident Report Form” or “Workers Compensation First Report of Injury”) should be completed by the victim. However, if a group of individuals observes an act of violence, one individual may report the incident as long as all witnesses are identified.

The completed form(s) should be signed by the victim and submitted to the Building Principal, who shall provide a copy of the completed report form to the Human Resource Generalist at the SAU Office and Director of Student Services.

Employees' physical contact with students as a result of student violence or aggression will be documented on the appropriate form such as the Restraint and Seclusion Form.

V. Investigation Protocols

The Director of Student Services shall review the completed report form(s) and in collaboration with the Building Principal and Business Administration determine whether the incident needs to be investigated under a specific policy or procedure.

If a special policy or procedure applies, the incident will be investigated under the applicable policy and procedure. The result of the investigation will be reported to the Director of Student Services. If no other policy or practice applies, the Director of Student Services in conjunction with the Building Principal shall conduct the investigation and complete the “Student Violence Investigation Form” below. The purpose of the investigation is to determine what happened, whether any disciplinary action is needed for the student involved, and provide any support needed for the victim. Findings from the investigations will be shared/discussed with the Joint Loss Management Committee. Joint Loss Management Committee will take appropriate steps as needed.

If disciplinary action is appropriate, [Inter-Lakes School Board Policy Student Discipline and Due Process JICD](#) will be followed.

The Director of Student Services will also determine if any additional training, supports, or prevention protocols are needed to reduce violent acts and injuries caused by students.

The Director of Student Services shall provide the Joint Loss Committee with all injury and incident reports as a result of student violence; reports will be appropriately redacted.

The Director of Student Services shall recommend to the Joint Loss Committee additional training, supports, or prevention protocols.

VI. Filing of Records and Record Retention

The “Student Violence Incident Report Form” and “Student Violence Incident Investigation Form” should be kept in separate folders with the title of each form even if a student’s name is included.

It doesn’t matter whether the student is a regular education or special education student.

However, for special education students, the violent behavior reported on the form and investigation results will probably need to be reviewed by the student’s special education team to determine whether changes need to be made in the IEP and/or behavior plan.

If a student is disciplined for the incident, the discipline will be placed in the student’s file. All found incidents of violence will be recorded in Alma under incidents.

If letters are sent to the parents about the incident, the parent letters will be kept in the student's file.

Generally, for student discipline all the underlying documents and investigation report are not placed in the student's file.

The District's Data Records Retention Procedure requires the following:

- a. Employee accident reports be kept for the term of employment plus 6 years.
- b. Student accident reports until the students reaches 18 plus 6 years.
- c. Investigation records are kept permanently.

Inter-Lakes Cooperative School District Reporting Flow Chart

Assistance
ILES: Principal,
Assistant Principal,
Student Services
Coordinator
ILMHS: Principal,
Dean of
Students/Operations
SCS: Principal

Student Aggression Toward Adult Occurs
Immediately report to School Administration

Were you injured?
YES **NO**

EMPLOYEE

**CONTRACTED SERVICE
PROVIDER, VOLUNTEER
or VISITOR**

**EMPLOYEE, CONTRACTED
SERVICE PROVIDER,
VOLUNTEER or VISITOR**

Complete

1. Worker's Compensation First Report of Injury
2. Student Violence Incident Report
3. Restraint and Seclusion Form (if CPI protocols were implemented)

Complete

1. Student Violence Incident Report
2. Restraint and Seclusion Form (if CPI protocols were implemented)

Complete

1. Student Violence Incident Report
2. Restraint and Seclusion Form (if CPI protocols were implemented)

Submit to Building Principal within 24 hours:

1. Completed First Report of Injury Form
2. Completed Student Violence Incident Report
3. Restraint & Seclusion Form (if completed)

Submit to building Principal within 24 hours:

1. Completed Student Violence Incident Report
2. Restraint & Seclusion Form (if completed)

Submit to building Principal within 24 hours:

1. Completed Student Violence Incident Report
2. Restraint & Seclusion Form (if completed)

Building Principal notifies Human Resources Coordinator & Director of Student Services

Human Resources Coordinator notifies Superintendent

**Assistance**

ILES: Principal, Assistant Principal, Dean of Students/Operations, Student Services Coordinator

ILMHS: Principal, Dean of Students/Operations, Student Services Coordinator

SCS: Principal

Inter-Lakes Cooperative School District **Student Violence Incident Report Form**

Please complete the form below if you were involved in a violent incident in which a student(s) was the aggressor. If you are an employee and were injured, complete a Workers' Compensation First Report of Injury Form instead of this form.

Personal Information

Victim's Name: _____ ☐ Employee ☐ Volunteer ☐ Visitor

Location of Incident: _____ Date of Incident: _____

Student's Name (if known): _____

Did the incident involve a weapon? ☐ No ☐ Yes (type) _____

Please describe incident:

If you are a contracted service provider, volunteer, or visitor, please describe your injuries:

Name(s) of witness(es):

Have you had any interaction with the aggressor prior to the incident?

Report completed by (Print Name)

Signature

Date



Inter-Lakes Cooperative School District
Student Violence Incident Investigation Form
(For Administrative Use)

Your Name: _____

Victim's Name: _____ ☐ Employee ☐ Volunteer ☐ Visitor

Location of Incident: _____ Date of Incident: _____

Student's Name (if known): _____

Did the incident involve a weapon? ☐ No ☐ Yes (type) _____

Please describe incident:

What do you think were the main factors that contributed to the incident?

What can be done differently to prevent similar incidents from happening in the future?

Questions *(can be answered by Director of Student Services):*

Yes: No:

Does this student currently have a behavior plan?		
Does this student currently have an IEP?		
Were CPI Protocols implemented?		
Was the aggressor involved in previous incidents?		

Report completed by (Print Name)

Signature

Date