

**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)

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- 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)

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Building Principal notifies Human Resources Coordinator & Director of Student Services

Human Resources Coordinator notifies Superintendent