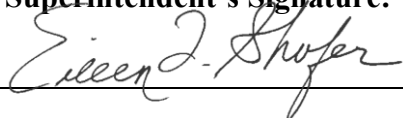


Standard Operating Procedure

Subject: School Security Incident Report (SSIR)	Effective Date: 9/13/19	Pages: 1 of 2
Department: Superintendent's Office/ Chief of Staff	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

- I. Purpose:**
To establish a protocol for submission of School Security Incident Reports (SSIR)
- II. Authority:**
Superintendent of Schools
- III. Terms and Conditions of Submitting an SSIR:**
 - a. If the situation is potentially newsworthy, (refer to Section IV), the principal or designee should immediately send a clear, concise and grammatically correct summary of the event, (no more than three or four sentences), to the Superintendent, Deputy Superintendent, Assistant Superintendent, and Chief of Staff. This information will be used to notify the Board of the situation.
 - b. A SSIR must be sent within 24 hours regarding the situation as noted in the email.
 - c. All SSIRs will be created by the building administrator and/or their designee. It is expected that the principal is aware of all SSIRs submitted from their building.
 - d. In the SSIR, students should be referenced by their initials and student ID number only.
 - e. The SSIR will be sent from the building administrator or designee to their respective Assistant Superintendent (in a Microsoft Word document provided). If the SSIR is regarding a student and/or staff member, being hospitalized, arrested, removed from the building, and missing or leaves school grounds, a brief update status should be indicated in the email, with the SSIR attached.
 - f. The Assistant Superintendent will forward the SSIR to the Chief of Staff and the Chief of Staff's secretary (copy) via email, for review and follow-up.
 - g. The Chief of Staff will contact the building administrator if additional information is needed or an updated status is required. The Chief of Staff will communicate any updates with all appropriate parties.
 - h. The Chief of Staff will review the SSIR and send it to the Executive County Superintendent, Board of Education Members and appropriate district staff.

- i. The Chief of Staff will forward any SSIR that has to do with attempted suicide, to the Director of Guidance and Counseling.
- j. The Chief of Staff will follow-up with the building administrator on any questions or concerns regarding the SSIR.
- k. Proper grammar and accuracy of School Security Incident Reports (SSIRs) are critical when being sent to the district, board and county.

IV. Incidences Requiring an SSIR:

- a. Weapon possession
- b. Weapon use
- c. Fights involving serious injury
- d. Violence against staff
- e. Terroristic threats
- f. Inappropriate relationship (sexual misconduct by a student or staff member)
- g. Active shooter
- h. Gang activity
- i. Intruder in the school or on school grounds
- j. Lockdown (not a drill)

V. Dissemination:

- a. Upon completion, the final SSIR form will be forwarded to the following:
 - 1. Executive County Superintendent of Schools
 - 2. Superintendent's Cabinet
 - 3. Board Members