



Student Services Department

TO: Principals
Assistant Principals
Health Technicians

FROM: Kavin Dotson, Ed.D.
Director, Student Services

DATE: July 8, 2019

SUBJECT: **LUSD INCIDENT REPORT PROCEDURES**
LUSD BULLYING INCIDENT AND INVESTIGATION REPORT PROCEDURES
CONFIDENTIAL SCHOOL ACCIDENT REPORT PROCEDURES

School officials are required to report major incidents, disturbances, accidents, injuries and other events that may impact the safety and welfare of students, staff, and visitors. Reporting an incident requires verbal notification to the district and detailed documentation of the information relevant to the incident. Accurate reporting is the first step in creating a safe environment and maintaining important records in every school.

Lynwood Unified School District Incident Report

The incident report is a form that is completed to record details of a major incident or situation that occurs on campus involving students, staff, or visitors. The purpose of the incident report is to document the facts of the occurrence while they are fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with discipline cases and liability issues stemming from the incident.

LUSD Incident reports should be completed for incidents involving students or staff: (1) While on school grounds; (2) While going to or coming from school; (3) During the lunch period whether on or off the campus; (4) During, or while going to or coming from, a school-sponsored activity that occurs during school days, evenings or weekends. The incident report is a confidential report that is used for school or district recording purposes only. This report and its contents are not to be shared or copied for any person who is not listed as a recipient.

Lynwood Unified School District Bullying Incident and Investigation Report

If an incident of bullying is reported to the school, the principal or designee must document the information in the LUSD Bullying Incident Report. An appropriate investigation must be conducted and the details and findings of the investigation must also be documented in the LUSD

Bullying Incident Report. As soon as a bullying allegation is reported to school officials, the principal or designee shall take immediate action to prevent further bullying of the victim before, during, and after the course of an investigation.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying and take the appropriate actions to remedy the problem (see LUSD Anti-Bullying Policies and Procedures). The LUSD Bullying Incident Report is a confidential report that is for school/district recording purposes only. This incident report and its contents are not to be shared or copied for any person who is not listed as a recipient of the report.

Confidential School Accident Report

A Confidential School accident report is a form that must be completed in the event of an injury or physical accident. The details of this report are extremely important as they are often used by insurance companies or in cases of lawsuit. This report is to be completed by school district employees. The Confidential School Accident Report Should be Completed Within 24 Hours of the Injury or Accident. For assistance with completing this report, please contact the LUSD Risk Management Department at 310-886-1600 ext. 8048.

Please be reminded that all of the aforementioned reports are confidential documents. The contents of these reports are not to be shared or copied for any person who is not a school district employee. Additionally, prior approval from the Superintendent's Office or the Student Services Department must be given for information or copies provided to school district employees.

Do not hesitate to contact the Student Services Department if you need assistance with the LUSD incident reporting procedures or the district's policies and procedures to address bullying.

Please see the electronic attachments of the following:

- **Lynwood Unified School District Incident Report**
(This is a fillable form and information can be saved)
- **Lynwood Unified School District Bullying Incident and Investigation Report**
(This is a fillable form and information can be saved)
- **Lynwood Unified School District Anti-Bullying Policies and Procedures**
(PDF reference document of district policies and procedures)
- **Confidential School Accident Report**
(This is a fillable form and information can be saved)