

GOVERNOR WENTWORTH REGIONAL SCHOOL DISTRICT

VIOLENCE PREVENTION AND MANAGEMENT PLAN



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SECTION 1 - INTRODUCTION

The Governor Wentworth Regional School District is committed to providing a safe, respectful, and supportive learning and working environments for all students, staff, and visitors. The purpose of this Student Violence Prevention and Management Plan is to establish clear expectations, proactive strategies, and consistent procedures to prevent, reduce, and respond to incidents of violence or threatening behavior.

Maintaining a safe school environment is a shared responsibility. Meaningful prevention and effective response can only be achieved through the collective commitment of district leadership, administrators, educators, support staff, and all employees. Each staff member plays a vital role in recognizing potential risks, modeling appropriate behavior, and responding promptly to concerns.

All employees are encouraged to work in a safe and professional manner, report unsafe or concerning conditions, and actively participate in district safety efforts. Staff involvement, including collaboration through designated safety and joint management committees—is essential to fostering a culture of awareness, accountability, and continuous improvement in student and workplace safety.

SECTION 2 - MANAGEMENT STATEMENT OF COMMITMENT

The Governor Wentworth Regional School District is fully committed to providing a safe, healthy, secure educational and working environments for all students, employees, and visitors. The District recognizes that safety, particularly the prevention and effective management of student violence, is an essential responsibility and is as critical to our mission as teaching, learning, and student well-being.

The District's philosophy is that incidents of violence and workplace injuries are preventable through proactive planning, consistent practices, and shared accountability. Safe and professional conduct is a fundamental condition of employment, and all identified risks and operational exposures must be addressed through appropriate safeguards, procedures, and supports. Training employees to recognize, prevent, and respond to unsafe or threatening behavior is essential to maintaining a safe school environment and is a priority of the District. Contained in this document are the elements committed to by the District to adequately provide such safety programs as required by Administrative Lab rule 602.01(c).

District leadership accepts full responsibility for the implementation, oversight, and continuous improvement of the Student Violence Prevention and Management Plan. Administrators, supervisors, and management personnel are accountable for supporting safety initiatives, enforcing district policies, and modeling expected behaviors. Safety responsibilities will be clearly defined within job descriptions and supervisory roles, and performance evaluations will reflect each individual's commitment to safety and health practices.

The District further recognizes that preventing injuries and incidents protects not only individuals but also the educational mission and financial resources of the District. Through ongoing communication, training, and employee involvement, management is committed to fostering a culture in which safety is understood, valued, and integrated into all aspects of district operations.

This statement reflects the District's commitment from top management and serves as the foundation of the Student Violence Prevention and Management Plan. The success of this program depends on the active participation and cooperation of all employees, supported by strong leadership and clear expectations.

SECTION 3 - RESPONSIBILITIES

Safety and health are shared responsibilities of all employees of the Governor Wentworth Regional School District. While ultimate responsibility for the success of the Student Violence Prevention and Management Plan rests with top management, effective implementation depends on the active participation and cooperation of all levels of the organization. This section outlines the specific responsibilities associated with each role.

A. District Administration and Top Management

District administration is responsible for establishing, supporting, and sustaining a comprehensive safety program that prioritizes the prevention and management of student violence and workplace hazards.

Responsibilities include:

1. Program Adoption and Oversight

- Officially adopt and maintain the Student Violence Prevention and Management Plan.
- In accordance with Policy CH, the Superintendent shall approve the implementation of the program and any future revisions or updates.

2. Leadership and Commitment

- Demonstrate visible and ongoing support for safety and violence prevention initiatives.
- Reinforce that safety is a priority equal to all other district functions.

3. Communication

- Ensure that all employees are informed of the elements of the safety program and understand their role in its implementation.
- Clearly communicate that the program is a shared responsibility requiring active participation from management, supervisors, and staff.

4. Resources and Support

- Ensure that adequate resources are available to implement and sustain the program, including:
 - Funding for safety equipment, personal protective equipment (PPE), and training materials;
 - Access to qualified personnel such as consultants, risk management services, and outside experts;
 - Time for training, inspections, investigations, and review of safety-related reports;
 - Administrative support to encourage district-wide acceptance and compliance.

5. Hazard Identification and Control

- Ensure that hazards, including risks related to student behavior and workplace violence, are assessed and addressed in a timely manner.
- Require corrective action for unsafe conditions reported by employees or supervisors.

6. Training and Professional Development

- Ensure that appropriate safety and violence-prevention training is provided to all employees based on job responsibilities.
- Provide training for members of the Joint Loss Management Committee sufficient to carry out duties related to hazard identification, incident investigation, and prevention planning.

7. Accountability

- Hold administrators and supervisors accountable for enforcing safety policies and procedures.
- Incorporate safety and health responsibilities into job descriptions, supervisory expectations, and performance evaluations.

8. Contractor and Subcontractor Compliance

- Ensure that all contractors and subcontractors working on district property comply with applicable safety, health, and violence-prevention standards.

The responsibilities listed above represent minimum expectations and are not intended to limit initiative at any level of management to develop additional procedures or controls that enhance safety, reduce risk, and support a positive school climate.

B. Leadership Team Responsibilities

The Leadership Team—including principals, assistant principals, directors, and other supervisory personnel—has both the authority and responsibility to ensure that safety and violence-prevention practices are implemented consistently within their areas of responsibility. Leadership teams play a critical role in setting expectations, modeling appropriate behavior, and responding promptly to safety concerns.

Responsibilities include:

1. Hazard Recognition and Immediate Action

- Take immediate and appropriate action to correct or mitigate unsafe conditions, behaviors, or situations that may place students or employees at risk.
- Report safety concerns that cannot be immediately corrected to district administration for further action.

2. Safety Equipment and Protective Measures

- Ensure that required personal protective equipment (PPE) is available, appropriate to the task or situation, and used correctly when necessary.
- Provide or arrange for training on the proper use of safety and protective equipment.

3. Safe Facilities and Equipment

- Ensure that equipment, tools, and safety features within their area of responsibility are properly maintained and functioning as intended.
 - Identify and report facility or equipment concerns that may contribute to unsafe conditions or increase the risk of injury or violence.
- 4. Incident Reporting and Investigation**
- Promptly investigate and report all accidents, injuries, incidents of student violence, and near-miss events in accordance with district procedures.
 - Participate in follow-up actions to prevent recurrence.
- 5. Policy Enforcement and Discipline**
- Enforce district safety policies, procedures, and work rules consistently.
 - Address violations of safety or violence-prevention procedures in accordance with applicable personnel policies, collective bargaining agreements, and established disciplinary processes.
- 6. Communication and Compliance**
- Ensure that all employees within their area of responsibility understand and comply with safety procedures, work rules, and violence-prevention protocols.
 - Reinforce understanding of personnel policies and the disciplinary consequences related to safety violations.
- 7. Training and Education**
- Educate and support employees in the safe performance of job duties, including awareness of potential hazards, de-escalation strategies, emergency procedures, and appropriate response to student behavior.
 - Ensure that staff participate in required safety and violence-prevention training.
- 8. Leadership and Culture**
- Exhibit leadership by modeling safe, respectful, and professional behavior at all times.
- 9. Demonstrate Active Commitment to Safety and Health**
- Maintain ongoing awareness of the safety and well-being of staff and students within their area of responsibility.
 - Accept accountability for the overall safety performance of their team, including the prevention and appropriate response to accidents, incidents, and near-miss events.
- 10. Engage Staff in Continuous Safety Improvement**
- Regularly meet with staff to discuss safety concerns, prevention strategies, and opportunities to reduce risk.
 - Review recent incidents, near misses, and positive safety practices to reinforce learning and promote continuous improvement.
- 11. Participate in Inspections and Investigations**
- In collaboration with the Joint Loss Management Committee, schedule, conduct, and participate in workplace inspections and incident investigations.
 - Identify unsafe equipment, conditions, or behaviors and ensure timely corrective action is taken.

C. Employee Responsibilities

As members of the Governor Wentworth Regional School District, all employees are expected to conduct themselves in a safe, professional, and responsible manner at all times. As a condition of employment, employees are required to exercise active concern in the performance of their duties to prevent injuries to themselves, students, and fellow employees, and to contribute to a safe and supportive school environment.

Employees are expected to:

- 1. Maintain a Safe Work Environment**
 - Create and maintain safe conditions in all aspects of their work and interactions.
- 2. Demonstrate Awareness and Responsibility**
 - Exhibit active concern for the safety and well-being of students, colleagues, and visitors.
 - Act in a manner that supports violence prevention and positive school climate.
- 3. Address Unsafe Conditions and Behaviors**
 - Take reasonable and immediate action to correct unsafe acts or conditions when able.
 - Notify their supervisor and/or maintenance staff promptly when unsafe conditions cannot be corrected directly.
- 4. Follow Policies and Procedures**
 - Understand, observe, and comply with all district personnel policies, work rules, safety procedures, and violence-prevention protocols.
- 5. Use Required Protective Equipment**
 - Wear required personal protective equipment (PPE) and footwear appropriate to the assignment and work environment.
- 6. Comply with Dress and Footwear Expectations**
 - Follow the district dress code and ensure footwear is appropriate to assigned duties and safety requirements.
- 7. Operate Equipment Safely**
 - Operate only equipment, tools, or machinery for which they have received appropriate training and authorization.
- 8. Report Incidents Promptly**
 - Follow all district procedures for reporting accidents, injuries, incidents of student violence, and near-miss events in a timely manner.

SECTION 4 - JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

A Joint Loss Management Committee (the “Committee”) is established by the Superintendent as required by RSA 281-A:64, III. The purpose of the Committee is to bring employees and management together in a non-adversarial, collaborative effort to promote workplace safety and health. The Committee’s recommendations are advisory in nature and intended to support and assist the employer. The composition, functions, and duties of the Committee shall comply with New Hampshire Department of Labor rules Lab 603.01, 603.02, and any other applicable rules adopted by the Department. The Committee shall also address protocols related to workplace violence, including required employee training pursuant to RSA 281-A:64, III. The Committee shall meet at least quarterly, with the first meeting of each year occurring prior to the start of the student school year.

- OBJECTIVE

Committee members will serve as a liaison between the JLMC and employees to assist in meeting the goals of the committee.

- GOALS

1. To decrease the number of avoidable safety and health related accidents, injuries, and property damage and losses throughout the District;
2. Eliminate, to the maximum extent possible, occupational and health hazards to District employees by complying with all current occupational safety, health, and environmental laws and regulations mandated by federal, state, and local jurisdictions;
3. Encourage the active participation of all employees in loss management efforts, and;
4. Promote increased efficiency of District services through proven risk management and safety practices, thereby minimizing utilization of tax dollars and improving the quality of life for all employees in the District.

- ORGANIZATION OF THE JOINT LOSS MANAGEMENT COMMITTEE

1. Size
 - a. The committee has a minimum of 4 members with equal representation of employers and employees.
2. Membership and Structure:
 - a. The committee has equal numbers of employer and employee representatives, or more employees than employers.
 - b. Employee representatives shall be selected by the employees according to the following guidelines:
 - i. Each bargaining unit of represented employees and any residual group or unrepresented employees shall have a proportional number of committee members based on the number of employees in each bargaining unit or group;

- c. Committee members must be representative of the major work activities of the employer:
 - i. Food Service
 - ii. Administrative Assistants
 - iii. Teachers
 - iv. SAU
 - v. Paraprofessionals
- d. Any employee who participates in committee activities in their role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at their regular rate of pay for all time spent on such activities;
- e. The committee shall have a Chairperson, a Vice Chairperson, and a Secretary. The position of chairperson must be rotated between employee and employer representatives.
 - i. The chairperson will change every two years.
 - ii. Chairperson, Vice Chairperson, and Secretary appointments should occur in September of even years, beginning September 2023.

- **DUTIES AND RESPONSIBILITIES OF THE JOINT LOSS MANAGEMENT COMMITTEE**

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

- 1. Meet at least four times a year to carry out their duties and responsibilities;
- 2. Keep minutes of meetings which shall be posted on the GWRSD website for review by all employees;
- 3. Elect a chairperson, alternating between employee and employer representatives;
 - a. Chairperson - Lead committee and ensure compliance with JLMC requirements, lead meetings.
 - b. Vice Chairperson - Act as chair in Chair's absence, record identified safety issues and recommendations and submit to management for follow-up
 - c. Secretary - Individual to take meeting minutes and post them with the District Administrative Assistant to be posted in the staff room.
- 4. Post the JLMC policy statement on the GWRSD website for review by all employees;
- 5. Post the current and clearly established goals and objectives of the committee on the GWRSD website for review by all employees;
- 6. Review workplace accident and injury data to help establish the committee's goals and objectives;
- 7. Establish specific safety programs which include, but are not limited to, the following:

- a. 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;
- b. Provisions for health and safety inspections at least annually for hazard identification purposes; these are often conducted by GWRSD facilities staff, administrators, school safety teams, or in partnership with local fire/health officials and include, but are not limited to:
 - i. Building walkthroughs (exits, lighting, flooring, ADA access)
 - ii. Fire safety inspections (alarms, extinguishers, evacuation routes)
 - iii. Playground and athletic facility checks
 - iv. Science labs and CTE spaces (chemical storage, equipment safety)
 - v. Kitchens and food service areas (health code compliance)
 - vi. Indoor air quality, ventilation, and environmental concerns
 - vii. Bus and transportation safety inspections
 - viii. Security reviews (locks, cameras, visitor procedures)
- c. Performance of audits at least annually regarding the inspection findings; often led by facilities personnel and building or district leadership, this involves:
 - i. Reviewing inspection reports to confirm hazards were addressed
 - ii. Tracking corrective actions (completed, pending, overdue)
 - iii. Identifying patterns or recurring issues across schools
 - iv. Evaluating effectiveness of prior fixes or mitigation strategies
 - v. Reporting findings to district leadership or the School Board
 - vi. Updating safety plans based on trends (e.g., repeated playground issues)
- d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls; the process at GWRSD is outlined as follows:
 - i. Share reports with principals, facilities, and relevant staff
 - ii. Notify maintenance teams of needed repairs
 - iii. Communicate safety concerns to teachers (e.g., lab protocols, classroom hazards)
 - iv. Provide clear recommended actions (e.g., repair, replace, restrict use, retrain staff)
 - v. Follow up to ensure actions are completed
 - vi. Escalate urgent concerns immediately (e.g., unsafe structure, fire hazard)

- e. A prevention and amendment plan pursuant to (f) below for the purpose of reducing violent acts and injuries caused by students against employees, volunteers, and visitors;
- f. The student violence prevention and management plan shall include the following information:
 - i. Training, education, investigation, and prevention protocols for all staff in the area of reducing violent acts and injuries caused by students (e.g., CPI, Responsive Classroom, Care Team); and
 - ii. 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;
- 8. Assist with the identification of necessary safety and health training for employees, such as CPI, Bloodborne Pathogens, CPR/First Aid, etc.;
- 9. Instruct those in an affected work area how to recognize, control, and eliminate unsafe conditions and practices; and
- 10. Assist with the identification and definition of temporary, alternate tasks, which may include:
 - a. Reassigning a staff member to different duties if they were involved in or affected by an incident;
 - b. Providing alternative work tasks while a situation is being investigated or stabilized;
 - c. Adjusting responsibilities to reduce exposure to a student or setting that may pose a risk; or
 - d. Allowing time for recovery, debriefing, or additional training before returning to regular duties.

- **DUTIES AND RESPONSIBILITIES OF THE EMPLOYER**

To carry out the intent of RSA 281-A:64, the employer shall:

- 1. Respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes;
- 2. Pay any employee who participates in committee activities in their role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, at their regular rate of pay for all time spent on such activities; and
- 3. Provide for the required and necessary safety and health training for employees, at no cost and without any loss of pay so they can perform their work in a safe and healthy manner and environment.

- a. GWRSD will provide all required safety and health trainings at no cost to employees. Employees who wish to participate in non-required safety or health trainings may access professional development funds in accordance with their collective bargaining agreements.
 - b. Required trainings are scheduled within designated professional development days or, when necessary, staff are compensated for time completed outside of their regular workday.
- **RECORDKEEPING**
 - 1. Minutes of all committee meetings will be kept and filed with the office of the Superintendent.
 - 2. As the committee is a function body of and for all employees, the minutes of each meeting will be made available to all employees. The office of the Superintendent will post all meeting minutes to the Governor Wentworth Regional School District website.
 - 3. Format of minutes will ensure compliance with NH Department of Labor requirements. Minutes will be constructed so that they are of benefit to all employees but sensitive to issues that may have been discussed during the meeting.

SECTION 5 - SAFETY STATUTES, RULES, AND REGULATIONS

- **DISTRICT POLICIES**
 - EB:** Workplace Safety Program & Joint Loss Management Committee
 - EBBD:** Indoor Air Quality & Water Quality
 - EBBCA:** Use & Location of Automated External Defibrillators
 - EBCA:** Crisis Prevention & Emergency Response Plans
 - EBCB:** Safety Drills
 - EBCC:** False Alarms, Bomb, Active Shooter, & Other Such Threats
 - EBCD:** Emergency School & District Closings
 - EBCG:** Communicable and Infectious Diseases
 - ECA:** Buildings and Grounds Security
 - GBG:** Employee Protection
 - GBGA:** Staff Health
 - JLCE (EBCC):** First Aid & Emergency Medical Care

Please note, many of these policies are subject to revision in accordance with the NHSBA bi-annual policy update.

- **RULES AND REGULATIONS**

Lab 1400 Rules, Administrative Rules for Safety and Health

Lab 600 Rules, Safety Programs

RSA 277, Safety & Health of Employees

RSA 277-A, Employees Right to Know

RSA 281-A:64, Safety Provisions

SECTION 6 - DISCIPLINARY POLICY

The disciplinary process below related to safety and health violations outlines the general progression of corrective action when an employee fails to comply with established safety, health, or violence-prevention rules according to the provisions of Administrative Lab Rule 602.01(b).

Failure to follow district safety policies and procedures may result in progressive discipline, which may include:

1. **Verbal Warning**
 - Issued by the appropriate district administrator.
 - The date and nature of the warning shall be documented.
2. **Written Warning**
 - Provided to the employee and placed in the employee's personnel file.
3. **Job Suspension**
 - Imposed in accordance with district policy and applicable collective bargaining agreements.
4. **Job Termination**
 - Imposed in accordance with district policy and applicable collective bargaining agreements.

All disciplinary actions shall be administered in a fair, consistent, and timely manner and in compliance with all applicable laws, district policies, and union agreements related to performance or conduct concerns. The district reserves the right to modify the disciplinary process as permitted by policy or agreement, depending on the severity of the violation or circumstances involved.

SECTION 7 - ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

The Governor Wentworth Regional School District maintains a written procedure (Appendix A) for the prompt reporting and investigation of all accidents, injuries, incidents, near-miss events, and incidents of student violence. Timely and thorough reporting and investigation are essential to identifying root causes, implementing corrective actions, and preventing recurrence.

Accident and incident investigations shall be conducted by the immediate supervisor, members of the Joint Loss Management Committee, and/or other designated personnel, as appropriate. The purpose of each investigation is to determine:

1. What occurred;
2. Why the incident occurred; and
3. What corrective actions can be implemented to prevent similar incidents in the future.

Within 24 hours after the occurrence of a workplace injury which necessitates hospitalization for a serious injury for one or more employees, the employment accident shall be reported to the commissioner of labor by calling **(603) 271-0127** or **271-6850** or via email to **SafetyDiv@dol.nh.gov**.

The reporter shall include the following information;

1. Date of injury;
2. Time of injury;
3. Cause of the injury;
4. Place where the injured person was sent for medical evaluation or treatment; and
5. Place where the injured person was hospitalized.

Investigations may include, but are not limited to, the following components:

- Inspection of the incident scene by trained personnel;
- Interviews with witnesses as soon as practicable following the incident;
- Interviews with the injured individual or affected parties at an appropriate time;
- Identification and analysis of contributing factors and root causes;
- Completion of required reports and documentation;
- Development of recommendations for corrective or preventive measures;
- Photographs, diagrams, or sketches of the scene when appropriate;
- Collection of relevant materials or environmental samples, if applicable.

The District maintains standardized accident and incident report forms, available in the Main Office of every district building. All supervisors, administrators, and managers responsible for completing these reports shall be trained on proper reporting procedures and the information required to ensure accurate, complete, and timely documentation.

All reported incidents will be reviewed to identify trends, evaluate the effectiveness of existing controls, and support continuous improvement of the District's safety and violence-prevention efforts.

SECTION 8 - TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

The Governor Wentworth Regional School District is committed to providing safety and health training to ensure that all employees are prepared to perform their duties safely and effectively.

Training is a critical component of the District's Student Violence Prevention and Management Plan and supports compliance with applicable federal and state regulations, district policies, and professional standards for educators and staff.

Safety and health training is provided to promote hazard awareness, injury prevention, appropriate response to incidents, and a safe learning and working environment for all students and employees. Training requirements are based on job responsibilities, identified risks, and regulatory obligations.

Safety and health training may be required for the following individuals and circumstances, including but not limited to:

- All new employees, as part of onboarding and orientation
- Employees transferring to new positions, assignments, or departments with different safety or behavioral risk factors
- Administrators, managers, and supervisors, with emphasis on leadership responsibilities, incident response, and accountability
- Educators and support staff, including required trainings related to:
 - Bloodborne Pathogens
 - Student behavior management and de-escalation strategies
 - Mandatory reporting obligations
 - Emergency response procedures (e.g., lockdown, evacuation, shelter-in-place)
 - Workplace violence prevention
- Employees whose actions indicate a need for retraining, including disregard for safety rules or procedures
- Employees assigned to new equipment, processes, or instructional practices that introduce new hazards
- Employees serving on special teams or committees, such as emergency response teams, crisis teams, or the Joint Loss Management Committee
- Joint Loss Management Committee members, to ensure competency in hazard identification, inspections, and incident investigation
- Outside contractors or vendors, as appropriate, to ensure awareness of district safety expectations while on district property

Training may be delivered through a variety of methods, including in-person instruction, online modules, drills, and refresher sessions, and will be documented in accordance with district procedures.

Pre-Employment Screening and Hiring Practices

The District incorporates safety considerations into its hiring and onboarding practices to ensure that qualified, responsible, and safety-conscious individuals are employed.

Hiring practices may include:

- Criminal background checks as required by state and federal law

- Verification of credentials, licenses, and certifications
- Reference checks relevant to job performance and professional conduct
- Review of job descriptions, including physical, behavioral, and safety-related requirements
- Compliance with all applicable employment, nondiscrimination, and disability laws

Safety expectations and responsibilities will be discussed during the interview and onboarding process. New employees will be provided with a safety acknowledgement for review and signature as part of orientation.

District Safety Acknowledgement Form

The District Safety Acknowledgement Form includes the following employee responsibilities:

- Attend and participate in all required safety, health, and violence-prevention training.
- Follow established protocols until such safety training (e.g., CPI) can be attended.
- Report all accidents, injuries, incidents, and near-miss events to a supervisor promptly.
- Report unsafe conditions or behaviors immediately.
- Comply with all safety and health rules, policies, and procedures outlined in the District's safety program.

SECTION 9 - EMERGENCY EVACUATION AND RESPONSE PLANS

Preparedness for emergencies is essential to the safety of students, staff, and visitors within the Governor Wentworth Regional School District. All employees must be familiar with established emergency procedures to ensure prompt, orderly, and effective response in the event of an emergency. Clear understanding of roles and responsibilities helps minimize confusion, delays, and risk during critical incidents.

The District maintains Emergency Operations Plans (EOPs) for each school and facility. These plans address a range of potential emergencies, including but not limited to fire, medical emergencies, hazardous conditions, severe weather, and incidents involving student behavior or violence.

Evacuation and Emergency Procedures

Emergency plans include detailed evacuation procedures that specify:

- How employees and students will exit buildings safely
- Designated evacuation routes and assembly areas
- Procedures for accounting for students and staff after evacuation
- Conditions under which evacuation, lockdown, shelter-in-place, or other protective actions are required

Methods of emergency notification and alarm systems are clearly defined and communicated to all staff. Regular drills—including evacuation, lockdown, and other emergency response drills—are conducted in accordance with district policy and state requirements. These drills are designed to reinforce proper procedures and ensure readiness.

The Emergency Operations Plans also define the responsibilities of administrators, supervisors, and designated response teams during an emergency, including coordination, communication, and decision-making authority.

Medical Emergencies

In the event of a medical emergency, district procedures address the following:

- Identification of who is responsible for contacting emergency medical services
- Availability and location of first aid supplies and emergency medical equipment
- Identification of staff trained in first aid, CPR, and other emergency medical response
- Designation of personnel responsible for meeting and directing emergency responders to the appropriate location
- Notification requirements for district administration
- Assessment of scene safety, particularly when the medical emergency results from an accident or incident

Emergency Response Teams and Specialized Situations

Procedures for response by designated school-based teams—such as crisis response teams, first aid responders, or other specialized groups—are included in both training programs and the District’s safety and emergency planning documents. Staff assigned to these roles receive appropriate training to carry out their responsibilities safely and effectively.

Coordination with First Responders

The Governor Wentworth Regional School District actively collaborates with first responders from all six towns served by the District as part of its emergency operations planning. Local police, fire, emergency medical services, and other public safety agencies are involved in planning, training, and response coordination to ensure familiarity with district facilities, procedures, and communication protocols.

The District maintains an active emergency planning task force that includes district leadership and first responder representatives. This task force supports ongoing review, improvement, and coordination of emergency plans and response strategies across the District.

During emergencies such as fire incidents, responding agencies may require immediate access to critical information, including building layout, occupancy status, and hazard conditions. District procedures ensure that designated personnel are prepared to provide this information promptly to support effective emergency response.

SECTION 10 - SAFETY AND HEALTH COMMUNICATION

Open and ongoing communication between employees and management is essential to the success of the Governor Wentworth Regional School District's safety and health program. Effective communication ensures that potential hazards are identified, safety concerns are addressed promptly, and all staff are informed and engaged in creating a safe learning and working environment.

The District encourages all employees to:

- Suggest improvements to safety and health practices to supervisors or administrators
- Report unsafe conditions, equipment issues, or behaviors immediately
- Actively participate in safety-related committees, including the Joint Loss Management Committee

Management is committed to keeping employees informed and involved by:

- Providing all employees with access to the District's Student Violence Prevention and Safety Program
- Posting information regarding safety meetings, training opportunities, and meeting minutes
- Displaying safety and health notices, posters, and other visual reminders throughout facilities
- Communicating updates, changes, or alerts through email, staff meetings, and other district-approved channels

By fostering a culture of open communication, the District ensures that safety and health remain a shared priority and that employees are empowered to actively contribute to a safe and supportive school environment.

SECTION 11 - WORKPLACE VIOLENCE

Workplace violence can occur in any setting, and all employees must be able to recognize and respond to potential threats to ensure the safety of themselves, students, and colleagues.

Who Is at Risk?

Certain factors may increase the risk of violence:

- Working alone or in isolated areas, including classrooms or offices
- Interacting with students, visitors, or members of the public who may be aggressive
- Responding to behavioral crises or conflicts between students

Reducing the Risk

The District reduces the risk of workplace violence through a combination of environmental, administrative, and training strategies:

1. Workplace Assessment
 - Regularly identify potential hazards or situations that could lead to conflict.
2. Engineering Controls
 - Maintain well-lit facilities, secure access points, and safety devices such as panic buttons or communication systems.
3. Administrative Controls
 - Implement clear policies and procedures for responding to threats, supervising staff, and reporting incidents.
4. Training and Awareness
 - Train employees to recognize warning signs, use de-escalation strategies, and respond safely to conflict or aggressive behavior.

By combining these strategies, the District fosters a safe environment where risks are minimized, and staff are prepared to respond effectively to incidents.

SECTION 12 - STUDENT VIOLENCE

Mission

The mission of the Governor Wentworth Regional School District is to ensure that each student acquires knowledge and develops skills and work habits to enable them to become contributing members of society. This includes student violence prevention.

Purpose Statement

The Governor Wentworth Regional School District is committed to promoting a safe, healthy, orderly, and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration of other students, district personnel, and other members of the community.

Ensuring a safe and respectful learning environment is paramount for the well being and success of both students and staff.

Across the district, students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on school district property or on property within the jurisdiction of the school district (including vehicles), and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written school board policies, as well as district and/or school procedures and rules. These expectations are included in the “Code of Conduct” for the district. Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the

health and safety of students, employees, or visitors, and/or violates the “Code of Conduct” or classroom rules is prohibited.

Response to violations of the “Code of Conduct,” however, should be designed to maximize student academic, emotional, and social success, while at the same time ensuring safety of all students, staff, and school visitors. A Multi-Tiered System of Support for Behavioral Health and Wellness (MTSS-B) framework for the “Code of Conduct” will be utilized. District personnel who interact with students are expected to utilize progressive disciplinary measures and to place emphasis on educating students so they may grow in self-discipline.

District Plan Coordinator

While the prevention and management of student violence is a shared responsibility, the GWRSD’s main points of contact are each school’s Principal, the District’s Assistant Superintendent, Dr. Kaitlyn Hills, and the Director of Special Education & Counseling Services, Dr. Kelly Mask, located in the GWRSD district office.

Dr. Hills and Dr. Mask work collaboratively with building principals to coordinate training, conduct investigations, and ensure adherence to the district’s program designed to reduce student-related violent acts and injuries. Each school’s principal serves as the designated building-level contact responsible for implementing and overseeing training, investigations, and compliance with these protocols. Employees are invited to participate in Crisis Prevention Intervention (CPI) training annually for the purpose of providing for the care, welfare, and safety of students, employees, volunteers, and visitors.

Education and Prevention

Education and prevention strategies and interventions are the backbone of violence prevention.

The Governor Wentworth Regional School District’s strategic plan addresses two major themes connected to violence prevention: improving student wellness and building a culture of belonging. The district’s strategic plan outlines a Theory of Action that if the district collectively works together with families and the community toward common student wellness goals, including identifying and meeting student mental health, nutritional, physical, and social-emotional needs, then the district will empower students to be physically and mentally well and to build healthy relationships, as a result, students will be more resilient and prepared for life’s challenges. This mindset is the foundation of violence prevention.

Additionally, the GWRSD’s strategic plan proactively addresses school safety and violence prevention by acknowledging that if the district can “create a culture of belonging to help each student to access their ‘belonging,’ find their place, and value independent thinking...then students will feel valued and safe.” Our district fosters a strong sense of belonging for students by building meaningful relationships across all schools, strengthening transitions into and out of middle school, conducting professionally developed equity and interest audits, and providing consistent professional development focused on diversity, equity, and inclusive practices. We partner with staff to instill

pride and a sense of community, actively engage families and community members through focus groups, and intentionally recognize strengths, assets, and successes throughout the district. Together, these proactive measures help reduce the risk of school violence by ensuring students feel connected, supported, and valued, and by addressing social, emotional, and systemic factors that contribute to unsafe behaviors.

Education and Prevention Strategies Outlined:

- Required district staff trainings include Suicide Prevention Awareness, Preventing Workplace Harassment, and Bullying Prevention and Response, all conducted annually, as well as Know & Tell Training, which is completed within 30 days of hire and every two years thereafter.
- Additional recommended safety trainings include Bloodborne Pathogens, CPR/First Aid, and Responsive Classroom. Employees are also encouraged to participate in CPI (Crisis Prevention Institute) training annually to develop de-escalation strategies.
- New staff receive training during New Staff Orientation on recognizing signs of escalating behavior. Until they are able to complete CPI training, they are directed to seek support from a CPI-trained staff member if they encounter a situation involving escalating behavior or potential violence.
- All K-6 schools within the Governor Wentworth Regional School District / SAU #49 will utilize the Responsive Classroom approach. This approach is a student-centered, evidence-based method for elementary and middle schools that integrates social-emotional learning (SEL) with academics, creating safe, joyful, and engaging classrooms by focusing on community building, effective management, and developmental awareness. Key practices include daily Morning Meetings, collaborative Rule Creation, Guided Discovery, and Logical Consequences to teach crucial social-emotional skills like cooperation, empathy, and self-control, leading to better academic achievement and school climate.
- The Governor Wentworth Regional School District / SAU #49 continues to maintain a Multi-Tiered System of Supports for Behavioral Health and Wellness several years after the System of Care Grant has expired. Priority areas continue to be to develop and strengthen supports for students at all levels, strengthen teacher's system of supports, and explore restorative justice and restitution alternatives to out of school suspensions and exclusionary discipline responses.
- District Safety Meetings: The Superintendent of Schools, in collaboration with Homeland Security, will organize community safety meetings across the school district with local town police and fire departments along with school administration and school resource officers. Due to the vast geographic boundaries that span across two NH counties (Carroll and Strafford) and competing public safety agencies that would be required in responding to a safety emergency within the district, the district is divided into North (Ossipee and Effingham), South (New Durham and Middleton), and Central (Wolfeboro, Brookfield, Tuftonboro) response teams.

- Building Principals meet with their staff members at least annually to review how to respond in various crisis situations including clear hallways, shelter in place, evacuation, reverse evacuation, secure campus, lock down, and active shooter. Staff members also receive education by their building administration regarding reporting procedures for threats, incidents, or safety concerns to help ensure employees feel confident in reporting such incidents.
- The GWRSD is an active member of the National Behavioral Intervention and Threat Assessment (NaBITA) association, the nation's premier threat assessment association. Trainings, consultation with national experts regarding safety, risk assessments, and evidence based interventions K-12 are ongoing.
- As a result of the GWRSD's membership with NaBITA, the district established a Behavior Intervention Team known as the CARE team to assist in addressing situations in which students, teachers, and/or staff are displaying behaviors that are concerning, disruptive, or threatening in nature and that could potentially impede their own or others' ability to function successfully or safely. District-wide procedures were designed by the CARE team to help identify persons whose behavior potentially endangers their own or others' health and safety or is disruptive to the educational or administrative process of the school district and provides recommendations of potential solutions and next steps of action. Meetings to review potential threats to safety are biweekly. The chair of the CARE team, KRHS student coordinator, conducts Structured Interview for Violence Risk Assessment (SIVRA) with students when appropriately determined by the CARE team.
- Kingswood Regional High School (grades 9-12) has various educational and prevention programs such as peer outreach and prevention / mediation services for students to access.
- Students participate in an annual education program which sets expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying / cyberbullying. Families receive these notifications annually with the dissemination of student / family handbooks.
- GWRSD maintains internal reporting procedures and timelines compliant with RSA 193-F:6.
- NH RSA 193-D, known as the Safe School Zone Statute, is a policy across the GWRSD that maintains that all school buildings, premises, bus stops and routes, shall be safe environments for students, free of danger posed by the presence of weapons or conduct that threatens harm.
- GWRSD follows discipline procedures set forth by both State of NH and federal regulations such as RSA 193:13 & Ed 317.
- All staff members participate in the annual Suicide Prevention training facilitated by school counselors utilizing the CONNECT training professionals and communities framework in suicide prevention and response, sponsored by the National Alliance of Mental Illness - New Hampshire (NAMI-NH) in collaboration with The Substance Abuse and Mental Health Services Administration (SAMHSA). All counselors across the district are trained to conduct the Columbia-Suicide Severity Rating Scale (C-SSRS) when risks of self harm or violence are made aware and reported to school staff. The Columbia-Suicide Severity Rating Scale (C-

SSRS) is a questionnaire used for suicide assessment developed by multiple institutions, including Columbia University, with NIMH support. The scale is evidence-supported and is part of a national and international public health initiative involving the assessment of suicidality.

Reporting Incidents of Violence

Consistent with The Safe Schools Zone Act (RSA 193:D), the Governor Wentworth Regional School District appropriately documents violence utilizing a written report by following the procedures of RSA 193-D:4, I (d). As a public agency, any school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such a report shall immediately forward such information to the school Principal who shall file it with the local law enforcement authority if applicable.

Identifiable information within the reports should include:

- a. The name and home address, if known, of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.
- b. The name and home address, if known, of any witness to the act of theft, destruction, or violence in a safe school zone. When an act of violence is observed by a group of people, one member of the group may report the act and identify the additional observers, provided a second observer also signs the report.
- c. Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.

The report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing. If the alleged victim is a student, the principal shall also immediately notify the person responsible for the victim's welfare such as a parent / guardian (as defined in RSA 169-C:3, XXII) that a report was made to the local law enforcement authority. This does NOT include simple assaults involving pupils in K-12th grade. The GWRSD school board policies regarding the code of conduct, student expectations, and a continuum of disciplinary action is sufficient in these situations.

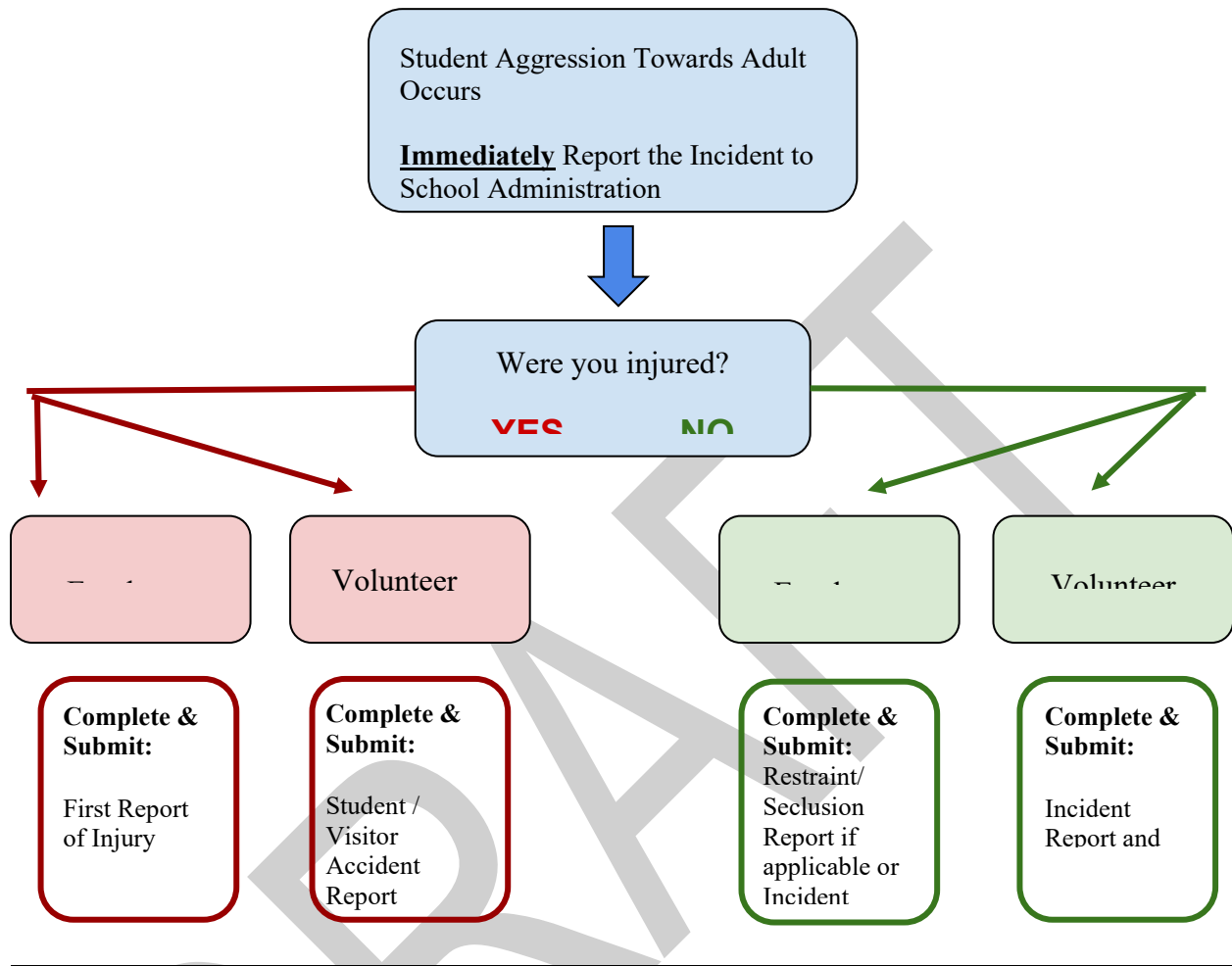
The Governor Wentworth Regional School District has a memorandum of understanding with the Wolfeboro Police Department for acts of violence and the use of a Student Resource Officer on the Kingswood campus.

All assaults committed against school employees, volunteers, and visitors are reported to the NH Department of Education for data collection and examination.

With collaboration with the district's Joint Loss Management Committee, the GWRSD provides an annual incident report to the Superintendent of Schools and School Board for review. The report includes incidents of violence involving students, employees, volunteers, and/or visitors.

Upon investigation of reports of violence, school administration will determine if any additional training, supports, or prevention protocols will be needed to reduce incidents of violence and/or injuries.

GWRSD Student Violence Reporting Flow Chart



GWRSD Procedure for Reporting and Investigating Accidents, Injuries, and Incidents of Student Violence

1. Immediate Response

- Ensure the safety of all individuals involved (separate students and clear bystanders).
- Provide first aid and/or seek medical assistance as needed.
- Secure the area to prevent further injury or escalation (activate lockdown/threat protocols if appropriate).
- Contact administration and/or emergency services when appropriate.
- Collect and secure obvious evidence (objects and video).

2. Initial Reporting and Logging

- Obtain written statements from students/staff who intervened or witnessed the incident.
- Complete the Incident/Accident Report Form (located in each building's Main Office) and submit to the SAU.
 - All incidents must be reported as soon as possible, and no later than the end of the same school day.
 - Incidents involving student violence must also be reported to building administration immediately.
 - Serious incidents (e.g., injury requiring medical attention, physical altercations, or safety threats) must be reported to the Superintendent or designee promptly.
- For incidents involving a Code of Conduct violation, enter the incident on a Behavior Observation Form (BOF)/Code of Conduct.

3. Notification

- Notify parents/guardians of all directly-involved students.
- Inform appropriate district personnel (e.g., school nurse, SRO, counselor, Care Team, SAU) based on the nature of the incident.
- When required, notify external agencies (e.g., law enforcement, Department of Health and Human Services) in accordance with applicable laws and policies.

4. Investigation

- The building principal or designee will initiate an investigation within one school day of the report.
- The investigation will include:

- Interviews with involved individuals and witnesses
 - Review of written statements and documentation
 - Review of video footage, if available
 - Examination of environmental or situational factors
- Conduct all investigations in a fair, impartial, and timely manner.

5. Documentation

- Document all findings using district-approved forms or systems.
- Documentation will include:
 - Description of the incident
 - Individuals involved
 - Contributing factors
 - Actions taken
 - Recommended follow-up or corrective measures
- Maintain records in accordance with district policy and confidentiality requirements.

6. Safety, Support, and Follow-Up

- Based on findings, take appropriate actions, which may include:
 - Student disciplinary action in accordance with the Code of Conduct
 - Implementation or revision of behavior intervention plans
 - Environmental or procedural changes to improve safety
 - Staff training or support
- Follow-up will occur to ensure that corrective actions are implemented and effective.

7. Review and Continuous Improvement

- Incident data will be reviewed regularly by building and district teams (building administrative teams, district leadership team, Joint Loss Management Committee, etc.).
- Analyze trends to identify areas for prevention and improvement.
- Use findings to inform updates to safety protocols, training, and supports.

SAFETY PROGRAM IMPLEMENTATION STATEMENT & ACKNOWLEDGEMENT FORM

This manual was updated and published on _____ and is valid for two years from this date.

The full manual will be reviewed and updated biennially by the SAU Business Office, the Joint Loss Management Committee, and the Superintendent. This manual may also be subject to partial updates as appropriate.

Superintendent Signature

Date

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I acknowledge that I have received a copy of the Governor Wentworth Regional School District’s **Violence Prevention and Management Plan**. I understand that this edition of the plan supersedes all previous editions of the plan.

I agree to read thoroughly and agree to abide by all policies and procedures contained in this plan. I agree to attend and participate in all required safety, health, and violence-prevention training. I understand the protocols to follow until I can attend such safety training. I agree to report all unsafe conditions or behaviors, accidents, injuries, incidents, and near-miss events appropriately.

I understand that the **Violence Prevention and Management Plan** contains information about some of the policies, rules, and procedures of the Governor Wentworth Regional School District that I must adhere to. I understand that this plan is not intended to include or set for all of the policies, rules, procedures, benefits, or standards that govern my conduct as an employee of the Governor Wentworth Regional School District. I understand that I can obtain copies of all current policies on the Governor Wentworth Regional School District [website](#).

I understand that the Governor Wentworth Regional School District may update the plan, policies, rules, and procedures at any time and for any reason.

I agree that if there is any policy or provision in the plan that I do not understand, or other issues regarding my employment, I will seek clarification from the building principal.

I understand that a copy of this receipt will be placed in my personnel file at the SAU office.

Please sign and date this acknowledgement and return it to the SAU office within ten (10) working days of receipt.

Employee Name: Please Print Clearly

Employee Signature

Date