

INCIDENT REPORTS

Adequate and prompt incident reporting is essential. If there is injuries or property damage, prompt reports also are vital in assuring the district staff, students and others of insurance coverage, if coverage exists for the particular incident or person.

The Board requires therefore that an incident report be filed on every incident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips or activities, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

ADOPTION DATE: January 15, 1985
REVISION DATE: April 17, 1996
REVISION DATE: October 23, 2017