**Incident Reports**

In the interests of documenting, monitoring, and preventing safety related incidents, the Superintendent shall establish a procedure, approved by the Board, for keeping a written incident report of all incidents that meet at least one of the following two criteria:

1. At the discretion of the administration, the incident compromised the safety of a student, faculty, staff or property, or

2. Incident was reported to the Board of Education

The written incident report shall include the following:

* What happened
* When it happened
* Where it happened
* What actions were taken to address the occurrence
* Any corrective actions

It will be the responsibility of the Superintendent to ensure that all incident reports are written in a timely manner (no more than five school days from when the administration is first notified of the incident), that all identified corrective actions are taken and that the incident report is maintained in the District office for future reference by the administration and Board as necessary.

Approved: October 28, 2010