

JOINT LOSS

STUDENT VIOLENCE

PREVENTION AND MANAGEMENT

PLAN



ADOPTED BY JOINT LOSS ON:

JANUARY 9, 2023

PURPOSE:

The Kearsarge Regional School District does not tolerate violence of any kind on our campuses. The District is committed to maintaining a safe work and educational environment where all school community members are safe within our buildings. The intent of this plan is to provide training, education, investigation and prevention protocols to reduce violent acts and injuries caused by students as required by RSA 281-A:64 and Lab 603.03(g)(6).

http://www.gencourt.state.nh.us/rules/state_agencies/lab600.html

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee.

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

(g) Establish specific safety programs which include, but are not be limited to, the following:

6) The student violence prevention and management plan shall include the following information:

- a. Training, education, investigation, and prevention protocols for all staff in the area of reducing violent acts and injuries caused by students; and
- b. 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;

DISTRICT PLAN COORDINATOR:

Although student violence prevention and management is the responsibility of many, the District's main point of contact is:

Larry Elliott, Director for Student Support Services

lelliott@kearsarge.org or 603-526-2051

TRAINING, EDUCATION & PREVENTION

SAU 65 offers a comprehensive training and education plan to educate our employees and help prevent workplace violence. Our plan includes the following education and prevention protocols:

- All schools will have positive school-wide behavior expectations that are communicated to staff and students.
- Any staff working on a day-to-day basis with students who may show aggression or need de-escalation will be trained in CPI with refreshers as needed to keep certification current.
- Special Education will have their own dedicated process to record student behavior incidents. Incidents will be reviewed, and administrators will provide necessary follow up, resources, and or support. These resources and supports include items such as, but not limited to, parent involvement, interventions, behavioral intervention plan, referral to Student Assistance Team, increased supervision, and additional classroom support.
- Building Leadership in each school will regularly monitor student behavioral and social/emotional trends and needs to provide ongoing support to students and staff. Building Leadership team will work directly with teachers to provide resources and training to support the specific needs of individual students as needed.
- Joint Loss Committee will review workers compensation injury reports and student violence incident report forms to review trends and to provide ongoing support to students and staff.
- Starting in the 23-24 school year, de-escalation strategies training will be added to the required annual training schedule for all staff.
- All staff has immediate access to the entirety of Safe School's Training Library to access training in a variety of behavior related series in addition to the required annual de-escalation training.
- Visitors are screened prior to entering the schools. Visitors' access to the schools is limited to designated areas.

REPORTING PROTOCOLS

- All violence committed by students against employees, volunteers and visitors shall be reported, using the “Student Violence Incident Report Form” (included below) as soon as reasonable, but no later than 48 hours after the incident.
 - If an employee is injured as a result of student violence, the employee will complete the Workers Compensation First Report of Injury Form instead of the Student Violence Incident Report Form.
 - First Report of Injury Forms can be found in the School Nurse Office or online at:
<https://www.nh.gov/labor/documents/first-report-injury.pdf>
- All assaults committed against employees, volunteers, and visitors shall be reported to the New Hampshire Department of Education as required by RSA 193-D:4, I(d),
- All “acts of theft, destruction, or violence” under RSA 193-D the Safe School Zones Act, shall be reported to the local police department in accordance with the Memorandum of Understanding.
- Forms (“Student Violence Incident Report Form” or “Workers Compensation First Report of Injury”) should be completed by the victim. However, if a group of individuals observes an act of violence, one individual may report the incident as long as all witnesses are identified.
- The completed form(s) should be signed by the victim and submitted to the Building Principal, who shall provide a copy of the completed report form to Human Resources at the SAU Office and Director of Student Support Services.
- Employees' physical contact with students as a result of student violence or aggression will be documented on the appropriate form such as the Restraint and Seclusion Form.

INVESTIGATION PROTOCOLS

- The Director of Student Support Services shall review the completed report form(s) and in collaboration with the Building Principal and Human Resources determine whether the incident needs to be investigated under a specific policy or procedure.
- If a special policy or procedure applies, the incident will be investigated under the applicable policy and procedure. The result of the investigation will be reported to the Director of Student Support Services.

If no other policy or practice applies, the Director of Student Support Services shall conduct the investigation and complete the “Student Violence Investigation Form” below. The purpose of the investigation is to determine what happened, whether any disciplinary action is needed for the student involved, and provide any support needed for the victim.

- If disciplinary action is appropriate, School Board Policy JICD will be followed.
 - JICD Link: <https://www.kearsarge.org/district/school-board-abc/pages/jicd-student-discipline-and-due-process-procedures>
- The Director of Student Support Services will also determine if any additional training, supports, or prevention protocols are needed to reduce violent acts and injuries caused by students.
- The Director of Student Support Services shall provide the Joint Loss Committee with all injury and incident reports as a result of student violence.
- The Director of Student Support Services shall recommend to the Joint Loss Committee additional training, supports, or prevention protocols.

FILING OF RECORDS and RECORD RETENTION

- The “Student Violence Incident Report Form” and “Student Violence Incident Investigation Form” should be kept in separate folders with the title of each form even if a student’s name is included.
 - It doesn’t matter whether the student is a regular education or special education student.
 - However, for special education students, the violent behavior reported on the form and investigation results will probably need to be reviewed by the student’s special education team to determine whether changes need to be made in the IEP and/or behavior plan.
- If a student is disciplined for the incident, the discipline will be placed in the student’s file.
- If letters are sent to the parents about the incident, the parent letters will be kept in the student’s file.
- Generally, for student discipline all the underlying documents and investigation report are not place in the students file.
- The District’s Data Records Retention Procedure requires the following:
 - Employee accident reports be kept for the term of employment plus six years.
 - Student accident reports until the students reaches 21 plus 6 years.
 - Investigation records are kept permanently.



Student Violence Incident Report Form

Please complete the below form if you were involved in a violent incident with a student(s) as the aggressor. If you are an employee and were injured, complete a Workers' Compensation First Report of Injury Form instead of this form.

Personal Information

Victim's Name: _____ ☐ Employee ☐ Volunteer ☐ Visitor

Location of Incident: _____ Date of Incident: _____

Student's Name (if known): _____

Did the incident involve a weapon?: ☐ No ☐ Yes (type) _____

Please describe incident:

If you are a volunteer or visitor, please describe your injuries:

Name of witnesses:

Have you had any interaction with the aggressor prior to the incident?

Report Completed by (Print Name)

Signature

Date



Student Violence Incident Investigation Form (For Administration Use)

Name: _____ ☐ Victim ☐ Witness

Victim's Name: _____ ☐ Employee ☐ Volunteer ☐ Visitor

Location of Incident: _____ Date of Incident: _____

Student's Name: _____

Did the incident involve a weapon?: ☐ No ☐ Yes (type) _____

Was a police report filed? ☐ No ☐ Yes (where & when) _____

Please describe incident:

What do you think were the main factors that contributed to the incident?

What can be done differently to avoid the incident from happening in the future?

Question (can be answered by Director of Student Support Services):

Yes: No:

Does this student currently have a behavior plan?		
Does this student currently have an IEP?		
Were CPI Protocols implemented?		
Was the aggressor involved in previous incidents?		

Report Completed by (Print Name) _____

Signature _____

Date _____

Reporting Flow Chart

