

ACCIDENT REPORTS – STAFF

All accidents and injuries to an employee must be reported, in writing, on appropriate forms and within the school day of the occurrence to the immediate supervisor or designee. Completed forms should be sent to the Human Resources Administrator within 24 hours.

ACCIDENT AND VIOLENT INCIDENT REPORTS – STUDENTS

All accidents and injuries to a student must be reported, in writing, on the appropriate form and within the school day of the occurrence to the immediate supervisor or designee. Completed forms should be sent to the Deputy Superintendent within 24 hours