

**SAU 104- Rollinsford Grade School
Student Violence Prevention Management Program**



PURPOSE

SAU 104 abides by a commitment to maintain a safe and respectful workplace for all employees and the district does not tolerate any form of violence, harassment, or bullying.

Any incidents involving such behavior shall be reported, and thoroughly investigated, and appropriate actions will be taken following our established procedures. Our priority remains the well-being of our staff, ensuring a conducive environment for everyone to thrive and contribute positively to our educational mission.

It is essential to recognize and address the crucial need to prevent any form of violence against staff by students within our school district. Ensuring a safe and respectful learning environment is paramount for the well-being and success of both students and staff members alike. The district trains staff in the use of behavioral strategies and de-escalation to aid in the prevention of violent acts by students. When these interventions are ineffective, staff are trained to respond according to the district's *Use of Physical Restraint, Seclusion, and Intentional Physical Contact* policy (JKAA) and *Student Conduct, Discipline, and Due Process* (JICD).

District Plan Coordinator:

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

**Nicole Garrett, Human Resource Coordinator
ngarrett@sau56.org or 603-692-4450**

Education and Prevention

SAU 104 provides the following training and education plan to employees to educate and help prevent workplace violence.

- Rollinsford Grade School will communicate positive school-wide behavior expectations to staff and students.
- Rollinsford Grade School will maintain an MTSS (Multi-Tiered System of Supports) process where school-based teams will regularly review student academic, behavioral, and social/emotional needs and develop appropriate Tier I/II/III interventions to address student behavior and trends. Ongoing resources and training will be provided as appropriate based on the specific needs of students.
- All staff will be trained on how to respond to crises, including lockdowns, evacuations, and emergency protocols, to minimize harm and confusion.
- Employees will be educated to recognize signs of distress and mental health issues.
- Staff will be educated regarding reporting procedures for threats, concerns, or incidents, and the district will ensure that employees feel confident in reporting such matters.

Should an act of workplace violence against staff occur, the standard operating procedure outlined in this document will be followed.

Reporting of Student Violence

- 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

possible, 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 and the Student Violence Incident Report Form.
- First Report of Injury Forms can be found in the School Nurse Office.
- 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 per 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 the Director of Student Support Services or the Special Education Coordinators.
- 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) in collaboration with the Building Principal and Human Resource Coordinator to 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 and to provide any support needed for the victim.

- The Director of Student Support Services will also determine if any additional training, support, or prevention protocols are needed to reduce violent acts and injuries caused by students.
- The Human Resource Coordinator shall provide the Joint Loss Committee with all injury and incident reports as a result of student violence.

APPENDIX A: 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 the incident:

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

Name of witnesses:

Have you had any interaction with the aggressor before the incident?

Report Completed by (Print Name)

Signature

Date

APPENDIX B: STUDENT VIOLENCE INCIDENT INVESTIGATION FORM

(For Administrative 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 the 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 (<i>can be answered by the Director of Student Support Services</i>):	Yes	No
Does this student currently have a behavior plan?		
Does this student currently have an IEP?		
Were TCI Protocols implemented?		
Was the aggressor involved in previous incidents?		

Report Completed by (Print Name)

Signature

Date

Reporting Flow Chart

