

**PUPIL AND STAFF SAFETY – REPORTING REQUIREMENTS**

The Jackson School Board is committed to providing all students and staff a safe school environment. Any school employee, or employee of a company under contract with a school in the District, who becomes aware of any possible threat to the safety of students or staff whether it is presented in a written, electronic, telephoned or physical package format will report the threat to the principal immediately. The principal will determine and implement the appropriate school-based action.

The principal will notify the superintendent and, in the event of a possible immediate threat to safety, the appropriate response personnel.

The principal will follow up the incident with a written report to the superintendent within 24 hours of the event describing the perceived threat and action taken.

The superintendent will report to the Jackson School Board all incidents related to:

- ❖ Incidents involving police.
- ❖ Any situation where a student or staff member is sent to the hospital during school time or a school activity.
- ❖ Any situation where the newspapers or other media are involved.
- ❖ Any incident of violence.