

## **ACCIDENT REPORTS**

In case of an accident, the district employee who witnessed or first responds to the accident must fill out an accident form.

The report shall be forwarded to the principal within 24 hours after the accident. Accident reports shall be filed in the student's cumulative record folder.

First Reading: August 5, 2003  
Second Reading & Approval: September 16, 2003  
Reviewed: March 5, 2014