



INSTRUCTIONS: The school principal is to complete and submit this form within 24 hours of the telephone report to the Superintendent's Office. In cases of racial or hate/violence incidents, a copy of the form also should be submitted to the LCPS Human Resources Department. Use form JICF-E3 if additional space is required. See definition of terms on page following.

Part I – INFORMATION

School _____ Names of staff involved _____

Date of incident ____/____/____ Time of incident ____ - ____
Person Reporting Incident To Principal

Nature of Incident (Check, circle all that apply)

- | <u>Check</u> | <u>Circle Type</u> | <u>Check</u> | <u>Circle Type</u> |
|---|---------------------------------|--|---|
| <input type="checkbox"/> Accident----- | automobile, bus, student, staff | <input type="checkbox"/> Robbery----- | actual, attempted |
| <input type="checkbox"/> Assault----- | against staff, against student | <input type="checkbox"/> Sex Offense----- | harassment, other specify: |
| <input type="checkbox"/> Bomb----- | threat, explosion | <input type="checkbox"/> Theft----- | private property, school property |
| <input type="checkbox"/> Burglary----- | actual, attempted | <input type="checkbox"/> Trespassing----- | non-student, suspended student |
| <input type="checkbox"/> Drugs/Alcohol----- | distribution, possession, use | <input type="checkbox"/> Vandalism ----- | private property, school property, graffiti |
| <input type="checkbox"/> Equip/Malfct.----- | specify: | <input type="checkbox"/> Verbal Abuse----- | of staff, of student, other |
| <input type="checkbox"/> Extortion----- | actual, attempted | <input type="checkbox"/> Weapon----- | knife, gun, other: |
| <input type="checkbox"/> Fire----- | accidental, arson | <input type="checkbox"/> Other----- | specify: |
| <input type="checkbox"/> Hate/Violence----- | specify | | |

Part II – DESCRIPTION OF INCIDENT

Was LCPS Form **JICF-E3 Addendum to LCPS Forms** completed? Yes No If Yes, attach to this completed form

Part III – ACTION TAKEN

Person(s) and/or agency(s) contacted:
 Yes No Specify: _____

Conference held: Yes No
 School Administration Parents
 If Yes, date ____/____/____

Other participants _____
 Other agency(s) (specify) _____

Requested emergency service(s): Yes No
 Fire Department Police Department
 Protective Services
 Other _____

Evidence turned over to police/fire department:
 Yes No
Case # _____
 Receipt received (specify) _____

LCPS Student Accident Report filed: Yes No
 Department of Human Resources: Yes No

LCPS Work Order completed:
 Physical Plant Department: Yes No
 IT Department: Yes No

Signature, Principal

_____/_____/_____
Date

Glossary of Serious Incidents

Accident: Any accident resulting in death or serious injury of any person on MCPS property.

Assault: Battery; unlawful beating. Any physical force or violence unlawfully applied to a person. This can include jostling, tearing clothes, seizing, or striking another. (NOTE: noncriminal school *fight* is: “altercation; mutual participation.”)

Beeper: Any portable communication device carried, worn, or stored by an individual to receive or communicate messages.

Bomb: Any device containing combustible material and a fuse.

Burglary (breaking and entering): Unlawful entry into an *unoccupied* school with the intent of committing a felony, or to steal, or to take and carry away the property of another person. (See *Theft*.)

Distribution: Transfer of an illegal substance to any other person with or without the exchange of money or other valuables. The category will be used only if the police include distribution among the arrest charges.

Drugs: Any illegal substance, including alcohol, which when taken internally or smoked, causes a change in a person’s behavior.

Equipment Malfunction: Any service interruption that interferes with normal school operations (plumbing, power, telephones, etc.)

Extortion: Use of “mild” threats or intimidation to demand money or something of value from another. (See *Robbery*.)

Fire: Purposeful (arson) or accidental setting of a fire on school property.

Graffiti: Crude inscriptions or drawings scratched, painted, or sprayed on a surface. (Contact Department of Human Relations if hate/violence is implied.)

Hate/Violence: Any act committed against an individual, institution, or group because of race, religion, ethnic background, or disability.

Possession: Possessing (in clothing or among personal property) or control (unique knowledge of the location) of drugs or electronic beeper that are illegal according to criminal statutes/school policy.

Robbery: Taking something of value from a person by force or violence, or by putting in fear. (See *Extortion*.)

Sex Offense: Includes offensive touching, rape, indecent exposure, sodomy, fornication, and obscene phone calls.

Theft: Unlawful taking and carrying away of property belonging to another person from an occupied building. (See *Burglary*.)

Trespass: Unlawful entering of the school grounds by persons neither attending nor working at that school (includes suspended students).

Use: The appearance to a “reasonable individual” that the subject is acting as if under the influence of a drug while under school jurisdiction.

Vandalism: Willful or malicious destruction or defacement of public or private property belonging to another.

Verbal Abuse: Offensive or threatening language directed toward staff/students.

Weapon: An implement that can cause bodily harm: includes knives, razors, clubs, metal knuckles, nunchakus, guns, and any object used as a weapon.