

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 500: STUDENT PERSONNEL

POLICY 552

INCIDENT

It shall be the policy of the Diocesan Board of Education that all schools and make and permanently maintain adequate documentation of all incidents or injuries of students for the protection of all involved.

These records must be available to program administrators and stored in a central location of the institution. An incident is defined as an action or episode involving persons that may have serious results.

These may involve:

- a) an action which creates an unsafe or uncomfortable situation;
- b) an action which violates the rules, regulations or policies of the school; or
- c) an action which violates the mission or overall philosophy of the Catholic Church.

Regulation Adopted: July 16, 2001
Regulation Revised: June 5, 2002
Regulation Revised: May 17, 2010
Regulation Reviewed: December 2015
Regulation Revised: February 28, 2019
Policy Promulgated: July 29, 2019
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