

ExCEL Incident Documentation At-A-Glance 2019-2020

	Injury Form	Referral Form	Crisis Form
Used For	<p>Injury resulting from contact with environment, self or others that requires MORE than basic first aid</p> <p><i>Examples: broken leg, head injury or injuries requiring visit to medical professional</i></p>	<p>Incident where the student is being removed from activity or space, has an incident with staff or peer(s), or otherwise requires support from the Site Coordinator.</p> <p><i>Examples: physical or verbal aggression, leaving designated space or program, misusing facilities or property</i></p>	<p>Incident that requires IMMEDIATE attention from Site Coordinator, Program Manager, ExCEL staff and potentially police/fire department</p> <p><i>Examples: lock-down, weapons present, sexual assault, or fire</i></p>
Site Based Response	<ol style="list-style-type: none"> 1. Investigate Injury <ol style="list-style-type: none"> a. Context (Who, what, where, when and how) b. If injury was beyond first aid, how was it addressed? c. Did student have to go to hospital? 2. Contact parent and administrator if needed 3. Use Injury Google Form to submit to ExCEL 4. Complete the Injury Google Form within 24-48 hours of incident 5. Share the copy of the form with PM and Administrators 	<ol style="list-style-type: none"> 1. Investigate Referral <ol style="list-style-type: none"> a. Context of incident (Who, what, where, when and how) b. Avoid interviewing students together 2. Contact parent and administrator if needed 3. Use Referral Google Form to submit to ExCEL 4. If follow up is needed, please make sure to include the plan in the Google form 5. Complete Referral Google Form via Google Form within 24-48 hours of incident 6. Share the copy of the form with PM and Administrators 7. Conduct follow up <ol style="list-style-type: none"> a. Contact school day teacher and/or Social Worker b. Find out if student has existing supports for similar behavior during the school day 8. If it is a repeated referral, see next steps on the ExCEL Behavior Matrix 	<ol style="list-style-type: none"> 1. Investigate Crisis <ol style="list-style-type: none"> a. Context of incident (Who, what, where, when and how) b. Avoid interviewing students together c. Avoid interviewing student and staff together for adult/student related issues 2. Contact parent and administrator 3. Witness statements are required for Title IX: <ol style="list-style-type: none"> a. Physical Assault b. Sexual Harassment c. Inappropriate touch/contact d. Inappropriate adult/student boundaries 4. Develop follow up plan that will be included in the Google Form 5. Complete the Crisis Google Form. Form within 24 hours or COB next day 6. If form cannot be fully completed, send an email to excelasp@sfusd.edu to immediately inform us that incident has happened and report is pending. 7. If related to a referral, see next steps on the ExCEL Behavior Matrix
ExCEL Response	May contact if further questions or follow up is required		ExCEL will respond when they receive and follow up within the same day or next business day

