



CIVILITY POLICY INCIDENT REPORT

Name: _____ Phone: _____

Student Employee Parent Community Member Other

Name of individual being reported:

Name(s): _____

Student Employee Parent Community Member Other

When and where did the incident happen?

Date: _____ Time of Day: _____ For about how long: _____ minutes _____ hours

Specific Location: _____

What happened? Write a brief summary of the incident:

Who else might know something about this incident or what happened?

Name(s) _____

Has this incident or something like it ever happened before: Yes No

If yes, when did it happen before:

Date: _____ Location: _____

Have you spoken directly with the individual being reported? Yes No

Have you spoken with your supervisor or with the individual's supervisor: Yes No

If the individual is a student, have you talked to his/her: Teacher? Yes No

Parent? Yes No

Was the demonstrated behavior disruptive to the work environment? Yes No

Did you feel your wellbeing and/or safety was threatened: Yes No

Verification/Signature: This information is true and accurate.

Print Name: _____ Signature: _____ Date: _____