



Public Civility Incident Report

As established by Administrative Procedure 130: Public Civility in Schools, following any violation of the provisions established by the procedure, **the employee will immediately notify his/her supervisor and provide this report of the incident.** The principal will refer this incident further to the superintendent of schools, or designate.

INFORMATION OF INDIVIDUAL PROVIDING REPORT:

Name:	Title:
Organization:	
Address:	
Telephone Number:	Ext:

INCIDENT INFORMATION:

Date and approximate time of incident:			
Location of Incident (office, classroom, hallway, etc...):			
Name of person you are reporting (if known):			
Is this person a parent/guardian or relative of a student within Holy Spirit Catholic Schools?		Yes	No
Did you feel your safety was being threatened?		Yes	No
Were the police contacted?		Yes	No
Were there witnesses to this incident?		Yes	No

Name(s) of Witness(es):

Below, please describe what happened: (If you need additional space, please use the back of this sheet. Thank you.)

Signature:	Date:
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