

Community Relations

CIVILITY POLICY

E-2 1313

**PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California
(For use by school employees)**

Disruptive Conduct Report

Use this form to report uncivil treatment only. Complaints about school or district programs, policies or regulations should be submitted in accordance with the District Complaint Procedures

Name of person making this report _____

Today's date _____ Date and time (approximate) of Incident _____

Location of Incident (office, classroom, hallways, etc.) _____

Name of the person who are reporting (if known) _____

Is this person a parent/guardian or relative to a student at PUSD?
 yes no

Do you feel your well-being/safety was threatened: yes no

Were there any witnesses to this incident? yes no

Names of Witness(es) _____

Did you notify your supervisor or principal? yes no

Were the police contacted? yes no

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

A copy of this Incident Report should be sent to the Chief of Human Resources

Signature of person submitting this form _____