

**CLOVIS UNIFIED
SCHOOL DISTRICT****COMMUNITY RELATIONS
CIVILITY POLICY****INCIDENT REPORT – CIVILITY POLICY**

The Incident Report – Civility Policy is set forth on the following page and shall be used in accordance with Administrative Regulation No. 1250.1.

Adopted: 03/24/2004

Reviewed: 03/06/2007

Amended: 10/01/2008, 11/18/2021 (EXH 9210 renumbered as EXH 1250.1)

Doc# 41654-3 (11/2021, None)



EXHIBIT NO. 1250.1

INCIDENT REPORT – CIVILITY POLICY

Instruction: You are filing an Incident Report for violation of the District’s Civility Policy, Board Policy 1250.1. Please provide all requested information and be as factual and specific as possible. If you need assistance filling out this form, please contact the principal of the appropriate school or other designated District employee. You must file this form with the principal or designee of the school where the incident occurred, or with the District designated person at the District’s main administration office.

A. Information of Person Making Report

Name of Person Making Report

Date of Report

Address

Telephone Number

Email

B. Information Regarding Violation

I am filing this Incident Report because of a violation or possible violation of the Civility Policy by the following:

Name: _____

Address: _____

Phone Number (if known): _____

Please describe in detail the incident, including the location, date and time of the incident, the names, addresses and telephone numbers of any person who witnessed the incident, the acts or conduct of the alleged violator, and the specific provisions of the Civility Policy that have been violated.

(If you need additional space, you may attach a separate sheet of paper to this Incident Report)

C. Remedy Requested: What do you want as a result of filing this Incident Report?

Signature of Person Making Report

Date

Doc# 41654-3 (11/2021, None)