

# Marysville Joint USD

Form E 1313

## Exhibit

### Civility Policy Incident Report

E 1313

#### Community Relations

#### CIVILITY POLICY INCIDENT REPORT

Name: \_\_\_\_\_ Site/Location: \_\_\_\_\_

Today's date: \_\_\_\_\_ Date and time (approximate) of incident: \_\_\_\_\_

Location(s) of incident(s) (office, classroom, hallway, etc.) and brief description of incident:

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Did you politely and calmly remind the offending person to communicate in a civil manner?

Yes       No

If the individual continued to use obscenities or speak in a loud, discourteous, insulting, and/or demeaning manner, did you notify them that the meeting, conference or telephone conversation will be terminated?     Yes       No

Did this occur at a school site or district property?       Yes       No

Did you direct the offending person to leave the premises?     Yes       No

Did you notify the site administrator of the situation?       Yes       No

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

Name of person you are reporting (if known): \_\_\_\_\_

Is this person a parent/guardian or relative to a student at MJUSD?  Yes  No

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

Were there any witnesses to this incident?  Yes  No

Name(s) of witness(es): \_\_\_\_\_

Were Marysville Police Department and/or Yuba County Sheriff's Dept. contacted?

Yes  No

Signature of Person completing form \_\_\_\_\_ Date \_\_\_\_\_

A copy of this Incident Report should be sent to the Personnel Dept.

Exhibit MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT  
version: November 17, 2015 Marysville, California