

VIGO COUNTY SCHOOL CORPORATION

TERRE HAUTE, INDIANA

File: **KGB-E**

CIVILITY POLICY REPORT

*In the event of any infraction, **immediately** call and report directly to **one** of the following Central Office Administrators. Please follow in this order: -**Director of Student Services, Director of K-12 Education, Assistant Director of Elementary Education and Title One Coordinator.**

The Principal or designee must complete this report form whenever any patron is requested to leave the school premises for being disruptive or verbally abusive toward a student or school personnel.

The Principal may delegate the completion of this form to a designee. However, lack of immediate submission of this form will result in the Principal being accountable.

Name(s) _____

Person submitting this form _____

Date and time of incident _____

Explain in detail the incident being reported _____

Please list the name, phone number and email address (if known) of any witness to the incident being reported. _____

Please attach written witness statements.

Law Enforcement or other agency involvement and results:

Law Enforcement agency _____

Officer _____

Action taken by officers _____

Injury to any individual/s and medical response _____

Action by school _____

* **Present this report to The Director of Student Services**

Date and time of this report _____

Person submitting this report _____

Faxed (812) 462-4450 _____ Hand delivered to _____

Adoption Date: May 8, 2000, July 11, 2011