

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

907-AR-2. INAPPROPRIATE BEHAVIOR BY VISITOR INCIDENT FORM

Complete and submit this report to your building principal or immediate supervisor as soon as possible after the incident.

Date of Incident: _____

Employee's Name: _____

Position/Title: _____

Where did incident occur? (check)

- School site
 School grounds
 School-sponsored event
 Central Office
 Public site (specify) _____
 Other (specify) _____

Describe/Identify individual: _____

Describe individual's actions. (Check the boxes that best categorize the actions, and then describe those actions with specifics. Attach a separate sheet if necessary.)

- Cursing/Using obscenities.
- Disrupting or threatening to disrupt school or office operations.
- Acting in an unsafe manner that could have threatened the health and safety of others.
- Making a verbal statement, a phone call, or a gesture indicating intent to harm you or to damage school property.
- Being under the influence of, possessing or distributing alcohol or illegal drugs.
- Possessing a weapon or dangerous device.
- Physically attacking you with the intent to harm you or to damage school property.
- Other (specify) _____

Specifics: _____

Describe your response. (Check the boxes that best categorize your response, and then describe that response with specifics. Attach a separate sheet if necessary.)

- Informed person(s) of behavior required by Board policy, administrative regulations or school rules.
- Issued a verbal warning.
- Asked person(s) to leave school/school event.
- Called site administrator/designee for assistance.
- Called law enforcement officials.
- Other (specify) _____

Specifics: _____

Employee's Signature

Date

Building Principal's/Immediate Supervisor's Signature

Date

Date report submitted to Superintendent/Designee: _____