

**CIVILITY**

It is the intent of the Governing Board to provide an orderly and safe learning environment in which students and adults feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school, its achievements, and its environment.

This policy promotes mutual respect, civility, and orderly conduct among members of the school community including all employees, parents/guardians, students, and the public at all schools, district facilities, and at extracurricular events. This policy is not intended to deprive any person of his/her right to freedom of expression that is protected from government restriction on school grounds and district facilities/activities. Uncivil conduct does not include the expression of controversial or differing viewpoints.

The basic purpose of this policy is three-fold:

1. To promote a work and learning environment that is safe, productive, and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation
2. To provide our students with appropriate models for respectful problem-solving and conflict resolution
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration, and alienation, especially by making problem-solving procedures and alternatives to violence readily accessible to both students and adults

For the purpose of this policy, uncivil conduct includes the following:

1. Directing vulgar, obscene, threatening, or profane gestures or verbal and/or written communications at another person
2. Taunting, jeering, inciting others to taunt or jeer at a person
3. Yelling at another person during a meeting or conference
4. Repeatedly interrupting another person who is speaking at an appropriate time and place
5. Imposing personal demands at times or in settings where they conflict with another's assigned duties, supervision responsibilities, and established practices
6. Using racial/ethnic, religious, religion, gender, color, sexual, sexuality, or disability epithets
7. Gesturing in a manner that would put a reasonable person in fear for his/her personal safety
8. Invading the personal space of a person after being directed to move away
9. Physically blocking a person's entrance to or exit from a room or location
10. Remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave

**CIVILITY** (continued)

11. Conduct which is likely to interfere with the peaceful conduct of the activities of the campus or facility

Persons who perceive they have been subjected to uncivil conduct will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help identifying and/or using appropriate problem-solving procedures may seek assistance from the school administrator. Persons are encouraged to work on issues of concern promptly, and preferably, no later than two days after an incident has occurred. No retaliation will be permitted against persons for working in good faith under this policy and its related administrative regulations to resolve concerns.

This policy seeks to promote a school and workplace culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the district's policies against harassment and sexual harassment or specific conduct codes. Violation of such policies may result in discipline, removal from district facilities and events, adverse employment action, or criminal charges as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

*Legal Reference: (see next page)*

**CIVILITY** (continued)

*Legal Reference:*

EDUCATION CODE

*35160 Authority of Governing Board*

*35130.1 Authority of School Districts*

*44810 Willful Interference*

*44811 Disruption*

PENAL CODE

*243.2 Battery on School Property*

*415.5 Disturbance of Peace of School*

*626.7 Failure to Leave Campus or Facility*

*626.8 Disruptive Presence at School*

*627.7 Punishment for Refusal to Leave School Grounds*

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It is the intent of this administrative regulation to provide orderly educational and administrative guidelines to ensure that schools, administrative offices, facilities, and activities are free from uncivil conduct as specified in BP 1313 and that unauthorized persons are prevented from entering school/district grounds, facilities, and/or activities. Members of the district community (defined as all employees, parents, students, and the public, hereinafter collectively referred to as "school community") will treat one another with civility and expect the same in return. The district encourages positive communication and discourages conduct likely to interfere with peaceful conduct of the school, facility, or activity. The district seeks public cooperation with this endeavor.

The following are recommended guidelines to minimize disruptions on school/district facilities and activities. It is the responsibility of all school community members to conduct themselves and communicate with others in an appropriate manner. In the event a person becomes disruptive, threatening, or verbally/physically abusive to any other member of the school community, corrective steps will be applied to restore a safe environment.

In addition to this administrative regulation, student behavior is separately addressed by district policies, the Education Code, the Penal Code, and the Discipline Policy/Student Behavior Codes at each school. Employer/employee conduct is also covered by the district Board policies governing harassment, sexual harassment, and applicable state and federal laws.

**Community Relations****1. Conduct on School Property**

- a. Parents/guardians are to discuss with teachers all matters related to their child(ren) when the teacher or staff person is not engaged in supervising school activities or teaching his/her class.
- b. Parents/guardians are encouraged to make appointments with staff members whenever possible.
- c. All discussions with members of school staff shall be conducted in such a manner that their speech and/or conduct will not interfere with the peaceful conduct of the activities of the campus or the facility. Any person who speaks or acts in any manner constituting uncivil conduct as defined in the Civility policy will be asked to speak or act appropriately or the meeting will be immediately terminated and the school office or administrator(s) notified. The discussions will be permitted to continue if the person agrees to conduct himself/herself in accordance with the Civility policy.
- d. Any staff member who believes that he/she is being addressed in a manner likely to interfere with the peaceful conduct of the activities of the campus or facility shall immediately report the incident to the office. Such staff member may submit an incident report to the administrator or designee.
- e. The administrator or designee shall escort the parent/guardian or other person to the office and meet with them about their concerns. The administrator or designee shall inform the parent/guardian or other person of the expected conduct of that person while conducting business on the school campus/district facility and the consequences for non-compliance. An incident report will be completed.

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- f. If the parent/guardian or other person who refuses to comply with the request by the administrator or designee to comply with the expected conduct while conducting business on the school campus/district facility, the administrator or designee shall direct the parent/guardian or other person to leave the school campus/district facility and not to return to the school campus/district facility for a minimum of seven days. If necessary, assistance from law enforcement may be requested by the administrator/designee. The administrator or designee shall then inform the appropriate assistant superintendent.
- g. Any parent/guardian or other person who does not comply with the direction from the administrator or designee of the expected conduct, shall be notified in writing that their presence on the school campus/district facility is disruptive. The written notification will provide that if such parent/guardian or other person willfully and knowingly re-enters the school campus/district facility after being directed to leave, that he/she may be charged with a violation of Penal Code 626.7, and be subject to all the penalties contained therein. Further, said written notification will include instructions and restrictions that will apply to all future visits to a school campus/district facility or any school/district-related event, and may include future consequences and possible legal action.

**2. Participant/Spectator Conduct Extracurricular Events**

- a. Any participant/spectator who behaves in an uncivil manner during an extracurricular event may be warned, ejected from the event, and/or denied admission to school events for up to one calendar year.
  - (1) Disrupting or threatening to disrupt school activities and/or events
  - (2) Threatening the health or safety of participants, spectators, officials, or staff
  - (3) Causing property damage
  - (4) Continuing a pattern of unauthorized entry on school district property
  - (5) Using obscenities or repeatedly speaking in an insulting and/or demeaning manner.
- b. Any person who knows, prior to a school event, of potential uncivil behavior at the event should report such information to an administrator/designee so that preventative action can be taken.
- c. Any person should report acts of uncivil behavior at an event, to an administrator or designee, and if necessary, summon law enforcement. An incident report will be completed.
- d. The administrator or designee present at the event has the authority to remove any person(s) for uncivil conduct as defined in the Civility policy, at a school event. If a person refuses to leave upon request or returns before the specified period of time, the administrator or designee shall notify law enforcement officials. An incident report will be completed.
- e. The administrator or designee has the authority to order any such person engaging in uncivil conduct to be banned from district extracurricular events and from school district facilities, fields, or property for a specified period of time, not exceeding one year.

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- f. Any person banned from district/school extracurricular events and from school district facilities, fields, or property for a period greater than seven days, may appeal the decision to the Superintendent's designee as hereinafter provided. Any person who has been suspended or banned from attendance shall not be permitted to attend the events pending the outcome of the appeal.
- (1) Any administrator or designee who banned the person from attending extracurricular events and from school district facilities, fields, or property may not conduct the appeal. In such case, the Superintendent's designee shall hear the appeal.
  - (2) The school district shall notify the person barred from extracurricular events and from school district facilities, fields, or property of his/her right to appeal either in person or in writing no later than five calendar days following the order banning said person from extracurricular events and from school district facilities, fields, or property. The appeal shall be filed in the Superintendent's Office within five calendar days of the first notification that the person has been banned. No untimely appeals will be accepted.
  - (3) The appeal hearing shall be scheduled within 15 calendar days following receipt by district of the request for appeal. The appeal shall be conducted in an informal manner. The person banned shall be informed of the basis for the action, the evidence, and will be given an opportunity to present his/her version of the incident and evidence.
  - (4) At the appeal hearing, technical rules of evidence shall not apply, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.  
A decision of the administrator to ban the person must be supported by substantial evidence showing that the person committed the acts supporting the action to ban the person. Evidence may be presented in the form of sworn declarations which may be considered by the administrator hearing the appeal. The appellant may respond to any such evidence presented.
  - (5) A decision by the administrator hearing the appeal whether to uphold the ban, modify the ban, or change the ban, shall be made within five school days following conclusion of the hearing. The decision of the administrator hearing the appeal shall be final.

**3. Employee Relations**

- a. When it is determined by an employee that another employee is in the process of violating the provisions of this policy and the uncivil conduct is being directed toward them, that employee should immediately report the incident to his/her supervisor or designee and complete an incident report.
- b. If an employee believes the uncivil conduct directed toward him/her constitutes harassment or sexual harassment, he/she should follow the appropriate complaint procedures.
- c. When violence is directed against a district employee by another employee, or there is threat of damage or loss of their property, the employee shall immediately report the

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occurrence to their supervisor or designee and should complete an incident report, and if necessary notify law enforcement.

- d. Appropriate discipline may be imposed against an employee found to have violated the provisions of this policy following an investigation into the employee's contract. The affected employee will be afforded due process in the event that any disciplinary action is proposed against the employee.

**CIVILITY INCIDENT REPORT**

Today's Date: \_\_\_\_\_

Name of person completing incident report: \_\_\_\_\_

Site/Location where incident occurred: \_\_\_\_\_

Name of person being reported: \_\_\_\_\_

Is this person a parent/guardian or relative to a students at Saugus Union School District? Yes No

Did you feel your well-being was threatened? Yes No

Explain:

\_\_\_\_\_

Were there witnesses to this incident? If so, name them: \_\_\_\_\_

Were the police contacted?

\_\_\_\_\_

Describe the incident and what happened:

Signature of person completing report: \_\_\_\_\_

Incident report received by: \_\_\_\_\_

Action taken by Site/Department Administrator:

\*Retain one copy. Send one copy to your Site/Department Administrator. Send one copy to the Superintendent's Office.