

Policy 1313: Civility

Status: ADOPTED

Original Adopted Date: 11/15/2022 | Last Reviewed Date: 11/15/2022

The Board or Trustees recognizes the impact that civility has on the effective operation of the district, including its role in creating a safe and positive school climate and enabling a focus on student well-being, learning, and achievement. The Board believes that each person should be treated with dignity and respect in their interactions within the school community.

The Board understands that the First Amendment provides strong protection for speech. However, the Board expects that all speech and expression will comport with norms of civil behavior on district grounds, in district facilities, during district activities or events, and in the use of district electronic/digital systems and platforms.

Civil behavior is polite, courteous, and reasonable behavior which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication.

The Board and district staff shall model civil behavior as an example of behavior that is expected throughout the district. Practices that promote civil behavior include actively listening, giving full attention to the speaker, and refraining from interruptions; welcoming and encouraging participation, input, and feedback through stakeholder engagement; promptly responding to concerns; and embracing varying and diverse viewpoints. Such practices may be incorporated into governance standards adopted by the Board or Superintendent and/or professional standards or codes of conduct for employees as specified in district policies and regulations.

Students, staff, parents/guardians, and community members should be educated in the recognition, development, and demonstration of civil behavior. The Superintendent or designee may incorporate related concepts in the curriculum, provide staff development activities, and/or communicate this policy to the school community.

Students, staff, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment. The Superintendent or designee may respond to disruptive, violent, or threatening behavior in accordance with law and as specified in BP/AR 3515.2 - Disruptions.

Behavior by students or staff that is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence, or behavior that is in any other way unlawful, is prohibited and is subject to discipline in accordance with law and as specified in district policy and regulations.

Regulation 1313.01: ^Civility Policy

Status: ADOPTED

Original Adopted Date: 04/01/2014 | **Last Revised Date:** 07/26/2019 | **Last Reviewed Date:** 07/26/2019

In order to keep schools and administrative offices free from disruptions and to prevent unauthorized individuals from entering school or district grounds, procedures will be established to support a safe work place for students and staff. The intent of these procedures will be to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public.

Disruptions

1. Members of the public who use obscenities or speak in a loud, insulting, and/or demeaning manner will be calmly and politely reminded by district employees to communicate in a civil manner.

2. Members of the public who continue to speak in a demeaning manner will be politely notified that the meeting, conference, or telephone conversation is terminated. If the meeting or conference is on district property, the offending person will be directed to leave the premises.

3. The employee(s) involved in this situation will notify the site administrator of the situation.

4. Any individual will be directed to leave district property by the school or district office administration who
 - a. Disrupts or threatens to disrupt school/office operations

 - b. Threatens school/office operations

 - c. Threatens the health and safety of students or staff

 - d. Willfully causes property damage

 - e. Uses loud and/or offensive language, which would provide a violent reaction

 - f. Has established a continued pattern of unauthorized entry on district property

5. If an individual refuses to leave upon request, the site or district office administrator may contact law enforcement officials. The superintendent or designee will be immediately notified if this occurs.

6. The superintendent or designee will inform the individual removed from district property that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Code 415.5 and 626.7 if he/she

reenters any district facility within 30 days after being directed to leave or within ten (10) school days if the person is a parent/guardian of a student attending that school.

7. If an individual wishes to contest an action taken by the district under this section, he/she must submit a written Notice of Complaint to the Superintendent or designee within five (5) days of the district's action. Upon receipt of the Notice of Complaint, the district will initiate the Uniform Complaint Procedures under the California Code of Regulations.

(cf. 1312.3 - Uniform Complaint Procedures)

8. Employees will immediately report to site or district office administration any violence directed against the employee or an incident of property theft.

9. Additionally, a written report will be filed by completing the Civility Policy Incident Report Form E 1313. This report will be given to the Director, Student Services within 24 hours of the incident.

10. Law enforcement will be contacted by site or district office administration to report any attack, assault or threat made against an employee while on district premises or at district-sponsored activities.

11. An effort will be made to provide the individual offender with a copy of the Civility Policy if a violation of this policy occurs. (5 CCR 4600-4687)
