

Regulation 1313.01: ^Civility Policy

Status: ADOPTED

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Civility Policy Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district employee, as defined in the Civility Policy, may complete a complaint form pursuant to BP 1312.1(Complaints Concerning School Personnel), Exhibit 1312.1 (a) and Exhibit 1265(a).

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district representative, other than school personnel, may file a written complaint with the Superintendent or designee.

Recourse Available for Unacceptable/Disruptive Conduct by Parents/Guardians and Other Members of the Public

The following are examples of ways by which district employees and school administrators, depending on the circumstances presented, may resolve situations involving parents/ guardians and other members of the public who violate the Civility Policy.

1. Provision of Civility Policy:

The district employee may provide to the offending person a written copy of this policy at the time of the occurrence.

2. Request to Cease and Desist Behavior:

District employees may request any parent/guardian or other members of the public who engages in unacceptable and/or disruptive conduct, as described above, to immediately cease his/her conduct and to act and speak civilly, or may report such person and conduct to the appropriate site administrator.

3. Termination of Activity:

If the offending person does not cease his/her inappropriate conduct and/or communication after being requested to do so, the appropriate administrator may verbally notify the offending person that the meeting, conference, telephone conversation, or any other activity is terminated. The district employee or administrator may terminate personal contact with the offending person. In that event, the district employee or site administrator and the offending person may continue to communicate in writing, if appropriate, regarding the subject matter of the conference, telephone conversation, or other activity that was terminated.

4. Request to Leave School Grounds/Report to Law Enforcement:

If the meeting, conference, or other conduct is on district premises, or interferes with, or is disruptive of school or school activities, the appropriate site administrators or their designees may issue a formal warning, notify the offending person to promptly leave the school grounds and not return pursuant to Education Code 33210, 33211, 44810, 44811 and Penal Code 626.7, 626.8 and 653. The forms of the notification and warnings are attached.

The form entitled, "Warning and Directive" (Exhibit b) is to be used when the principal chooses to base his/her decision to direct the individual off of the school campus upon Education Code 32211 or Penal Code sections 626.7, 626.8 or 653g. This form will be used before the corresponding appropriate "Notice" is used for violations of these sections.

If the individual is an adult parent/guardian of a student on that school site, the form entitled, "Notice to Adult Parent/Guardian" (Exhibit c) should be utilized. If Penal Code 626.7 or 653g is checked, the "Warning and Directive" form must have been already given to the individual before this notice is used.

If the individual is not a parent/guardian of a student on that particular school site, and is either a parent/guardian of a student on another school site or an adult non-parent/guardian, the form "Notice to Adult Non-Parent/Guardian" (Exhibit d) should be utilized. If Education Code 32211, or Penal Code 626.7, 626.8, or 653g is marked, this form cannot be used until the "Warning and Directive" form is first given to the individual.

5. Handling Violence, Threat, Battery or Other Illegal Action:

When violence, threat, assault, battery or other illegal action is threatened or directed, district employees may: (1) report the occurrence to their principal or supervisor, (2) complete an on-line incident report and/or (3) report the incident to law enforcement officials.
