

CIVILITY POLICY

Members of CUSD staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, CUSD encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school District property, will be directed to leave school or school District property promptly by the Chief Administrative Officer or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Chief Administrative Officer or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any District facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Chief Administrative Officer or designee may notify law enforcement officials. An Incident Report (copy attached) should be completed for the situations as set forth in paragraphs 1 and 2; a copy of this report goes to the site Chief Administrative Officer or designee and another to the Family Facilitator.

CIVILITY POLICY (continued)

4. If any individual abuses the privilege of communicating via e-mail, that privilege may be revoked by the Chief Administrative Officer. Abuses are enumerated in paragraphs 1 and 2, but also include inappropriate use of the “copy to:” feature, excessive size or frequency of email.
5. In the event the Chief Administrative Officer concludes that an individual has abused the privilege of communicating via e-mail, he/she will inform the abusing party in writing that all future communication will take place in writing transmitted via the US Postal Service. As an alternative or in addition, the Chief Administrative Officer may, at his/her discretion, arrange face to face meetings to discuss the party’s concerns or a pupil’s educational program.

Safety and Security

6. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
7. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.
8. An employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

9. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

CIVILITY POLICY (continued)

Legal Reference:

EDUCATION CODE

32210 Disturbing School

44014 Assault on Personnel

44810 Person on School Grounds

44811 Insults and Abuses

PENAL CODE

243.5 Arrest on School Grounds

415.5 Fighting on School Grounds

626.8 Entry of School by Person Not on Lawful Business

627.7 Refusal to Leave School Grounds

Policy

Adopted: March 30, 1998

revised: July 26, 2005

revised: September 11, 2006

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

INCIDENT REPORT
BP 1313(a) Civility Policy

To be completed by the Chief Administrative Officer/or designee, copy to the Family Facilitator.

Name: _____ Site: _____

Today's Date: _____

Date and time (approximate) of Incident: _____

Location of Incident (office, classroom, hallway, etc.): _____

Name of person you are reporting (if known): _____

Is this person a parent/guardian or relative to a student at CUSD? _____ Yes _____ No

Did you feel your well being/safety was threatened? _____ Yes _____ No

Were there any witnesses to this incident? _____ Yes _____ No

Name(s) of witness(es): _____

Were the police contacted? _____ Yes _____ No

Below, please describe what happened:

If you need additional space, please use the back of this sheet.

Signature of Person Completing Form