

COMMUNITY RELATIONS/CIVILITY AND RESPECT**LEARNING ENVIRONMENT/DISRUPTIONS**

The Board of Trustees is committed to maintaining a learning and working environment that fosters mutual respect among District staff members, parents, and students. The following regulations have been developed to address disruption or damage to the educational or working environment by individuals who disrupt/damage the educational and working environment through insulting, volatile, hostile, or aggressive actions:

Disruptions:

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff members; willfully causes property damage; uses loud and/or offensive language which could provoke a defensive, threatening, or violent reaction; attempts to intimidate; 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 Superintendent or designee.
2. If any staff member or member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or staff member to whom the remarks are directed will calmly and politely request a reasonable (or calmer) conversation. If corrective action is not taken by the abusing party, the District staff member 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 by the Superintendent or designee.
3. When an individual is directed to leave under such paragraph 1 or 2 circumstances, the Superintendent or designee shall inform the person that he/she is in violation of the California Education Code, and that criminal charges will be filed in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she re-enters 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 Superintendent or designee may notify law enforcement officials. A Civility/Respect Incident Report (Attachment A) should be completed for the situations as set forth in paragraphs 1 and 2.

4. If any individual abuses the privilege of communicating via electronic mail, the Superintendent or designee may revoke that privilege. Abuses are enumerated in paragraphs 1 and 2 previously, but also include inappropriate use of the "copy to:" feature, excessive size, or frequency of email.

Fullerton Joint Union High School District
AR 1314(b)

In the event the Superintendent or designee concludes that an individual has abused the privilege of communicating via electronic mail, he/she will inform the party in writing that all future communication will take place in writing transmitted via the United States Postal Service. As an alternative or in addition, the Superintendent or designee may, at his/her discretion, arrange a face-to-face meeting to discuss the party's concerns.

5. If violence is directed against a staff member, or theft against property, the staff member shall promptly report the occurrence to the Principal or supervisor and complete a Civility/Respect Incident Report. Staff members and supervisors should notify law enforcement officials and report any attack, assault, or threat made against them on school/District premises or at school/District-sponsored activities

Appeal Procedure

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has been directed to leave the school building or grounds. The Superintendent or designee shall render his/her decision within two working days after the appeal is made.

The decision of the Superintendent or designee may be appealed to the Board of Trustees. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

Notification Procedure

The Superintendent or designee will be responsible for making students, parents, and staff members aware of District policy that promotes mutual respect including provisions for dealing with disruptions.

If it is determined that a member of the public is in violation of the provisions of this policy, the individual should be informed of the applicable Education Code and Board Policy provisions at the time of the occurrence and the staff member must notify his/her supervisor as soon as possible and complete a Civility/Respect Incident Report (Attachment A).

Reference: Education Code Sections 32210, 44014, 44810, 48110; and Penal Code 243.5, 415.5, 626.8, 626.7

Policy adopted: January 12, 2010

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
1051 W. Bastanchury Road
Fullerton, CA 92833

CIVILITY/RESPECT INCIDENT REPORT

Name: _____

Today's Date: _____ Site: _____

Approximate Date/Time of Incident: _____

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

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

Is this person a District employee? _____ Yes _____ No

Did you feel your well being/safety was threatened?

_____ Yes _____ No

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

Name 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 form. Thank you.

Signature of Person Completing Form

(A copy of this Civility Incident Report should be sent to the appropriate Cabinet Member.)