

Community Relations

CIVILITY POLICY

AR 1313

CIVILITY POLICY

1. Employees are required to treat parents and members of the public with respect.
2. If a member of the public or a parent, in the conduct of legitimate business at a school site or in an administrative office finds that he/she is being communicated with in a hostile, loud, insulting or demeaning tone, the parent or member of the public will calmly and politely admonish the employee to communicate in a civil tone.
3. If corrective action is not taken by the District employee, the parent or member of the public is encouraged to complete a "Complaint of Uncivil Treatment" Form (attached) and submit it to the school principal or the supervisor of the employee. A copy of the Complaint should be forwarded to the Assistant Superintendent of Human Resource Services.

Public Conduct – General

Outsiders and purposeful visitors are required to register at the main office upon entering the school premises.

Parent/Public Conduct – Disruptions

1. 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.
2. 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, obscene, and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry of school property, will be directed to leave school or school district property promptly by the Superintendent or designee.

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3. If an individual refuses to leave upon request, a Disruptive Behavior Form (Adults) which is attached should be completed for the situation as set forth above.
4. If an individual 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, the Superintendent 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. The Superintendent or designee may notify law enforcement officials. A Disruptive Behavior Form (Adults) which is attached should be completed for the situation set forth above.

When violence, including extreme verbal abuse, is directed against an employee, the employee shall report the occurrence promptly to his/her principal or supervisor. Any attack, assault or threat made against an employee on School/District premises or at School/District sponsored activities must be reported to law enforcement.

Appeal Process

Any person barred from entering a school site may appeal to the Superintendent or designee who will render a decision on the appeal. The decision of the Superintendent or designee may be appealed to the Board of Education. Such an appeal shall be made no later than the fifth school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled meeting.

Regulation

Approved: June 23, 1998

Revised: August 28, 2014

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California