Civility Policy 1310 – Community Relations

It is the intent of the Governing Board to provide an orderly and safe learning environment in which students and adults feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school, its achievements, and its environment. This policy promotes mutual respect, civility, and orderly conduct among members of the school community including all employees, parents/guardians, students, and the public at all schools, district facilities, and at athletic and extracurricular events. This policy is not intended to deprive any person of his/her right to freedom of expression that is protected from governmental restriction on school grounds and district facilities/activities. Uncivil conduct does not include the expression of controversial or differing viewpoints.

The basic purpose of this policy is three-fold:
1. To promote a work and learning environment that is safe, productive, and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation
2. To provide our students with appropriate models for respectful problem-solving and conflict resolution
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration, and alienation, especially by making problem-solving procedures and alternatives to violence readily accessible to both students and adults

For purposes of this policy, uncivil conduct includes the following:
1. Directing vulgar, obscene, threatening, or profane gestures or verbal and/or written communications at another person.
2. Taunting, jeering, inciting others to taunt or jeer at a person.
3. Yelling at another person during a meeting or conference.
4. Repeatedly interrupting another person who is speaking at an appropriate time and place.
5. Imposing personal demands at times or in settings where they conflict with another's assigned duties, supervision responsibilities, and established practices.
6. Using racial/ethnic, religious, religious, gender, color, sexual, sexuality, or disability epithets.
7. Gesturing in a manner that would put a reasonable person in fear for his/her personal safety.
8. Invading the personal space of a person after being directed to move away.
9. Physically blocking a person's entrance to or exit from a room or location.
10. Remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave.
11. Conduct which is likely to interfere with the peaceful conduct of the activities of the campus or facility.

Persons who perceive they have been subjected to uncivil conduct will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help identifying and/or using appropriate problem-solving procedures may seek assistance from the school administrator. Persons are encouraged to work out issues of concern promptly, and preferably, no later than two days after an incident has occurred. No retaliation will be permitted against persons for working in good faith under this policy and its related administrative regulation to resolve concerns.

This policy seeks to promote a school and workplace culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the district’s policies against harassment and sexual harassment or specific conduct codes. Violation of such policies may result in discipline, removal from district facilities and events, adverse employment action, or criminal charges as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

Policy NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Adopted: September 8, 2009 Costa Mesa, California
Conduct on School Property

a) Parents/guardians are to discuss with teachers all matters related to their child(ren) when the teacher or staff person is not engaged in supervising school activities or teaching his/her class.

b) Parents/guardians are encouraged to make appointments with staff members whenever possible.

c) All discussions with members of school staff shall be conducted in such a manner that their speech and/or conduct will not interfere with the peaceful conduct of the activities of the campus or the facility. Any person who speaks or acts in any manner constituting uncivil conduct as defined in the Civility policy will be asked to speak or act appropriately or the meeting will be immediately terminated and the school office or administrator(s) notified. The discussions will be permitted to continue if the person agrees to conduct himself/herself in accordance with the Civility policy.

d) Any staff member who believes that he/she is being addressed in a manner likely to interfere with the peaceful conduct of the activities of the campus or facility shall immediately report the incident to the office. Such staff member may submit an incident report to the administrator or designee.

e) The administrator or designee shall escort the parent/guardian or other person to the office and meet with them about their concerns. The administrator or designee shall inform the parent/guardian or other person of the expected conduct of that person while conducting business on the school campus/district facility and the consequences for non-compliance. An incident report will be completed.

f) If the parent/guardian or other person who refuses to comply with the request by the administrator or designee to comply with the expected conduct while conducting business on the school campus/district facility, the administrator or designee shall direct the parent/guardian or other person to leave the school campus/district facility and not to return to the school campus/district facility for a minimum of seven days. If necessary, assistance from law enforcement may be requested by the administrator/designee. The administrator or designee shall then inform the appropriate assistant superintendent.

g) Any parent/guardian or other person does not comply with the direction from the administrator or designee of the expected conduct, shall be notified in writing that their presence on the school campus/district facility is disruptive. The written notification will provide that if such parent/guardian or other person willfully and knowingly re-enters upon the school campus/district facility within seven days after being directed to leave, that he/she may be charged with a violation of Penal Code 626.7, and be subject to all the penalties contained therein. Further, said written notification will include instructions and restrictions that will apply to all future visits to a school campus/district facility or any school/district-related event, and may include future consequences and possible legal action.

The complete Policy, Administrative Regulation Incident Form can be accessed online via http://www.gamutonline.net/district/newportmesa/DisplayPolicy/596891/1