

## Civility Policy

A civil environment is free from abusive behavior. Abusive behavior is defined as the use of obscenities, yelling, defamatory language, or any threatening behavior in order to intimidate or otherwise berate someone.

### Examples of Conduct Which Violates the Civility Policy

The Civility Policy prohibits harassment of district employees. For purposes of this policy, harassment is defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and actually causes such distress (California Code of Civil Procedure [527.6](#)). A course of conduct would include a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including but not limited to:

1. Following or stalking an individual;
2. Making harassing telephone calls to an individual;
3. Sending harassing correspondence to an individual by any means, including, but not limited to:
  - a. a. The use of private mails,
  - b. b. Interoffice mail,
  - c. c. Computer email, text messages, and instant messages,
  - d. d. Facsimile (fax).
4. Threats - A civil environment is free from threat. Threat is defined as any act which disrupts or threatens to disrupt school or office operations, puts the health and safety of any individual at risk, willfully causes property damage, or uses loud or offensive language that could provoke a violent or negative reaction. Threat is also seen to exist if an individual exhibits a continued pattern of unauthorized entry onto district property.

### Recourse Available to District Employees and/or Representatives for Unacceptable Disruptive Conduct

Constitutionally protected activity is excluded from the definition of harassment.

Any district employee who is subjected to unacceptable conduct may fill out E 1313 (attached).

### 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 Against Staff pursuant to the district's policy, [BP 1312.1](#) (Complaints Concerning School Personnel).

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.

Should a district staff member encounter abusive or threatening behavior, they shall use the following protocol to address the situation:

1. In a quiet and civil manner, inform the offending party that the Board has an adopted civility policy and that their behavior is not consistent with that policy. An effort should be made to provide a written copy of the policy and this regulation to the offending party.
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 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. If the individual does not conform or correct the offending behavior, notify the abusing party that the meeting, conference or telephone conversation is terminated. Inform the supervisor of the incident and provide a written report on the approved form.
4. If the meeting or conference is on a district premises, the offending party may be directed to leave the area promptly.
5. If the offending party refuses to leave the district premises as requested, or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.
6. If the offending party re-enters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian or a student attending a particular school, inform the offending party that he or she may be guilty of a misdemeanor in accordance with Education Code [44811](#) and Penal Codes [403-420](#) and [626.7](#).
7. Should a situation become violent or theft of property occur, promptly report the occurrence to the supervisor and notify law enforcement officers of any attack, assault or threat made.
8. Supervisors shall consult with the Superintendent or designee concerning any additional legal remedies to pursue to protect staff and/or students on the basis of specific facts and circumstances of the abusive incident or threat.

## Disruptions

Whenever it reasonably appears to a site administrator, the principal or to their designee that a person, other than a student enrolled at that school and persons required by their employment to be on the premises, is committing an act likely to interfere with the peaceful conduct of activities on campus or has entered the campus for the purpose of committing such an act, the site administrator, principal or their designee may direct the person to leave the campus. (Penal Code section [626.7](#))

A disruption, as determined by a site administrator, principal or their designee, occurs upon any of the following:

1. Any person is willfully disturbing a public school, a public school meeting, or Board meeting. (Education Code section [32210](#))
2. Any person is willfully interfering with the discipline, good order, lawful conduct, or administration of any school class or activity of the school. (Education Code section [44810](#))
3. Any person is willfully and materially disrupting class work or extra-curricular activities involving substantial disorder by his or her conduct in the place where a school employee is required to be in the course of his or her duties. (Education Code section [44811](#))
4. Any person is willfully disturbing the peace of a school. Disturbing the peace shall include:
  - a. Fighting within any building or upon the grounds of any school or challenging another person within any building or upon school grounds to fight.
  - b. Maliciously and willfully disturbing another person within a school building or upon the grounds by loud and unreasonable noise or voice. This may include fighting words, obscenities, defamatory statements and speech carrying a clear and present danger of incitement to violence.

- c. Using offensive words within a school building or grounds which are inherently likely to provoke an immediate violent reaction. (Penal Code section [415.5](#))
5. Any person who comes into any school building or upon any school ground, street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupts the school or its pupils or school activities. (Penal Code section [626.8](#))

Specific actions may be taken in case of a disruption at school. The actions will be progressive in nature if the disruptive behavior continues. Written notification will be provided to the parent/guardian regarding specific incidents of disruptive behavior and will include the consequences should the behavior continue.

If a parent/guardians or member of the public uses obscenities or aggressive words, or words likely to incite a riot or other immediate unlawful action, a site administrator, principal or their designee will calmly admonish the speaker to communicate in a civil manner and to refrain from using such speech.

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. If the meeting or conference is on district premises, the abusing party will be directed by either the site administrator, principal or their designee, or the appropriate school or state law enforcement officer, to promptly leave the premises.

When an individual is directed to leave the school grounds or district premises, the superintendent or designee shall inform the individual both verbally and in writing that he or she will be guilty of a misdemeanor in accordance with Education Code section [44811](#), Penal Code sections [626.4](#), [626.7](#), and [626.8](#), if he or she:

1. Remains at the school site or district premises after being asked to leave by a site administrator, the principal or his or her designee or by a person employed as a member of a security or police department of a school district, a city police officer, sheriff or deputy sheriff, or a California Highway Patrol peace officer.
2. If the offending party re-enters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian or a student attending a particular school, inform the offending party that he or she may be guilty of a misdemeanor in accordance with Education Code [44811](#) and Penal Codes [403](#)-420 and [626.7](#).
3. Has otherwise established a continued pattern of unauthorized entry that consists of at least two prior occasions in the same school year that the individual came into any school building or upon any school ground, street, sidewalk, or public way adjacent thereto, without lawful business thereon and his or her presence or acts interfered with the peaceful conduct of the activities of the school or disrupted the school or its pupils or school activities.

Any appeal of the directive to leave school or district premises will follow the procedures outlined in the district's Complaint Procedures.

Copies of the adopted policy and administrative regulations shall be made available to all community members through the use of school newsletters, school accountability report cards, district mailings or

other appropriate means on an annual basis. A poster indicating that the district's Civility Policy will be strictly enforced shall be posted in all school and district offices or lobbies.

Following any violation of the provisions of this policy, the employee will immediately notify their supervisor and provide a report of the incident on the attached form.

Adopted:

**PLEASANTON UNIFIED SCHOOL DISTRICT**

**EXHIBIT**

**INCIDENT REPORT**

Name:

Site:

Today's Date:

Date and Time 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 of a student at PUSD?

\_\_\_\_\_Yes \_\_\_\_\_No

Did you feel your well being/safety was threatened?

\_\_\_\_\_Yes \_\_\_\_\_No

Were there witnesses to this incident?

\_\_\_\_\_Yes \_\_\_\_\_No

Name(s) of Witness(es)

Were the police contacted?

\_\_\_\_\_Yes \_\_\_\_\_No

Describe below what happened:

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

\_\_\_\_\_  
Signature of Person Completing Form

A copy of this Incident Report should be sent to the Superintendent's Office.