

COURTESY AND CIVILITY

If a visitor to a school, office, or school event acts in a way to jeopardize a safe, orderly, positive environment; does not respond to efforts to create a respectful problem – solving interaction; and continues with volatile, abusive, hostile, aggressive, or threatening behavior, the following actions may be taken to uphold this policy:

1. In a professional manner, District employees/designees shall remind individuals who may be exhibiting inappropriate or abusive behavior that they may not exhibit such behavior.
2. If the individual does not conform his/her behavior when reminded, the District employee/designee shall terminate the discussion, meeting, or telephone conversation. If the meeting or discussion is on District premises, or the event is school-sponsored, the offending party will be asked to leave. (If appropriate, provide a copy of AR 1252 (a), Penal Codes 626.7; 626.8 Failure to Leave Campus; Disruptive Presence at Schools.)
3. The employees/designee shall immediately notify his/her supervisor of the incident, and, if requested, provide a written report of the incident.
4. If an individual refuses to leave upon request or returns before the applicable period of time, the principal or designee may request assistance from law enforcement personnel and/or Superintendent's designee.
5. The principal shall consult with the Superintendent's designee concerning what additional legal remedies may be warranted to ensure a safe, orderly, positive environment on the basis of the specific facts and circumstances of the disruption.
6. If an incident is extreme, or if an individual establishes a pattern of disruptive or threatening behaviors, then the remedy may be written notice that the individual is prohibited from entering the site and/or attending school events.

If a visitor believes that a school district employee exhibits threatening, abusive, or hostile behavior, the visitor may register a complaint as outlined in Board Policy 4163.

Adopted: March 14, 2007

(Changed AR number from AR 1240.1 Courtesy and Civility)

(Adopted: May 26, 1999)