

Community Relations

Civility Policy

The Glendale Unified School District expects civil behavior from the entire educational community – staff, students, parent/guardian, and community. This Administration Regulation provides the guidelines that all parties may use to address uncivil behavior.

Infractions by Staff

Anyone who feels that they have been treated uncivilly by a Glendale Unified School District staff member, is encouraged to address the issue directly with the staff member. If this fails to resolve the issue, the individual should follow the steps in AR 1312.1 – Complaints Concerning Employees. Individuals may access this AR on the District’s website at [www.gusd.net](http://www.gusd.net) or by contacting a school or district administrator.

Infractions by Students

Incivility by students may be addressed informally with the students. If that fails to resolve the student’s behavior, the incident should be reported to a teacher or administrator of the student’s school. Serious cases of incivility will be addressed through the student discipline process.

Infractions by Parent/Guardian or Community Members

1. Any individual who disrupts or threatens to disrupt school/office operations, including co-curricular and extra-curricular activities; threatens the health and safety of pupils, members of the community, parent/guardian, or staff; willfully causes property damage; uses loud and/or offensive language; or who has otherwise established a pattern of unauthorized entry on a school site or District property, will be directed to leave that school site or District property promptly by the Superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the individual 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. If the meeting or conference is on District premises, the offending person will be directed to leave promptly and not return for 7 days if they are a parent/guardian or 30 days if they are a community member. If the situation escalates, employees should contact the local law enforcement and their supervisor immediately.

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3. Offending parties will receive a letter outlining their behavior, the consequences of such behavior and the prohibition of their presence from all GUSD facilities and activities for 7 days if they are a parent/guardian or 30 days if they are not a GUSD parent.
4. When it is determined by staff that a member of the public is in violation of the provisions of this policy, an effort should be made by staff to provide a written copy of this regulation, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report on the attached form.
5. 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 will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 627.7, if he/she reenters any District facility or activity within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a pupil 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.

Rules approved: 03/21/2006

Policy Amended: 12/10/2010

(Formerly AR 1312.4)

**GLENDALE UNIFIED SCHOOL DISTRICT  
Glendale, California**

**CIVILITY INCIDENT REPORT**

Site/Location \_\_\_\_\_ Today's Date \_\_\_\_\_  
(where incident occurred)

Name of person being reported (if known) \_\_\_\_\_

Date and approximate time of incident \_\_\_\_\_

Is this person a parent/guardian or relative to a pupil in the District? \_\_\_\_\_ Yes \_\_\_\_\_ No

To whom? \_\_\_\_\_ School \_\_\_\_\_

Did you feel your well being/safety was threatened? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was there a witness(es) to this incident? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name(s) of witness(es): \_\_\_\_\_

Were the police contacted? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, was there a police report? # \_\_\_\_\_

In the space provided below, please describe the incident:  
(If you need additional space, please use the back of this sheet.)

- |                                     |                                      |   |                                    |
|-------------------------------------|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Rude       | <input type="checkbox"/> Insensitive | <input type="checkbox"/> Hostile                | <input type="checkbox"/> Offensive |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Loud        | <input type="checkbox"/> Obscene                | <input type="checkbox"/> Volatile  |
| <input type="checkbox"/> Uncaring   | <input type="checkbox"/> Abrupt      | <input type="checkbox"/> Caused property damage |                                    |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_  
Print Name

**A copy of this Incident Report shall be maintained at the school site/department, and one copy sent to the Superintendent's Office.**