

Community Relations

Civility

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

Students, parent/guardians, and/or community members who feel that they have been treated in a manner that does not uphold the expectations of the Board of Education and is considered to be volatile, hostile, aggressive, threatening, obscene, and/or using offensive language 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 administrative regulation on the District's website at www.gusd.net or by contacting a school or District administrator.

Employee complaints of unfair treatment by another GUSD employee do not fall within the scope of this administrative regulation and should be referred to Human Resources.

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 progressive 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 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, 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

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promptly. If the situation escalates, employees should contact the local law enforcement and their supervisor immediately.

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 a minimum of 7 school days if they are a parent/guardian or a minimum of 30 school days if they are not a GUSD parent. The number of days will be determined based on the severity of the offensive action(s).
4. When it is determined by staff that a member of the public is in violation of the provisions of this policy, the employee will immediately notify the employee's supervisor and provide a written report on the attached form.
5. The Superintendent or designee shall inform the individual they will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 627.7, if the individual reenters any District facility or activity within the number of school days determined by the Superintendent or designee. If the individual returns before the applicable period of time and refuses to leave upon request, the Superintendent or designee may notify law enforcement officials.

Rules Approved: 03/21/2006

Rules Amended: 12/10/2010; 10/29/2021; 09/16/2022
(Formerly AR 1312.4 and 1312.5)

GLENDALE UNIFIED SCHOOL DISTRICT
Glendale, California

CIVILITY INCIDENT REPORT

Employee complaints of unfair treatment by another GUSD employee do not fall within the scope of this administrative regulation and should be referred to Human Resources.

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

Date and approximate time of incident _____

Name of person being reported (if known) _____

Is this person a parent/guardian or relative to a student in the District? ____ Yes ____ No

Student's Name _____ 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.)

Hostile Offensive Aggressive

Threatening Obscene Volatile

Entered School Grounds Without Authorization

Refused to Follow the Directions of District or School Staff

Caused Property Damage

Signature of Person Completing Form

Print Name

Phone Number _____

Email Address _____

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