

Torrance Unified School District's Civility Procedures

The purpose of these procedures is to promote mutual respect, civility and orderly conduct among District employees, parents and the public. The District is committed to keeping schools and offices free from disruptions and preventing unauthorized persons from entering school or District grounds and/or disrupting school activities. These procedures are intended to maintain, to the extent possible and reasonable, a safe and harassment-free work place for staff, students and parents. The Torrance Unified School District expects positive and civil communication between staff, students, parents and the community and discourages volatile, hostile or aggressive behaviors that cause fear, intimidation and/or disruptions.

Disruptions

1. The use of profanity or obscene or threatening language or loud and inflammatory language which may reasonably cause disruption or violent reaction is prohibited between staff, parents, students and community while on school grounds, any District property, or during school activities. The prohibition includes phone conversations, letters, memoranda or e-mails.
2. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health or safety of students or staff; willfully causes property damage; uses loud and inflammatory language which can reasonably be expected to lead to substantial disruption or provoke a violent reaction; shall be directed to leave the District property or activity promptly by the site administrator or his/her designee.
3. Employees are directed to end all conversations, whether by phone, in writing or e-mail with individual(s) who continue to violate these procedures after the employee notifies the individual(s) of the violation. The employee shall provide a written report of the incident to the administrator in charge of the site or activity, or his or her designee.

Safety and Security

4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete the Incident Report and report to law enforcement any attack, assault or threat made against them on school/District premises or at school/District-sponsored activities.
6. An employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

7. When it is determined by staff that a member of the public is in the process of violating the provisions of these procedures, an effort should be made by staff to provide a written copy of these procedures, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident. The administrator will then take appropriate action.

California Education Code

44811, in part. (a) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. (b) A violation of subdivision (a) shall be punished as follows:

- (1) Upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment.
- (2) Upon a second conviction, by imprisonment in a county jail for a period of not less than 10 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 10 days in a county jail.
- (3) Upon a third or subsequent conviction, by imprisonment in a county jail for a period of not less than 90 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 90 days in a county jail.

References:

Education Code Sections 44810, 44811, 32210 and 32211

Penal Code Sections 241.2; 241.4; 241.6; 243.2; 243.5; 243.6; 243.8; 626.4; 626.6; 626.7; and 626.8

Human Resources Department

July 2011

CIVILITY
INCIDENT REPORT

TORRANCE UNIFIED SCHOOL DISTRICT
2335 Plaza del Amo
Torrance CA 90509

Please type or use black ink

Name _____ Site _____

Today's Date _____ Date & time (approx) of incident _____

Location of Incident (office, classroom, hallway, etc.) _____

Name of Person you are reporting (if known) _____

If Name is not known, physical description _____

Has there been a prior incident with this person? ____yes ____no ____unknown

Date & Time (approx) of prior incident _____

Comments: _____

Is this person a parent/guardian or relative of a student at TUSD? ____yes ____no

Did you feel your safety was being threatened? ____yes ____no

Was your ability to work interrupted? ____yes ____no

Were there any witnesses to this incident ____yes ____no

Name of witness(es) _____

Were the police contacted? ____yes ____no

Below, describe what happened: (If you need additional space, please use the back of this sheet. Thank you)

Signature of Person completing this form

A copy of this Civility Incident Report shall immediately be sent to the Senior Director – Elementary Schools or Senior Director – Secondary Schools, and the Senior Director – Human Resources.