

BOARD POLICY

BP 0150

PHILOSOPHY, GOALS, OBJECTIVES AND COMPREHENSIVE PLANS

CIVILITY POLICY

Policy Statement

The Ocean View School District Board of Trustees values diversity and commonality and is committed to a culture that fosters free and open communication. The Board believes that an environment of mutual respect and civil conduct between and among students, school system employees, parents, volunteers, and the general public is critical to the achievement of students and staff. The Board is committed to maintaining a culture that recognizes the worth and dignity of the individual in support of academic achievement and social development.

Purpose

The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

Definitions

- A. Civility – Mutual respect and consideration reflected in language, attitudes, and behaviors.
- B. Harassment and Intimidation (bullying) – Conduct, including verbal conduct, that creates a hostile environment by substantially interfering with an individual’s educational benefits, opportunities, or performance, or with an individual’s physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.
- C. School Property – Any property owned or leased by the Ocean View School District. The concept of property shall extend to school activities such as field trips, use of parks and recreation facilities, etc. This means that when a facility is scheduled for student use, it will be considered an extension of school property.

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- D. School-related Activity – On or off premises activity in which a student directly participates (e.g. field trip, school system sponsored athletic event, or class/promotion activity), or in which the student does not directly participate, but represents the school or student body simply by being there (e.g. spectator at a school system-sponsored event).

Standards

- A. Expected behaviors include but are not limited to:
1. Respect and courtesy in language, demeanor, and actions
 2. Moderate tone and volume of voice
 3. Active and respectful listening
 4. Respectful acknowledgement of cultural differences
 5. Respect for the personal, civil, and property rights of others
 6. Appropriate and courteous use of telephone, public address systems, two-way radios, and any other verbal communication device
 7. Appropriate and courteous written communication, including notes, letters, email, and text messages.
- B. Unacceptable behaviors include but are not limited to:
1. Rude, insulting, or demeaning language and/or actions
 2. Persistently unreasonable demands
 3. Intrusive and/or interruptive behavior
 4. Displays of temper
 5. Harassment and intimidation
 6. Threatening and/or abusive gestures and behavior.
- C. Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved.

Compliance

- A. Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.

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- B. The Superintendent/designee is responsible for determining whether an incident occurring on school property violates an existing board policy and for responding appropriately.
- C. The Superintendent/designee will provide for annual notification of this policy to students, staff, parents, and community members.

Delegation of Authority

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

Policy Adopted: 01/10/12

ADMINISTRATIVE REGULATION

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Training and Resources

- A. The Superintendent/designee will communicate expectations for civil behavior outlined in the policy to all school administrators and central office personnel.
- B. The principal/supervisor or designee will communicate expectations of civil behavior annually to their staffs, students, parents, and community groups as appropriate.
- C. The principal/supervisor or designee will provide appropriate resources, guidance, and professional development with the goal of promoting civil behavior and addressing related concerns within the school system.

Process for Addressing Concerns and Issues

A. Resolution through Cooperative Agreement

Individuals who feel they have been subjected to uncivil conduct are encouraged to resolve the concern/issue with the person or persons directly involved when appropriate. Through a process of cooperative agreement, the affected individuals may be able to reach mutually effective resolution.

B. General Steps when Resolution is not reached through Cooperative Agreement.

- 1. Either party may cite this policy and notify the other person that they are ending the conversation or the interaction and removing themselves from the situation (for instance, ending a phone call, walking out of the room, or requesting the other individual leave the room).
- 2. There are many existing policies and procedures that cover specific circumstances or general behaviors. In these cases, the appropriate policy or procedure should be followed. (See section II.C.)
- 3. If the issue/situation is not addressed in another policy or procedure, either party may notify the appropriate principal/supervisor or designee. The principal/supervisor or designee will assist the individuals in reaching a resolution.

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Parents may also use the procedures outlined in A Parent's Guide to Resolving School Concerns and Complaints to formally address concerns that have not been resolved at the school level.

Regulation Adopted: 01/10/12

EXHIBIT

E 0150

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REPORTABLE EVENT FORM

Name of Person Making Report (please print)

Address of Person Making Report

(Street) _____

(City, State and Zip Code) _____

(Tel. No. and E-Mail, if any) _____

Identify the group to which you belong by checking appropriate category:

- I am a member of the community
- I am a parent/guardian of a pupil in the District
- I am a relative of a student or a pupil advocate
- I am a relative or friend of an employee
- I am an employee of the District

The purpose of the civility policy is to establish the expectation that District staff shall treat parents, other members of the public, students, and each other with respect and courtesy, and expect the same in return. The District is committed to maintaining orderly educational and administrative processes by keeping schools and administrative offices free from disruptions and preventing unauthorized persons from reentering school/district grounds after being warned and directed to leave.

TYPE OF INCIDENT/EVENT: Please complete this section regarding the nature of your concerns so that they may be routed to the appropriate department.

Student
Concerns:

<input type="checkbox"/> Discipline	<input type="checkbox"/> Attendance	<input type="checkbox"/> Classroom/Teacher Issue
<input type="checkbox"/> GATE	<input type="checkbox"/> Child Care	<input type="checkbox"/> Student Records or Property Loss
<input type="checkbox"/> Section 504	<input type="checkbox"/> Safety	Other: _____

Administrative
Services Issues:

<input type="checkbox"/> Grounds	<input type="checkbox"/> Athletic Field/Facility Use	<input type="checkbox"/> Transportation
<input type="checkbox"/> Safety	Other: _____	

Special
Education:

<input type="checkbox"/> Transportation	<input type="checkbox"/> Placement	Other: _____
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Other:

<input type="checkbox"/> Complaint Against Employee	Other: _____
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Name of Person Making Report (please print) _____

STATEMENT OF CONCERN: _____

REMEDY SOUGHT: _____

Signature

Date

PRINCIPAL / SUPERVISOR'S RESPONSE: _____

Signature

Date

APPEAL RIGHTS: If concerns are not resolved to the satisfaction of a reporting party, the matter can be appealed to the Superintendent for further consideration, as well as to the Board of Trustees if the Superintendent's remedy is not sufficient. Basis for appeal is the following:

[Completed form and any supporting documents may be submitted for review]