

WHITTIER CITY SCHOOL DISTRICT

SERIES 1000

COMMUNITY RELATIONS

BOARD POLICY

BP1313

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Civility

Members of the Whittier City School District staff will treat parents and other members of the public with respect and expect the same behavior in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting positive role models to the students in this district, the Whittier City School District encourages positive communication, discourages behavior that may appear rude, uncaring, abrupt, or insensitive, and will not accept volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions:

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 students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued 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 administrator or employee 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 and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

Civility (continued)

3. 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 may be subject to arrest and may be charged with a crime in accordance with California Education Code 44811, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student 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.

An Incident Report (see exhibit 1313) shall be completed for the situations as set forth in paragraphs 1 and 2.

Safety and Security

The Superintendent or designee will ensure that a safety and/or crisis intervention program is provided in order to raise awareness on how to deal with these situations if and when they occur.

When violence, profanity, hostile actions, intimidation, or threats are directed against an employee, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors shall complete an 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.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, 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.

Civility (continued)

Legal Reference:

EDUCATION CODE

32210 Disturbing School

44014 Assault on Personnel

44810 Person on School Grounds

44811 Insults and Abuses

PENAL CODE

243.5 Arrest on School Grounds

415.5 Fighting on School Grounds

626.8 Entry of School by Person Not on Lawful Business

627.7 Refusal to Leave School Grounds

Policy WHITTIER CITY SCHOOL DISTRICT

Adopted:

WHITTIER CITY SCHOOL DISTRICT

SERIES 1000

COMMUNITY RELATIONS

EXHIBIT

E1313
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Civility

INCIDENT REPORT

Name _____

Site _____

Today's Date _____

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

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

If yes, please explain:

Civility (continued)

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

Name(s) of witness(es): _____

Were the police contacted? Yes No

In the space provided below, please describe the incident:

(If you need additional space, please use the back of this sheet.)

Signature of person completing form

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

Exhibit WHITTIER CITY SCHOOL DISTRICT

version: April 9, 2013