

BOARD POLICY

Placentia-Yorba Linda Unified School District

Community Relations

1312 - BP

CIVILITY POLICY

Members of the Placentia-Yorba Linda Unified School District staff will treat parents and other members of the public with respect and expect the same 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 and 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 district employees as positive role models to the children of this district, as well as the community, PYLUSD encourages positive communication and discourages volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions

Any individual who disrupts or threatens to disrupt school/office operations; 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 school district property, will be directed to leave school or school district property promptly by the Chief Administrative Officer or designee.

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.

When an individual is directed to leave under conditions in paragraph 1 or 2, the Chief Administrative Officer 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 626.7, 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 Chief Administrative Officer or designee may notify law enforcement officials. An incident report should be completed for the situations as set forth in paragraphs 1 and 2.

Safety and Security

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

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 and report to law enforcement, any attack, assault or threat made against them on school/district premises or at school/district sponsored activities.

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

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 of the incident on the attached form.

Legal references:	Education Code	Section 32210	Disturbing school
		Section 44014	Assault on personnel
		Section 44810	Person on school grounds
		Section 44811	Insults and abuses
		Section 243.5	Arrest on school grounds
	Penal Code	Section 415.5	Fighting on school ground
		Section 626.8	Entry of school by person not on lawful business
		Section 627.7	Refusal to leave school grounds

Policy adopted: 6/2/98

**PLACENTIA - YORBA LINDA UNIFIED SCHOOL DISTRICT
Incident Report**

Name _____ Site _____

Today's Date _____ Date and Time (approximate) of Incident _____

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

Name of person you are reporting (if known) _____

Is this person a parent/guardian or relative of a student at PYLUSD? Yes No

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

Were there any witnesses to this incident? Yes No

Name(s) of witness(es) _____

Were the police contacted? Yes No

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

Signature of Person Completing Form

Distribution: ORIGINAL: School/Department COPY: Division Head
96285