

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

Adopted: 5/29/01

KN-B

Administrative Directive

CIVILITY POLICY

Disruptions

1. 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 property; will be directed to leave school or school district property promptly by the appropriate administrator or designee.
2. If any individual 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.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the appropriate administrator or designee shall inform the person that he/she may be guilty of a misdemeanor in accordance with California Education Code section 44811 and Penal Codes 415.5 and 626.7, if he/she re-enters 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 appropriate administrator or designee may notify law enforcement officials. An Incident Report (copy attached) should be completed for the situations as set forth in Paragraphs 1 and 2.
4. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete the Incident Report. Employees and supervisors should 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.
5. When it is determined that a member of the public is in the process of violating the provision of this policy, an effort should be made to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

References: **Ed. Code, Sections 32210, 44014, 44810, 44811**
 Penal code, Sections 243.5, 415.5, 626.8, 626.7