

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 1000

Community Relations

BP 1313(a)

Civility Policy

Members of the Oak Park 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/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, the Oak Park Unified School District 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; harasses staff with frequent and abusive e-mails; 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 Superintendent, principal 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 his/her participation in 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 the above circumstances, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Californian 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 Superintendent, principal or designee may notify law enforcement officials.

(cf. 5131.4 Campus Disturbance)

(cf. 9323 Meeting Conduct)

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 1000

Community Relations

BP 1313(b)

Safety And Security

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.

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.

Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the attached form.

Legal Reference:

EDUCATION CODE

32210 Disturbing School

44014 Assault on personnel

44810 Person on school grounds

44811 Insult and abuses

PENAL CODE

243.5 Arrest on school grounds

413.5 Fighting on school grounds

626.8 Entry of school by person not on lawful business

627.7 Refusal to leave school grounds

Adopted: 9-19-06

**OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT**

Series 1000

Community Relations

E 1313

CIVILITY POLICY

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 OPUSD? 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. Thank you.)

Signature of Person Completing Form

A copy of this Incident Report should be sent to the appropriate supervisor.

Adopted: 9-19-06