

CIVILITY

The Board of Education appreciates the support and participation of parents and other community members on district school grounds. The Board of Education also acknowledges that there are occasions when individuals from the public may behave inappropriately in interactions with district employees.

The Board of Education establishes as a purpose of this Policy to set clear expectations and procedures for civil behaviors that support a safe, welcoming and nurturing environment on school and district properties and at school related activities.

Members of the Menlo Park City 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 a 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 Menlo Park City School District encourages positive communication and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

For purposes of this policy, “civility” shall be defined as mutual respect and consideration, reflected in language, attitude and behavior.

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; 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.

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An individual directed to leave under the above circumstances, may be guilty of a misdemeanor in accordance with California Education Code 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 Superintendent, Principal or designee shall notify law enforcement officials.

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 written report of the incident.

Legal Reference:

EDUCATION CODE

- 32210 Disturbing School
- 44014 Assault on Personnel
- 44810 Person on School Grounds
- 44811 Insult and Abuse

PENAL CODE

- 243.5 Arrest on School Grounds
- 413.5 Fighting on School Grounds
- 627.7 Refusal to Leave School Grounds

