

**Students**

AR 5145.3(a)

**NONDISCRIMINATION/TOLERANCE**

**Civility Procedures**

The purpose of these procedures is to promote mutual respect, civility, and orderly conduct among District employees, parents, and the public. The District is committed to keeping schools and offices free from disruptions and preventing unauthorized persons from entering school or District grounds and/or disrupting school activities. These procedures are intended to maintain, to the extent possible and reasonable, a safe and harassment-free work place for staff, students, and parents. The Hermosa Beach City School District expects positive and civil communication between staff, students, parents, and the community, and discourages volatile, hostile, or aggressive behaviors that cause fear, intimidation, and/or disruptions.

**Disruptions**

1. The use of profanity or obscene, threatening or demeaning language or loud and inflammatory language which may reasonably cause disruption or violent reaction is prohibited between staff, parents, students, and community while on school grounds or during school activities. This prohibition includes phone conversations, letters, memoranda, or emails.
2. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health or safety of students or staff; willfully causes property damage; uses loud and/or inflammatory or demeaning language which can reasonably be expected to lead to substantial disruption or provoke a violent reaction; shall be directed to leave the District property or activity promptly by the site administrator or his/her designee.
3. Employees are directed to end all conversations, whether by phone, in writing, or email with individual(s) who continue to violate these procedures after the employee notifies the individual(s) of the violation. The employee shall provide a written report of the incident to the administrator in charge of the site or activity, or his or her designee.

**Safety and Security**

4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness about how to deal with these situations if and when they occur.
5. 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. Employees and supervisors should complete the Incident report and report to law enforcement any attack, assault, or threat made against them on school/District premises or at school/District-sponsored

**Students**

AR 5145.3(b)

**NONDISCRIMINATION/TOLERANCE** (continued)

activities. If at any time an employee feels physically threatened, communication should stop and 911 should be called.

6. 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

7. When it is determined by staff that a member of the public is in the process of violating the provisions of these procedures, an effort should be made by staff to provide a written copy of these procedures, 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. The administrator will then take appropriate action.

California Education Code Section 44811, in part (a) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. (b) A violation of subdivision (a) shall be punished as follows:

- (1) Upon the first conviction by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment.
- (2) Upon a second conviction, by imprisonment in a county jail for a period of not less than 10 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 10 days in a county jail.
- (3) Upon a third or subsequent conviction, by imprisonment in a county jail for a period of not less than 90 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 90 days in a county jail.