

## LEARNING ENVIRONMENT / DISRUPTIONS

The Board of Trustees is committed to a learning environment that fosters mutual respect among district teachers, parents and students. The following regulations have been developed for dealing with individuals who disrupt/damage the educational environment through volatile, hostile, or aggressive actions:

### 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 district property, will be directed to leave school or school district property promptly by the Superintendent or designee.
2. 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.
3. If violence is directed against an employee, or theft against property, the employee shall promptly report the occurrence to the principal or supervisor and complete an *Incident Report*. Employees and supervisors should notify law enforcement officials and report any attack, assault or threat made against them on school/district premises or at school/district sponsored activities.
4. When an individual is directed to leave under such paragraph 1 or 2 circumstances, the Superintendent 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 Superintendent or designee may notify law enforcement officials. An Incident Report (Attachment A) should be completed for the situations as set forth in paragraphs 1 and 2.

### APPEAL PROCEDURE

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has been directed to leave the school building or grounds. The Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding.

The decision of the Superintendent or designee may be appealed to the Board of Trustees. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

### NOTIFICATION PROCEDURE

The Superintendent or designee will be responsible for making both parents and teachers aware of district

policy that promotes mutual respect including provisions for dealing with disruptions.

If it is determined that a member of the public is in violation of the provisions of this policy, the individual should be counseled on the applicable Education Code and Board policy provisions at the time of the occurrence and the employee must notify his/her supervisor as soon as possible and complete an *Incident Report* (Attachment A, see page 3).

San Dieguito Union High School District  
710 Encinitas Blvd.  
Encinitas, CA 92024

**INCIDENT REPORT**

Name: \_\_\_\_\_ , \_\_\_\_\_  
*(Last) (First)*

Today's Date: \_\_\_\_\_ Site: \_\_\_\_\_

Approximate Date and Time of Incident: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

Location of Incident: \_\_\_\_\_  
*(Office, classroom, hallway, etc)*

Name of Person You Are Reporting (If known): \_\_\_\_\_  
*(First and Last)*

Is this person a parent/guardian or relative to a student in the school district? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Were there any witnesses to this incident? Yes \_\_\_\_\_ No \_\_\_\_\_

Were the police contacted? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of witness(es): \_\_\_\_\_

**Below, please explain what happened:**

\_\_\_\_\_  
*(Signature of Person Completing this Form)*

Date: \_\_\_\_\_

(A copy of this Incident Report should be sent to the appropriate Cabinet Member.)