

## Board Policy

### Civility

Members of Temecula Valley Charter School staff and community will treat parents and other members of the public with respect and expect the same in return. Temecula Valley Charter School is committed to maintaining orderly educational and administrative processes by keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/Temecula Valley Charter School grounds.

This policy promotes mutual respect, civility and orderly conduct among Temecula Valley Charter School 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 Temecula Valley Charter School employees as positive role models to the students of Temecula Valley Charter School, as well as the community, the Temecula Valley Charter School encourages positive communication, and discourages volatile, hostile or aggressive actions. Temecula Valley Charter School seeks public cooperation with this endeavor.

### 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 Temecula Valley Charter School property, will be directed to leave the Temecula Valley Charter School property promptly by the Superintendent or designee.
2. If any member of the public uses obscenities or speaks or writes 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, Temecula Valley Charter School staff will verbally notify the abusing party that the meeting, conference, email communication thread or telephone conversation is terminated and, if the meeting or conference is on Temecula Valley Charter School premises, the offending person will be directed to leave promptly.

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 trespassing and a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any Temecula Valley Charter School facility after being directed to leave. Restrictions on re-entry are specifically addressed in the above referenced codes. 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 should be completed for the situations as set forth in paragraphs 1 and 2.

### Safety and Security

1. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
2. 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 an Incident Report and report to law enforcement any attack, assault or threat made against them on Temecula Valley Charter School premises or at Temecula Valley Charter School sponsored activities.
3. An employee whose person or property is injured or damaged by willful misconduct of a student, may ask Temecula Valley Charter School 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. The employee will immediately notify his/her supervisor and provide a written report of the incident.