

**HUNTINGTON BEACH CITY SCHOOL DISTRICT
PRESCHOOL ACADEMY**

CIVILITY CODE

Teamwork, collaboration and mutual respect is the foundation for our school climate policy (civility standards). We believe the following standards for civil behavior among all participants in our school community will ensure a safe, friendly and joyful learning environment for our children, staff and parents.

Conduct on School Property

- Follow all parking lot expectations.
- Honor pick-up/drop-off times and locations.
- Follow the required, legal sign-in and sign-out policy.
- Call the school to report absences.
- Make appointments to meet with teachers and the director.
- Attend parent/teacher conferences at designated times.
- Termination will be the result of uncivil discussions/meetings.
- Reports of uncivil conduct will be issued to director/principal or designee and a warning will be issued.
- Continued uncivil conduct will result in parent and/or child's removal from the preschool and/or school facility:
 - Written notification will be given
 - Possible legal consequences will be explained (CA Penal Code sections 243, 415, 626, 627)

Uncivil Conduct

- Vulgar, obscene, threatening verbal/written communication
- Taunting, jeering, inciting others
- Yelling at another person
- Interrupting
- Demanding
- Using epithets (racial, ethnic, religious, gender, color, sexuality)
- Invading one's personal space
- Blocking someone's movement
- Refusing to leave a school area or facility

Employee Relations

- HBCSD employees must report incidents of uncivil conduct that are directed toward them to their supervisor/designee.
- Appropriate complaint procedures should be followed if uncivil conduct constitutes harassment or sexual harassment.
- Violence, threats of damage or loss of property should be reported to the supervisor/designee, and possibly law enforcement.