



Welcome to the Huntington Beach City School District

HBCSD seeks to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. Parents/Guardians and interested members of the community are encouraged to visit our schools, view our educational programs, and attend school-related activities and events.

To ensure that your experience while on our school campuses or at school-related events is pleasant and productive, and in the interest of presenting district employees and community members as positive role models to the students of this district, HBCSD encourages positive communication among individuals and discourages volatile, hostile, or aggressive actions.

We are hopeful that the following information will provide the keys to a mutually beneficial experience, and we seek your cooperation with this endeavor.

Positive Community Relations and Mutual Respect

It is the intent of the Board of Trustees that HBCSD staff will treat parents and members of the public with respect and expects the same from them in return when interacting with district staff, other students, or parents.

HBCSD supports every person's right to express him or herself freely, while seeking to maintain a safe, harassment-free workplace for all students and staff.

When you are on school or district property or at a school-related activity or event, please do not:

- ☞ use words that are demanding, loud, insulting, or demeaning.
- ☞ use loud or offensive language that intimidates or could provoke a violent reaction.
- ☞ disrupt or threaten to disrupt school/office operations.
- ☞ threaten the health and/or safety of students, parents, or staff.

Individuals who display any of the above actions will be asked to communicate civilly. If corrective action is not taken by the abusing party, district employees may verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated. If the meeting, conference, or conversation is on district premises, the offending party may be asked to leave promptly. (per BP & AR 1315)

If asked to leave school or district grounds, please leave promptly to avoid further consequences accorded under the law. Please note that attempting to enter or reenter after being directed to leave may be considered a misdemeanor.

Complaints regarding disruptions on the part of a district employee, or behavior on the part of district employees that is rude, insulting, or demeaning may be filed in accordance with Board Policy 1312.1, *Complaints Concerning School Personnel*.

School and Classroom Visitation

For purposes of school safety and security, schools may require a visible means of identification for visitors while on campus.

The principal or designee may accompany the visitor to class.

When you visit a school or district site:

- ☞ Please check in and register at the office.
- ☞ Please furnish your name, address, occupation, proof of identity, and the purpose of your visit if requested by school/district personnel.
- ☞ To ensure minimum interruption of the instructional program, visits during school hours should be approved by the principal or his/her designee at least 24 hours in advance of the visit.
- ☞ Visitors who are observing a classroom must take precautions not to disturb the class as teachers will continue regular classroom instruction and work during the visit.
- ☞ If a conference is desired, parents/guardians should seek an appointment with the teacher during non-instructional time.

California law identifies as an "outsider" any person on school premises, other than enrolled students (unless currently under suspension or expulsion), members of the Board of Trustees or other elected public official, parents/guardians of an enrolled student, district employees, public employees whose employment requires them to be on school grounds, and/or any person who is on school grounds at the request of school employees.

The HBCSD Board of Trustees has established procedures in order to protect students, staff, and the integrity of the instructional process while facilitating visits during the school day:

- ☞ Approval is needed from the principal or designee at least 24 hours in advance of your visit.
- ☞ Classroom visits are limited to 30 minutes.
- ☞ Using electronic listening or recording devices while on campus or in the classroom is prohibited unless you have approval from the principal and the teacher.

HBCSD Mission

A community where learners thrive.