



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC First and Final Reading of GKA (LOCAL): Community Relations – Conduct on School Premises

SUBMITTED BY: Gloria S. Rendon **OF:** Associate Supt. for Administration

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: August 19, 2015

RECOMMENDATION:

It is recommended that the Board of Trustees approve First and Final Reading of GKA (LOCAL): Community Relations –Conduct on School Premises.

RATIONALE:

BUDGETARY INFORMATION

BOARD POLICY REFERENCE AND COMPLIANCE

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

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Principals and other designated employees are authorized to:

1. Refuse entry onto school grounds to persons who do not have legitimate business on District premises;
2. Request any unauthorized person or any person engaging in unacceptable conduct to leave District premises;
3. Request assistance of law enforcement officers in cases of emergency including, but not limited to, issuing a criminal trespass notification ; and
4. Seek prosecution for violations of law as permitted by statute.

CIVILITY POLICY

The Board invites and welcomes parents and other members of the public to its schools. The District is committed to treating parents and other community members with respect and expects the same in return. To that end, the District must keep schools and administrative offices free from disruptions and must prevent unauthorized persons from entering school and District grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. The District seeks to maintain to the extent possible and reasonable, a safe, harassment-free workplace for District students and staff. In the interest of presenting teachers and other employees as positive role models, the District encourages positive communication and discourages volatile, hostile, or aggressive actions. The District seeks and encourages patrons to cooperate with this endeavor.

DISRUPTIVE
INDIVIDUALS

Disruptive individuals must leave the school grounds. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or has otherwise established a continued pattern of unauthorized entry on District property shall be directed to leave the school or District property by the school's principal, other administrator, or designee.

DIRECTIONS TO
STAFF IN DEALING
WITH ABUSIVE
INDIVIDUALS

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 warn the speaker to communicate with civility. If the abusive individual does not stop the behavior, the District employee will verbally notify the abusing individu-

al that the meeting, conference, or telephone conversation is terminated. If the meeting or conference is on District premises, the employee will direct the abusive individual to leave promptly.

INCIDENT REPORT

When an incident occurs, the staff member will then immediately notify his or her supervisor and provide a written report of the incident. Copies of the incident report shall be filed with the office of the Associate Superintendent for Administration.

APPLICATION ON ALL
DISTRICT PROPERTY

~~District administrators and other personnel shall endeavor to create a positive, courteous relationship with members of the community and maintain open communication in accordance with federal and state law. The welfare of all students and District employees shall be the guiding principle in all contact with members of the community. Maintaining a safe and orderly educational environment on District property, on campuses, and in the classroom shall be the most important consideration when allowing community members access to District premises and on campuses.~~

Unless authorized by law, video and audio recording of District employees and students shall be prohibited without prior consent of the individual or parent/guardian of the minor student being recorded.

~~All visitors on District property, including campuses and administrative offices shall comply with all District policies and administrative procedures. In accordance with state law and local policy, an individual not following the District's policies and administrative procedures shall be asked to leave the premises. [See GKC]~~

CAMPUSES

~~The principal shall be responsible for maintaining discipline, safety, and a pleasant working and learning environment for all persons on the campus. Therefore, the principal or designee shall follow all policies, rules, and procedures in restricting the actions of visitors to the District or campus if the individual's actions interfere with the orderly educational process.~~

~~If an individual refuses to comply with District policies and administrative regulations the principal or designee shall warn the individual that failure to comply with District policies and administrative regulations shall result in the principal or designee asking the individual to leave the premises and that failure of the individual to comply with the request may result in his or her arrest for criminal trespass.~~

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REQUEST TO LEAVE CAMPUS	<p>If the warning is ignored, the principal or designee shall ask the visitor to leave the premises. If the individual refuses to leave, the principal, administrator, or designee shall immediately contact the District police department. Once District police officers arrive, the individual shall be asked again, in the presence of the officers, to leave the premises.</p>
REFUSAL TO COMPLY	<p>If the visitor refuses to comply, the District police officers shall take appropriate action, including arresting the individual.</p>
OFF-CAMPUS ACTIVITIES	<p>Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.</p>
WEAPONS/ALCOHOL PROHIBITED	<p>The District prohibits the use, possession or display of any firearm, explosive weapons, illegal knife, club, prohibited weapon as defined at FNCG, and alcoholic beverages on District property at all times or on other property while under the jurisdiction of the school.</p>
EXCEPTION	<p>No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See also CONCEALED HANDGUNS, below]</p>
CONCEALED HANDGUNS	<p>No person shall carry or possess a concealed handgun in any school building or school, in any parking area, or on any property whatsoever under control of the District. No person shall have a concealed handgun in any vehicle in any parking area or on any property whatsoever under control of the District. This prohibition applies to all persons, whether licensed or not.</p> <p>No person shall carry or possess a concealed handgun, at any school-sponsored activity or event, regardless of whether the activity or event takes place on or off school property.</p> <p>Violation of this policy by visitors shall result in immediate expulsion from school grounds or from the school activity or event.</p>
EXCEPTION	<p>Possession of firearms on any property owned or leased by the District shall be prohibited, except that possession shall be permitted by:</p> <ol style="list-style-type: none">1. A peace officer.2. Border Patrol agents, drug enforcement agents, authorized armored company agents, Immigration and Naturalization Service officers, and other federal or state law enforcement officers or agents.

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3. A security officer commissioned by the Texas Board of Private Investigators and Private Security Agencies who:
 - a. Is wearing a distinctive uniform;
 - b. Wears the firearm in plain view; and
 - c. Has the written permission of the Superintendent or designee.
4. A security officer who:
 - a. Holds a personal protection authorization under the Private Investigators and Private Security Act, Article 4413 (29bb), Vernon's Texas Civil Statutes; and
 - b. Has the written permission of the Superintendent or designee.

SEARCHES FOR
WEAPONS / ALCOHOL
ON SCHOOL
PREMISES

Notice shall be given to all visitors that all vehicles parked on District premises or worksites shall be subject to random inspection by trained drug dogs, which may result in a search of that vehicle upon reasonable suspicion of the presence of any prohibited drugs or weapons.

If the dog alerts to the visitors' belongings or automobiles, reasonable suspicion shall be found to exist, and a District law enforcement officer shall have the authority to search the belongings or automobile.

Reasonableness of a search shall depend on all circumstances. Except as otherwise authorized by law or policy, any search shall be justified initially by a reasonable suspicion, and the scope and conduct of the search shall be reasonably related to the circumstances that gave rise to a search. If the visitor refuses to allow a search of his or her belongings or automobile, the District may take appropriate measures up to and including refusing to allow the visitor onto school property.

SOLICITATION

For purposes of preserving the academic environment and preventing interruption of the employees' workday, commercial solicitation shall not be permitted on District property except as approved in advance by the Superintendent or designee or as otherwise permitted by Board policy.

For purposes of this policy, "commercial solicitation" shall mean:

1. Selling or attempting to sell products or services for personal profit on behalf of a commercial enterprise or for a purpose not related to the school or District;

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2. Requesting contributions, pledges, or donations for a purpose not related to the school or District; or
3. Providing items or making an announcement that endorses or markets a personal or commercial enterprise or a product or service not related to the school or District.

FOOD VENDORS

Vendors of sealed, prepackaged food items and "raspas" shall comply with the City of Laredo ordinances including, but not limited to, obtaining and displaying all required permits and licenses and displaying or selling food items within 600 feet from the property line of any school only if the vendor has a valid special event vendor's permit for that location.

USE OF DISTRICT
EQUIPMENT

The use of District equipment and supplies for purposes unrelated to the school or District shall be prohibited. Posting, displaying images, or making announcements on or with District equipment shall be prohibited except as permitted by District policy. [See CPAB and FNCB]

CRIMINAL TRESPASS
NOTIFICATIONS

Unless withdrawn or otherwise modified, a criminal trespass notification shall be in effect for one calendar year from the date of being issued.

WITHDRAWAL OR
MODIFICATIONS

A person who has a criminal trespass notification warning still in effect may make a request to have the notification warning withdrawn or modified by submitting a written request to the Superintendent or designee that includes the individual's contact information, including in a current address and telephone number, and explains the reason(s) for the request. Copies of any supporting documentation must be included with the request.

The Superintendent or designee shall review the request. After reviewing the request, the Superintendent or designee or a District police officer may contact the individual for a telephone interview.

Following the review of the request and telephone interview, if any, the Superintendent or designee shall provide a written decision within ten days.

APPEAL TO THE
BOARD

If the individual did not receive the relief requested from the Superintendent or designee or if the time for a response has expired, the individual may file an appeal with the Board, in accordance with the district's complaint policies, beginning at LEVEL THREE. [See FNG and GF]

The appeal notice must be filed in writing, on the form provided by the District, and submitted to the Superintendent's office within ten days of the date of the written response or, if no response was received, within ten days of the written response deadline.

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The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

RECORD ON
APPEAL

The Superintendent or designee shall provide the Board the record leading to the decision being appealed. The individual may request a copy of the record.

The record shall include:

1. The written request and reasons for withdrawal or modification of the warning notification, including any supporting documentation;
2. The written notice of appeal to the Board;
3. The initial paperwork and any supporting documentation leading to the decision to issue the warning; and
4. All other documents relied upon by the Superintendent or designee in reaching the decision.

BOARD HEARING

The Board shall provide a stop, look, and listen hearing and provide the person who is appealing the decision with an opportunity to be heard. If at the Board hearing the person appealing the decision or the administration intends to rely on evidence not included in the written record, the party wishing to rely on such evidence shall provide the other party with notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decision being appealed.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the appeal presentation before the Board. The appeal presentation, including the presentation by the individual or his or her representative and any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall consider the appeal. It may give notice of its decision orally or in writing at any time up to and including the next

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regularly scheduled Board meeting. If the Board does not make a decision regarding the appeal by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the decision by the Superintendent or designee.