

**DEMONSTRATIONS AND DISORDERS**

The procedures as outlined in these rules and regulations are for the use of principals in the event of a disorder or demonstration on or adjacent to school sites, whether caused by individuals or by groups. These procedures apply to situations involving pupils and other persons who are not pupils or employees of the District. The final decision for determining the nature of the problem and the assistance needed is the sole responsibility of the school Principal or, in his/her absence, a designated representative.

It is recognized that the school Principal and his staff members can and should perform all the regulatory functions that are inherent in campus life. If a demonstration or disorder should occur that, in the Principal's opinion, is beyond the capacity of staff members to control, the resources of local law enforcement agencies must be utilized to safeguard the welfare of pupils and school personnel and to protect school facilities.

1. The Principal shall formulate plans to quell a demonstration or disorder and shall:
  - a. Inform the staff members of their general duties and responsibilities.
    - 1) Staff members shall use rationality in the first instance before using physical force.
    - 2) Staff members shall carry on with regular class or school assignments until told by the principal to discontinue.
    - 3) Plans to quell demonstrations or disorders shall be given to staff members in writing and presented at least once in a general faculty meeting at the beginning of the school year.
  - b. Assign specific staff member(s) to keep the entire staff fully informed of any situation.
  - c. Inform in writing the local law enforcement agencies that they are to respond to an emergency call involving a demonstration or disorder only at the request of specified campus personnel.
  - d. Define any role the student leadership should take in such an emergency and confer with such personnel so that a clear understanding of any student responsibility may be reached.
  - e. Provide for campus security.
    - 1) Determine who will give permission to enter the campus.
    - 2) Provide security measures for files and records.
    - 3) Provide security measures for classrooms.
    - 4) Provide security measures for the administrative offices.

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- f. Arrange for the following procedures:
  - 1) Maintain a log listing the date, time, and nature of each incident, names of persons involved, and descriptions of the action taken.
  - 2) Plan for the next day's school schedule on a contingency basis.
  - 3) Whenever possible and deemed necessary, direct contact with authorized representatives of the news media shall be as follows:
    - a) The Principal shall serve as campus spokesperson. The administrative assistant will assist the Principal with coordination of media contacts. Only the Principal, cabinet officers, and administrative assistant will have contact with the press.
    - b) Other staff members shall not discuss the situation with the news media.
2. Should a demonstration or disorder be anticipated or should one occur, the Principal shall use the following procedures:
  - a. Establish a time and place at which individuals or group-authorized representatives can present their views or opinions on the issues.
  - b. Determine the issues that are involved.
  - c. Notify the Superintendent's office, giving an estimate of the situation including the type of help that may be needed.
3. The Principal shall observe the following procedures in the presence of an adult witness in dealing with pupils who are loitering or participating in (1) an unlawful assembly, demonstration, disorder, or disruption of classes or school functions; (2) a walkout; or (3) picketing. (*NOTE: If picketing occurs off campus, necessary action is the responsibility of the local law enforcement agency. A definition of campus boundaries is on file in each school office.*)
  - a. Notify pupils (using the public address system or "bullhorn" if necessary) in the presence of an adult witness that pupils should take the following courses of action:
    - 1) Stop and desist from disruptive actions;
    - 2) Attend classes;  
OR
    - 3) Leave campus and go home.
  - b. Warn pupils of the consequences of failure to obey.
  - c. Give second warning if pupils continue to disobey.

- d. If any student persists in unlawful activities after a second warning and after a reasonable period of time (approximately two or three minutes), the following action shall be taken:
    - 1) Directly suspend the student and order him to leave campus.
    - 2) Notify parents of student's suspension as soon as feasible. Follow steps in Regulation 5710 as soon as practical.
  - e. If the pupil continues to remain on campus after this verbal notice of suspension, proceed with his arrest under provision of Section 626.8, Penal Code.
4. The Principal shall observe the following procedures in dealing with young people or adults who are not pupils of the school or employees of the District:
- a. If an individual, while in any school building or upon any school ground, street, sidewalk or public way adjacent thereto, directs and advises any pupil to leave school or stay out of class, or if his/her presence or acts interfere with the orderly process of peaceful conduct of the school, or disrupts the school or school activities or its pupils, the Principal shall warn him/her in the presence of an adult witness that said individual is in violation of Section 626.8, Penal Code.
  - b. If, within a reasonable period of time (approximately two to three minutes), the person fails to comply with the directions and conditions as referred to in "a" above, the Principal shall cause his/her arrest to be made by a police officer under the provisions of Section 626.8, Penal Code.
5. The Principal shall recommend closing school only after every effort has been made to restore order.
- a. If in the Principal's opinion, the school should be closed, he/she shall confer with the Superintendent.
    - 1) Legally, only the Superintendent or the Board of Trustees in a formal meeting can authorize the closing of a school.
    - 2) Should the decision be made to close the school, the Assistant Superintendent, Education and Assessment Services, shall notify the Principals of neighboring schools and the transportation office.
  - b. If the request to close a school is approved, the Principal shall first inform the campus staff and the local police agency of the fact.
  - c. Prior to any approved dismissal of pupils, the Principal shall determine the extent of the problem on the entire site in order to assure the safety of students.

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- d. During regular school hours, students who are under the direct supervision of school personnel are to be released only to parents or other properly authorized adults. Exception to this regulation may be taken in two instances.
  - 1) When the student is involved in a disorder or demonstration.
  - 2) When the student is in immediate danger of life or limb.
- e. The Principal shall instruct members of the school staff to:
  - 1) Supervise pupils who are not released until the regular time for dismissal; however, pupils may never be released at any time unless it is safe to do so.
  - 2) Remain on school premises until the safety of all students is assured.