

**North Orange County Regional Occupational Program  
ORDERLY CLASSROOM AND FACILITY CONDUCT  
ROP AR 1251**

## **Administrative Regulations**

### **Community Relations**

The ROP is committed to maintaining orderly classes and facilities free from disruptions and preventing unauthorized persons from entering classes and facilities.

### **Disruptions**

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 otherwise establishes a continued pattern of unauthorized entry on ROP property or in ROP classes in the school district or ROP facilities will be directed to leave by an administrator or designee. 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 admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the ROP employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated, and if the meeting or conference is on ROP premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under conditions in paragraph 1 or 2, the Superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in according with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any ROP facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. 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**

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their administrator or supervisor and complete an incident report to law enforcement any attack, assault or threat made against them on school district or ROP premises or at school district or ROP-sponsored activities.

An employee whose person or property is injured or damaged by willful misconduct of a student may pursue legal action. The employee may also request the ROP to pursue and/or assist in pursuing legal action against the student or the student's guardian.

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The Superintendent or designee will provide a safety and/or crisis intervention techniques program in order to raise awareness on how to deal with these situations if and when they occur.

**Documentation**

When it is determined by staff that a member of the public is in the process of violating the provisions of the civil conduct policy or these administrative regulations, an effort should be made by staff to provide a written copy of the policy and administrative regulations to the individual at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on an incident report form.