

SCHOOL DISTRICT OF MAYVILLE

442-Rule

SCHOOL DISRUPTION PROCEDURES

- A. Disruption caused by Individuals, Organizations or Groups who are not Members of the School.
1. The building principal or designee shall meet with the individual or group and try to resolve the situation.
 2. If Step 1 should fail, the building principal or designee shall notify the local police immediately.
 3. The principal or designee shall notify the District Administrator immediately.
- B. Disruption Caused by Individuals, Organizations or Groups who are Members of the School.
1. Either of the following procedures will be used depending upon the magnitude of the group:
 - a. If the group is small and confined to a small area, the principal or designee shall meet with the group and shall announce as follows: "You are asked to disperse and report to _____." (Indicate an exact area.)
 - b. If the group is of such great magnitude that talking with individuals within the group is ineffective, the principal or designee should make an "ALL CALL" announcement over the public address system. It should say the following:
 - (1) "All students are directed to report immediately to their (insert class period) classes." Repeat this statement, calmly several times so there is no question as to everyone hearing it. Be sure the volume is sufficiently high so that the information will carry to all parts of the building. The principal or designee should say: "All staff members are asked to assist in directing students to the class rooms at this time." Repeat this again several times.
 - (1) If the above announcements are not effective (after a reasonable period of time), the principal or designee shall make the following announcement: "Those students who are spokespersons for the demonstrators, not to exceed ten students, are to report at this time to the auditorium/ gymnasium/all purpose room, where matters of concern to them will be discussed."
 2. The principal or designee shall immediately advise the District Administrator that a demonstration is taking place and that procedures are underway to terminate the demonstration.
 3. In the event that vandalism or disorder develops, the police should be called (regarding action to be taken) by the principal or designee.
 4. If students refuse to return to their classrooms, the following procedures will be implemented:

- a. The students should be advised that failure to report to class immediately will be cause for immediate suspension and their parents/guardians will be notified.
- b. Students who still refuse to report to class will be informed that the principal is considering suspending them and will be given an opportunity to meet with the principal individually, prior to the decision to suspend.
- c. The parents/guardians are then to be called and advised that a demonstration has taken place and the District wishes to have the parent/guardian come and pick up their student who is suspended.
- d. Parents/guardians will be notified that they will be advised at a later time regarding the suspension period and readmittance procedure. Students shall be suspended consistent with state law and established District guidelines
- e. All clerical personnel should be utilized in making these calls so that these students can be removed from the building at the earliest time possible.

Clerical personnel who help make calls to parents/guardians should say the following: "Hello--may I speak to Mr. or Mrs. so and so" and then continue--"We have had a student demonstration at school today. We have asked that all students return to their classrooms so we might continue the regular class schedule. There are students who have refused to do so. Your son or daughter is among the students who have become insubordinate and is therefore suspended from school at this time. We want you to come to school and pick up your youngster at the very earliest possible opportunity. We will advise you at a later time regarding the suspension period and readmittance to school in accordance with state law and established District guidelines."

C. News Media

1. All inquiries from area news media shall be referred to the District Administrator's office. It is recommended that the District Administrator should:
 - a. No attempt to give a detailed account of the chronology of events leading to the demonstration.
 - b. Indicate that an attempt is being made to determine the reasons for the situation as it exists at this time.
 - c. Indicate that those students who have been insubordinate, defiant, or involved in activities that are in violation of Board policy will be disciplined.
 - d. Avoid answers to leading questions by anyone over the telephone.
 - e. Advise staff members to offer "No COMMENT" so that 100 people are not spokespersons for the building situation.
2. No TV, radio or newspaper personnel shall be admitted to the school building without specific approval of the District Administrator or building principal.

APPROVED: June 15, 1970

ADOPTED: July 13, 1979

REVIEWED: September 3, 1986; January 24, 1994

REVISED: November 17, 1975; February 7, 1994; February 17, 2003

Signatures of School Board Members:

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