



Guidelines to Provide All Participants a Safe and Welcoming Environment

The Office of Student, Family and Community Engagement (SFACE) seeks to provide all personnel and participants at the District-level workshops, meetings, and events with a safe and welcoming learning environment. To fulfill this responsibility, SFACE applies the following:

- LAUSD Operating Norms and Code of Conduct for District-level Committees
- Rules of Decorum for Members of the Public (based on LAUSD Board Rule 137)

SFACE administrators will use the following guidelines to monitor for situations where public speakers, workshop, and meeting participants commit verbal and physical actions that compromise the safety and welcoming environment of participants and District personnel. These include direct or indirect statements and actions targeting a person and/or group. The guidelines support the actions outlined in *Bulletin 5798.0: Workplace Violence, Bullying and Threats*.

A person affected from an incident with a person or persons is asked to immediately notify a SFACE administrator by providing a summary of the incident in writing, through email, and/or scheduling a meeting.

In order to restore a safe and welcoming environment, restorative practices, mediation, and mutual agreements will be offered to improve the climate of a committee and sense of safety of the membership. District staff may suspend and/or terminate membership of a committee member if they reject participation in a restorative mediation for behavior which does not follow the Code of Conduct and Rules of Decorum.

SFACE administrators will activate the following progressive actions when welcomed by involved parties:

1. **Conversations with Affected Parties:** A conversation will be held with the person compromising the safety and welcoming environment of others as a first step in the mediation process. The conversation will review meeting norms, SFACE Guidelines for a Safe and Welcoming Learning Environment, Rules of Decorum, and establish next steps to restore the climate and working relationship. A verbal or email communication with the next steps will be provided.
2. **Continued Disruption:** If there is continued disruption that does not follow the Code of Conduct and Respectful Treatment Policy, they will be suspended for the current and

following fiscal year from all SFACE sponsored activities. A written notification will follow from the SFACE administrator.

The Office of the Superintendent will be notified about the support provided to individuals. For more information, contact the Office of Student, Family and Community Engagement.