



Office of Parent and Community Services

Guidelines to Provide All Participants a Safe and Welcoming Learning Environment

The Office of Parent and Community Services (PCS) seeks to provide all personnel and participants of the central district committees, workshops, and meetings with a safe and welcoming learning environment. To fulfill this responsibility, PCS applies the following: PCS Code of Conduct, Rules of Decorum followed by the Governing Board of the Los Angeles Unified, and meeting norms.

PCS 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 staff at PCS. 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*.

Actions initiated by a person or persons that cause harm to others may include verbal confrontations in various formats such as in-person, email, online meeting use of applications, text messages, and social media posts.

When a PCS participant communicates that another participant committed actions that verbally and/or physically interfered with their safety, the person affected is asked to immediately notify a PCS 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 established that seek to find a resolution when a participant feels that safety has been compromised.

These steps will be applied prior to considering the suspension of a participant from committee meetings and activities. PCS administrators will activate the following progressive actions:

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, PCS Guidelines for a Safe and Welcoming Learning Environment, Rules of Decorum, and establish next steps to stop unwelcoming behaviors. A letter with next steps will also be provided.
2. **Follow up communication for persistent behavior:** If the person causing harm continues to compromise the safety and welcoming environment of others, a second communication with behavior expectations will be provided. Communication will reinforce PCS Guidelines for a Safe and Welcoming Learning Environment, PCS Code of Conduct, and Rules of Decorum. The letter will communicate that a mediation will

be scheduled with PCS staff, and possibly affected persons, and that their behavior may result with a 30-day leave of absence from all PCS activities if they are unwilling to restore the relationships with their peers.

3. **Mediation with affected parties:** A mediation session will be arranged with the person affecting the safety and welcoming environment of others and between individuals involved using restorative conversations. If the individual causing harm is unwilling to participate and mend relationships with their peers, they will be asked to take a 30-day leave of absence from all PCS sponsored activities. A written notification will follow from the PCS administrator. A second attempt to host a mediation session will be offered after the 30-day leave of absence. If the individual refuses to change their behavior and participate in mediation, they may be suspended for the remainder of the year.

The Office of the Superintendent will be notified about the support provided to individuals.