

# Santa Barbara Unified School District

## Board Policy

### Community Relations

BP 1313

#### CIVILITY

The district is committed to maintaining orderly educational and administrative processes, to keeping schools and administrative offices free from disruptions, and preventing unauthorized persons from entering school/district grounds. Members of Santa Barbara Unified School District's staff will treat parents, each other, and other members of the public with respect and expect the same in return.

*(cf. 4119.21/4219.21/4319.21 Professional Standards)*  
*(cf. 9006 Code of Ethics for School Board Members)*

The Governing Board believes all employees should have the opportunity to carry out their duties and interactions with the public in a professional manner, and that employees should not be subjected to abusive behavior. This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public, and is not intended to deprive any person of his or her right to freedom of expression, but only to maintain a safe, harassment-free workplace for students and staff. In the interest of presenting district employees as positive role models to the children of the district, as well as the community, the district encourages positive communication and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this policy.

1. *Abusive behavior* is defined as the use of obscenities, yelling, or defamatory language, the use of any threatening words or phrases, or the use of any threatening behavior to intimidate or otherwise berate employees.
2. District employees shall remind, in a quiet and civil manner, any individual who exhibits abusive behavior such as disrupting or threatening to disrupt school/office operations; who threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent or negative reaction, or who has otherwise established a continued pattern of unauthorized entry on school property, that they may not exhibit such behavior.
3. If the individual does not conform or correct his or her behavior, the district employee shall notify the abusing party that the meeting, conference, or telephone conversation is terminated. If the meeting or conference is on district premises, the offending person may be directed to leave promptly. 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.

If he or she reenters any district 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, the employee may inform the person that he or she may be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 403 - 420 and 626.7.

4. When violence is directed against an employee or a theft of property occurs, employees shall promptly report the occurrence to their principal or supervisor, and notify law enforcement officers of any attack, assault or threat made against them on school/district premises or at school

or district sponsored activities.

5. The employee's supervisor shall consult with the Superintendent or designee concerning what additional legal remedies may be warranted to protect the employee on the basis of the specific facts and circumstances of the disruptive incident.

(cf. 4157/4257/4357 - *Employee Safety*)  
(cf. 4158/4258/4358 - *Employee Security*)  
(cf. 5131.4 - *Student Disturbances*)  
(cf. 9323 - *Meeting Conduct*)

6. When it is determined by staff that a member of the public is in the process of violating the provisions of the policy, an effort should be made by staff to provide the offending person with a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will immediately notify his or her supervisor and provide a written report of the incident as requested.
7. Information in this policy shall be posted and may be disseminated to all staff and parents/guardians through newsletters, School Accountability Reports, district mailings, or other appropriate means.

*Legal Reference:*

EDUCATION CODE

32210 *Willful disturbance of public school or meeting; offense*  
32211 *Threatened disruption or interference with classes; offense*  
44014 *Report of assaults or threats by pupil against a school employee; offense; fines*  
44810 *Willful interference with classroom conduct*  
44811 *Disruption of classwork or extracurricular activities or involves substantial disorder; punishment; exemptions*

PENAL CODE

71 *Threats against public officers or employees of any public or private educational institution or any public officer or employee*  
240 *Definition of assault*  
241.2 *Assault on school or park property against any person*  
241.3 *Assault against school bus drivers*  
241.6 *Assault on a school employee includes board member*  
243 *Definition of Battery*  
243.2 *Battery on school or park property against any person*  
243.5 *Assault or battery on school grounds; arrest on school grounds*  
243.6 *Battery against any person includes board member*  
403-420 *Crimes against the public peace, especially:*  
415.5 *Fighting on school grounds*  
626.8 *Entry of school by person not on lawful business*  
627.7 *Refusal to leave school grounds*

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
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