

South Pasadena Unified School District Board Policy

Community Relations

BP 1313(a)

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 South Pasadena Unified School District (SPUSD) staff will treat parents, colleagues, 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)

This policy promotes mutual respect, civility and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this District, as well as the community, the SPUSD encourages positive communication and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

Disruptions

1. 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 written or oral language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Superintendent, principal or designee.
2. If any member of the public uses obscenities or communicates in verbal or written language 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 district employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed the leave promptly.
3. If the individual is directed to leave under circumstances outlined in Paragraphs 1 or 2, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7. 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.

Community Relations

BP 1313 (b)

CIVILITY, (continued)

(cf. 5131.4 – Campus Disturbance)

(cf. 9323 – Meeting Conduct)

Safety and Security

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

2. When violence is directed against an employee, or theft against property, employees shall report the occurrence to their principal or supervisor and complete an Incident Report. The employee is encouraged to report such an occurrence as soon as possible to facilitate an effective remedy to the situation.

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131.4 - Student Disturbances)

(cf. 9323 - Meeting Conduct)

3. An employee whose person or property is injured or damaged by willful misconduct of a student or individual may ask the District to pursue legal action against the student or the student’s parent/guardian.

Documentation

1. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence.

2. Following any violation of the provisions of this policy, the employee will notify his/her supervisor and provide a report of the incident on the form provided by the District. The employee is encouraged to report the violation as soon as possible to facilitate an effective remedy to the situation.

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*

241.6 *Assault on a school employee includes board member*

Community Relations

BP 1313 (c)

CIVILITY, (continued)

- 242 *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 a school employee includes board member*
- 403-420 *Crimes against the public peace, especially:*
- 415.5 *Fighting on school grounds*
- 626.8 *Visitors; disturbances on school grounds*
- 627.7 *Failure or refusal to leave school grounds*