

9202 - Civility – Creates a common level of respect in the District

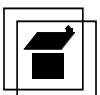
The Millburn Board of Education members, district administrators, and staff will treat parent(s) or legal guardian(s) and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

Disruptions

Any individual who:

1. Disrupts or threatens to disrupt school/office operations (e.g., loud and aggressive verbal disruptions at school or school events after being warned, refusal to follow sign-in protocols at the school sites);
2. Threatens the health and safety of pupils or staff (e.g., verbal threats to pupils or staff);
3. Willfully causes property damage (e.g., breaking objects on school grounds);
4. Uses loud and/or offensive language (e.g., racial slurs and verbal insults to staff);
5. Is verbally or physically intimidating (e.g., stands within a foot of another's personal space, finger pointing); or
6. Has otherwise established a continued pattern of unauthorized entry on district property (e.g., a person refusing to leave after repeated warnings); and
7. Harasses staff and others through repeated telephone calls and confrontations in parking lots will be directed to leave school or district property promptly by the Superintendent, Principal, or their respective designee.

If any member of the public uses obscenities or speaks in an abusive, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate civilly. If corrective action is not taken by the abusing person, the district employee will seek to include an administrative representative in the meeting in an effort to restore civility. If an administrator is not available



and/or a civil tone is not restored, the district employee will verbally notify the abusing person that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the abusing person will be asked to leave promptly.

When an individual is directed to leave under the above circumstances, the Superintendent, Principal, or their respective designee shall inform the person that he or she may be guilty of a misdemeanor in accordance with New Jersey law. If the person refuses to leave, the Superintendent, Principal, or their respective designee may notify law enforcement officials.

Safety and Security

The Superintendent or the Superintendent's designee will ensure that a safety and/or crisis intervention program for district staff is promulgated to raise awareness and to provide techniques in dealing with disruptive situations when they occur.

If and when violence is directed toward a district employee, or theft of district property is threatened or attempted, employees shall promptly report the occurrence to their Principal or supervisor and submit a written report (within twenty-four hours). Employees, through their supervisors, should report to law enforcement officials any attack, assault, or threat made against them on district premises or at school district-sponsored activities.

Documentation

When it is determined by a district employee that a member of the public is in the process of violating the provisions of this policy, an effort should be made by the employee to provide the offending person a written copy of this policy at the time of the occurrence. The employee will immediately (within twenty-four hours) notify his/her supervisor and provide a written report of the incident.

Adopted: 27 October, 2014

