

9160.1 CIVILITY

The Special Services School District and the Vocational School District of the County of Burlington Board of Education members, district administration, 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.

Any individual who:

- Disrupts or threatens to disrupt school/office operations,
- Threatens the health and safety of students, staff, administration, or Board of Education members;
- Willfully causes property damage;
- Uses loud and/or offensive language;
- Is verbally or physically intimidating;
- Harasses staff and/or others through repeated telephone calls, emails, confrontations or the like; or who
- Has otherwise established a continued pattern of unauthorized entry on district property

will be directed to leave the school or district property promptly by the Superintendent or designee.

If any member of the public uses obscenities or speaks in an abusive, excessive, 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 calmly and politely 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. The employee, if not an administrator, shall immediately inform an administrator. If the abusing person refuses to leave, the administrator or designee shall notify law enforcement officials. The employee or administrator shall complete an Incident Report for Inappropriate Behavior toward Employees by Visitors.



POLICY

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When an individual is directed to leave under the above circumstances, the Superintendent or designee shall review the incident report and inform the person that he or she may be guilty of a misdemeanor in accordance with the New Jersey law. The Superintendent shall have the authority to ban an excessively disruptive individual from school property indefinitely or for a period of time, or require visits by the individual to be supervised by the School Resource Officer or other law enforcement officials indefinitely or for a period of time.

Adopted: 31 October 2013



APPENDIX: POLICY 9160.1 CIVILITY – VISITORS TO THE SCHOOL

Incident Report

(Inappropriate Behavior toward Employees by Visitors)

Complete and submit this report to your immediate supervisor as soon as possible after the incident.

DATE OF INCIDENT _____

EMPLOYEE'S NAME _____

POSITION/TITLE _____

WHERE DID INCIDENT OCCUR? (*Check*)

- School site School grounds School-sponsored event Central Office Private residence
 Public site (*specify*) _____
 Other (*specify*) _____

DESCRIBE/IDENTIFY INDIVIDUAL (NAME, ADDRESS, PHONE IF POSSIBLE):

DESCRIBE INDIVIDUAL'S ACTIONS. (*Check the boxes that best categorize the actions and then describe those actions with specifics. Attach a separate sheet if necessary.*)

- Cursing/using obscenities
 Disrupting or threatening to disrupt school or office operations
 Acting in an unsafe manner (a manner that could have threatened the health and safety of others)
 Making a verbal statement, a phone call, or a gesture indicating intent to harm you or to damage school property
 Sending a written statement indicating intent to harm you or to damage school property
 Physically attacking you with the intent to harm you or to damage school property
 Other (*specify*) _____

Specifics: _____

DESCRIBE YOUR RESPONSE. (*Check the boxes that best categorize your response and then describe that response with specifics. Attach a separate sheet if necessary.*)

- Informed person(s) of provisions of and/or gave person(s) a copy of Policy 1250.1
 Hung up the phone on the person(s)
 Asked person(s) to leave office/school/event
 Called site administrator/designee for assistance
 Called law enforcement officials/SRO
 Other (*specify*) _____

Specifics: _____

Employee's Signature *Date*

Immediate Supervisor's Signature *Date*

DATE REPORT SUBMITTED TO SUPERINTENDENT/DESIGNEE: _____