

# POLICY

VERNON TOWNSHIP  
BOARD OF EDUCATION

COMMUNITY  
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Civility  
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## 9131 CIVILITY

The Vernon Township Board of Education members, district administration, and staff will treat parents/guardians 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;
2. threatens the health and safety of students or staff;
3. willfully causes property damage;
4. uses loud and/or offensive language which could provoke a violent reaction; or who
5. is verbally or physically intimidating; or who;
6. has otherwise established a continued pattern of unauthorized entry on district property
7. harasses staff and others through repeated telephone calls, excessive written communication and/or face-to-face confrontations; will be directed to leave school or district property promptly by the Chief School Administrator, Principal or their designees.

### Employee Recourse

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 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 Chief School Administrator, Principal or their designees shall inform the person that he or she may be guilty of a misdemeanor in accordance with New Jersey law (see Legal References). If the person refuses to leave, the Chief School Administrator or designee may notify law enforcement officials.

### Safety and Security

The Chief School Administrator or 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 the violence is directed toward a district employee, or theft of district's property is threatened or attempted, employees shall promptly report the occurrence to their principal or supervisor and submit a written report. 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, the employee will immediately notify his/her supervisor and provide a written report of the incident.

Legal Reference:	N.J.S.A. 2C:18-3	Criminal trespass
	N.J.S.A. 2C:33-2	Disorderly conduct
	N.J.S.A. 18A:11-1	General mandatory powers and duties

Adopted: March 2008