

Policy

CIVILITY

The Oradell 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 the school and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

Disruptions

The chief school administrator will direct any individual to leave school or district property promptly who:

- A. Disrupts or threatens to disrupt school/office operations;
- B. Threatens the health and safety of students or staff;
- C. Willfully causes property damage;
- D. Uses loud and/or offensive language which could provoke a violent reaction;
- E. Is verbally or physically intimidating;
- F. Has otherwise established a continued pattern of unauthorized entry on district property; or who
- G. Harasses staff and others through repeated telephone calls, repeated written communications, and/or face-to-face confrontations;

Principal or their 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 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. 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 the chief school administrator'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's property is threatened or attempted, employees shall promptly report the occurrence to their principal or supervisor and submit a written report. Employees shall inform their supervisors and report to law enforcement officials any attack, assault, or threat made against them on district premises or at school district-sponsored activities.

Documentation

CIVILITY (continued)

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 notify his/her supervisor and provide a written report of the incident.

Adopted: March 16, 2016
NJSBA Review/Update: January 2019
Readopted: December 11, 2019

Key Words

Civility, Disruption, Safety, Security, Visitors, Conduct

Legal References: N.J.S.A. 2C:18-3 Criminal trespass
 N.J.S.A. 2C:33-2 Disorderly conduct

Cross References: 1250 Visitors
 414714247 Employee Safety
 5020 Role of Parents/guardians
 5124 Reporting to Parents/guardians
 5131 Conduct and Discipline
 5142 Student Safety
 6144 Controversial Issues
 9010 Role of the Board Member

*Indicates the policy is included in the Critical Policy Reference Manual.