

Policy

CIVILITY

The Franklin Lakes Board of Education is committed to ensuring a positive and respectful learning environment for all students and Board of Education employees and members while on school property and when participating in all school-sponsored activities.

The District and employees will ensure a positive and respectful learning environment by treating students, parents/guardians, and other members of the public with courtesy, respect, dignity and kindness. The district also expects parents/guardians, visitors and other community members to treat district employees and board members with the same consideration, courtesy, respect, dignity and kindness at all times.

It is the intent of the Board to promote mutual respect, civility, and orderly conduct among its employees, parents/guardians, students, and the public. The Board in no way intends this policy to be interpreted to deprive any person of his or her right to freedom of expression.

Disruptions

The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions.

The Board authorizes school staff supervising a school event or school sponsored activity to remove a participant or spectator who willfully violates the rules and regulations of the district or whose behavior jeopardizes the safe conduct of the event or activity. When a law enforcement officer is on duty at the event or activity, he/she shall be responsible for ensuring the disruptive participant or spectator leaves school property. Further, any participant or spectator involved in continual violations of the rules and regulations may be prohibited from attending further school events.

District Administration may promptly direct any individual to leave school or school-sponsored activity 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, refuse 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 and/or intimidates staff and others through repeated telephone calls, emails, and/or confrontations on school grounds will be directed to leave school or district property

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promptly by the chief school administrator, principal, or their respective designee.

Procedures and Documentation

This policy applies to any conduct by Board members, District employees, parents/guardians and other community members on school property or at school-sponsored events, including sporting events and concerts. Any employee who observes, is told of, or is the target of conduct that is in violation of this policy shall address the conduct according to the following procedures:

1. The employee shall calmly and politely request the individual desist the offending behavior;
2. If individual refuses to correct the uncivil behavior and/or the behavior is ongoing, the employee will, if possible, enlist the assistance of an administrator or the building principal to attempt to immediately restore civility; 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 inform the offending person about this policy at the time of the occurrence.
3. If an administrator or building principal is not available and/or civility is not restored, the employee shall direct the individual to leave school property;
4. In the absence of a school administrator or the building principal the employee may notify security officer and/or local law enforcement if order is not restored and the individual refuses to leave when requested;

Any employee who is the target of uncivil behavior or witnesses uncivil behavior shall promptly report the occurrence to the administrator/principal. The employee shall also document the incident in writing and submit the written incident report to the principal within two business days.

Implementation

The chief school administrator and/or his or her designee shall distribute this policy annually prior to or at the beginning of the school year.

Adopted: