

CIVILITY

The Hasbrouck Heights 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.

A. Expected level of behavior

1. School and district personnel will treat each other, volunteers, parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, volunteers, administrators and other district employees with courtesy and respect.

B. Unacceptable behavior:

1. Disorderly conduct. Disorderly conduct includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parent/guardians and the general public.

Disorderly conduct is a public disturbance intentionally caused by any person who:

- Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
- Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
- Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the chief administrative officer of the institution, or his authorized representative; or
- Refuses to vacate any building or facility of Hasbrouck Heights in obedience to an administrator, school principal, or an assistant principal,
- Engages in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any Hasbrouck Heights building or facility in its normal and intended use; or
- Congregates, assembles, forms groups or formations (whether organized or not), blocks, or in any manner otherwise interferes with the operation or functioning of any Hasbrouck Heights building or facility so as to interfere with the customary or normal use of the building or facility; or

- Disrupts, disturbs or interferes with the teaching of students at any Hasbrouck Heights school or engages in conduct which disturbs the peace, order or discipline at any Hasbrouck Heights school or on the grounds adjacent thereto.
- Enters school property under the influence of alcohol, drugs and/or other substances which cause a disruption or danger to the school environment.

2. Disorderly/Disrespectful Language.

Using lewd, vulgar, or indecent language; shouting, swearing, cursing or display of temper.

3. Assaults/Threats.

Assaulting or threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation. It is a Class A1 misdemeanor to assault a school employee or school volunteer when the employee or volunteer is discharging or attempting to discharge his or her duties as an employee or volunteer, or to assault a school employee or school volunteer as a result of the discharge or attempt to discharge that individual's duties as a school employee or school volunteer. For purposes of this law and this policy, the following definitions shall apply:

"Duties" means:

- All activities on school property;
- All activities, wherever occurring, during a school authorized event or the accompanying of students to or from that event; and
- All activities relating to the operation of school transportation

"Employee" or "volunteer" means:

- An employee of Hasbrouck Heights Board of Education;
- An independent contractor or an employee of an independent contractor of Hasbrouck Heights Board of Education, if the contractor performs duties customarily performed by employees of the school; and
- An adult who volunteers his or her services or presence at any school activity and is under the supervision of a school administrator.

4. Vandalism.

Damaging or destroying school or school board property.

5. Any other behavior that disrupts the orderly operation of a school, classroom or any other school board facility.

6. Abusive, threatening or obscene e-mail or voice mail messages.

C. Parent recourse:

Any parent who believes he/she was subject to behavior in violation of this policy on the part of any staff member or volunteer should bring such behavior to the attention of the principal, the staff member's immediate supervisor, or the appropriate administrator.

D. Authority of school personnel:

1. **Termination of meeting or telephone conversation.** If any employee, volunteer or member of the public uses obscenities or speaks in a demanding, loud, insulting and/or

demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.

2. **Removal from School Premises.** Any individual who engages in "unacceptable behavior as defined in this policy may be directed to leave the school or school board premises by a school's principal or assistant principal, any, administrator the superintendent of schools, or a school resource officer. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.
3. **Limitations on Access to School Premises.** Any non-employee who repeatedly engages in "unacceptable behavior" as defined in this policy may be prohibited by a principal, an administrator or the Superintendent from coming on school premises unless the individual calls in advance and makes an appointment to meet with a staff member in the presence of a school administrator. If the individual does not act civilly, as defined in this policy, during meetings or telephone conferences with staff members, the individual's access may be further limited by the principal, administrator or the Superintendent to telephone, e-mail, or written communications with staff members.

E. Employee Procedures

Any employee who is engaged in a situation with a non-school employee who is in violation of this policy will use the following procedure.

1. Calmly and politely warn the speaker to communicate civilly.
2. If the verbal abuse continues, the employee, after giving appropriate notice to the speaker, terminates the meeting, conference or telephone conversation.
3. Report the incident verbally to the principal and follow up with a written report.
4. The principal will investigate the situation and take appropriate action if the non-school employee is in the building. In the event the non-school employee refuses to leave the building the principal will contact the Hasbrouck Heights Police Department to have the individual removed. In the event the non-school employee refuses to leave the building the principal will contact the Hasbrouck Heights Police Department to have the individual removed.
5. The building principal will report the incident to the superintendent of schools immediately after the incident has been addressed.

F. Athletic Event - Conduct of Spectators

1. Spectators at athletic events are required to adhere to the existing BCSL code of conduct, a copy of which is present and visible in the gym of every league member. Any student that is asked to leave or is ejected from an athletic contest will be subject to disciplinary action to be carried out by the administration.
2. A removal or ejection for a first offense will bring an automatic two game suspension. A second offense will be a suspension for the remainder of the season.

3. In an especially serious offense (which will be defined by the administration; Athletic Director and Principal), it is up to the discretion of the administration to immediately ban a fan or student for the remainder of the season, and in the case of a student, the administration may also exercise its authority under district policy to apply further penalties within the school discipline program.

4. The following State of New Jersey Statute also applies in cases of spectator misbehavior:

“In the event that any student, coach, official, parent, or other person subject to the terms and conditions of an athletic code of conduct is banned from attendance, that person may petition the school board for permission to resume attendance. Prior to being permitted to resume attendance, the school board shall require the individual to present proof of completion of sports violence counseling through a public or private source.”

Date: July 25, 2002

Revised: October 30, 2002

Revised: June 21, 2007