

## **Procedures for Implementation of Policy 100-21 Civility**

### **1. Communication**

The school and community is to be continuously informed of the value of mutual respect and consideration as reflected in language, attitudes, and behavior through

- ✓ The modeling of civility
- ✓ The distribution of the written policy and its key components
- ✓ The explicit valuing of mutual respect and consideration in sites
- ✓ Training in establishing and sustaining civility
- ✓ Site-based programs for staff, students, and parents

### **2. Enforcement**

It is incumbent upon each staff member of Somerset County Public Schools to expect, sustain, and protect a safe, welcoming, and nurturing environment on school property and at school related events.

- a. Internal Incidents – Incidents among or between employees are to be resolved by the building principal who will follow Somerset County Public Schools’ disciplinary process or mediate the incident.
- b. External Incidents – Incidents among visitors to the school site or school event require:
  - ✓ Immediately report to the administration in charge
  - ✓ Verbal reminder to visitors in violation of the policy and its requirements
  - ✓ If a simple verbal reminder does not motivate the individual(s) to regain composure, he or she is politely told they must leave the building or be escorted out.
  - ✓ If the individual refuses, law enforcement will be called.
  - ✓ A follow-up letter including the policy and setting a conference between the administrators and the visitor must be sent in 24 hours.
  - ✓ The conference should allow full explanation of the issue leading to the unacceptable behavior, discussion of resolution, and guidelines for a welcome return to the site.
  - ✓ Individuals requiring escort from the site may not return without a conference. Site administrators may request central office support for such conferences by:
    - Locating the conference at the Central Office
    - Including Human Resources, Student Services, Instructional Supervisors, or the Superintendent in the conference on site or at the central office
- c. Phone Incidents – Incidents of unacceptable verbal behaviors in phone conferences require:
  - ✓ A calmly stated reminder to the violator that their language violates Policy 100-21, Civility; is not helpful in resolving the issue; and must stop; therefore another time to continue the conversation needs to be scheduled.
  - ✓ Continuous, consistent responses to the offenders

- ✓ Knowing the duty of Somerset County Public School's staff to model civility, a follow-up letter should be sent along with a follow up phone call to reopen important civil and productive communication
  - ✓ The incident should be logged
  - ✓ Continuing incidents at a site should be reported to student services for intervention by a Supervisor
- d. Unreasonable Demands – Incidents of unreasonable demands should follow the same procedures as “phone incidents” including the logging of all unreasonable demands and the site individuals’ response
- e. Any incidents or series of incidents occurring and consequently proceeding through the policy enforcement procedure which reoccur or remain unresolved may be referred to the Superintendent for intervention.