

**FLORIDA STATE UNIVERSITY SCHOOLS  
POLICY MANUAL  
BOARD GOVERNANCE AND ORGANIZATION  
CHAPTER 2.0**

**2.18**

**RESPECT AND CIVILITY IN SCHOOLS AND DISTRICT OFFICES**

- I. The School Board 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. Staff will take the necessary actions to protect students' and other employees' personal safety and positive work environment.
- II. The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions. This policy promotes mutual respect, civility and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff members.
- III. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed to leave school or School District property promptly by the site administrator or designee, or shall be escorted from the property with the assistance of other staff or a law enforcement officer.
- IV. Pursuant to this policy, when an individual is directed to leave, the site administrator or designee shall inform the person that they may be subject

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to prosecution under Florida law. If an individual refuses to leave upon request or returns before the applicable period of time, the site administrator or designee may notify law enforcement officials. An incident report should be completed for the situations and submitted to the Executive Director.

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- V. When violence is directed against an employee, or theft against property, employees shall promptly report the incident to their principal or supervisor and complete an incident report. Employees and supervisors should complete an incident report and report to law enforcement, any attack, assault, or threat made against them on school/District premises or at school/District sponsored activities.
- VI. Expected Level of Behavior
  - A. Board employees will treat parents and other members of the public with courtesy and respect.
  - B. Parents and other visitors to schools and District facilities will treat teachers, school administrators, other school staff, and Board employees with courtesy and respect.
  - C. Board employees will treat each other with courtesy and respect.
- VII. Unacceptable/Disruptive behavior includes, but is not necessarily limited to:
  - A. Exhibiting behavior which interferes with or threatens to interfere with the operation of a classroom or school related on-campus or off-campus activity, an employee's office or office area, and all areas of a school or facility.
  - B. Using loud and/or offensive or demeaning language, swearing, cursing, profanity, or disruptive display of temper.
  - C. Threatening to do bodily or physical harm to a parent/guardian, or members of the general public, or to a teacher, school administrator,

school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.

- D. Damaging or destroying school or Board property.
- E. Any other behavior which disrupts the orderly operation of school, school classroom, or any other Board facility.
- F. Abusive, threatening, demeaning, or obscene mail, e-mail, or voice mail messages.

VIII. Parent Recourse

- A. Any parent who believes ~~they were~~, subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of their immediate supervisor.

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IX. Authority of School Personnel

- A. School personnel have the authority to direct persons to leave school or Board premises if the individual:
  1. ~~D~~isrupts or threatens to disrupt school or District operations;
  2. ~~T~~hreatens to or attempts to do or does physical harm to Board personnel, students, or others lawfully on a school or Board premises;
  3. ~~T~~hreatens the health or safety of students, Board personnel, or others lawfully on a school or Board premises;
  4. ~~I~~ntentionally causes damage to school, Board property, or property of others lawfully on a school campus or Board premises;
  5. ~~U~~ses loud or offensive language; and/or

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6. ~~Is~~ without authorization to come on a school or other Board facility may be directed to leave the school or Board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school; any District level administrator including the ~~Executive Director~~, a director; the District's Safety Specialist, a facility security officer, or the District staff person in charge of a meeting or function where uncivil behavior occurs.

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X. 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 deemed necessary. If the offender threatens personal harm the employee may contact law enforcement.

XI. Authority to Deal with Persons who are Verbally Abusive

A. If any 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 request the speaker to communicate civilly.

B. 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. If the meeting or conference is in a school or on School Board premises, any employee may request an administrator or other authorized personnel to direct the speaker to promptly leave the premises.

C. 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. If the employee is threatened with personal harm, the employee may contact law enforcement.

D. Abusive, Threatening, or Obscene Mail, E-Mail, or Voice Mail Messages

1. If any District employee receives mail, e-mail, or a voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the mail, e-mail, or return the telephone call. The employee may save the message and contact their supervisor or the District Safety Specialist.
2. If the message threatens the employee with personal harm, the employee may contact law enforcement.

**STATUTORY AUTHORITY:** 1001.41, 1001.43, F.S.

**LAWS IMPLEMENTED:** Fla. Const. Art. IX, Section 4; 1006.145 F.S.; 20 U.S.C. 1681 et seq., 29 U.S.C. 621 et seq., 29 U.S.C. 749 et seq., 42 U.S.C. 12101 et seq., 42 U.S.C. 2000e et seq. Civil Rights Act, 41 U.S.C. 1983

**HISTORY:** New  
**ADOPTED:** 9/13/22  
**REVISION DATE(S):**  
**FORMERLY:** NEW