### 904.1. CIVILITY/ORDERLY CONDUCT

**1. Purpose**

The purpose of this policy is to provide rules of conduct for parents/guardians, other visitors to schools and school district employees. It is the intent of the School Board to promote mutual respect, civility and orderly conduct among district employees, parents/guardians and the public. It is not the intent of the School Board to deprive any person of his/her rights, including freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

**2. Guidelines**

**Expected Level Of Behavior**

School and school district personnel shall treat parents/guardians and other members of the public with courtesy and respect. Parents/Guardians and other visitors to schools and school district facilities shall treat teachers, school administrators, other school staff and district employees with courtesy and respect.

**Unacceptable/Disruptive Behavior**

**Disruptive behavior** includes, but is not necessarily limited to:

1. Behavior that interferes with or imminently threatens to interfere with the district’s educational mission, such as the operation of a classroom, an employee's office or office area, areas of a school or facility whether or not open to parents/guardians and the general public, and any of the many operations of the school district and Board of Directors.

2. Excessive noise and or sensory stimulation that interferes with student learning and activities and or employee and staff duties.
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<td>3.</td>
<td>On school grounds or at a school function, any use of offensive language, swearing, cursing or immoral/intemperate display is prohibited. The time, manner, and place of the conduct must be considered and such conduct will be considered with far less deference to the actor when done in the elementary schools or in the presence of elementary students. Any conduct including expression not commonly observed or permitted on broadcast television with far less deference to the actor when done in the educational setting.</td>
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<td>4.</td>
<td>Threatening to do bodily or physical harm to a teacher, school administrator, school, employee, student, or School Board Director regardless of whether or not the behavior constitutes or may constitute a criminal violation.</td>
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<td>5.</td>
<td>Damaging or destroying school or School Board property.</td>
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<td>6.</td>
<td>Abusive, threatening, or obscene e-mail or voice mail messages.</td>
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<td>7.</td>
<td>Nothing in this policy shall be construed to in any way limit the district’s legal rights to control and govern its business and educational operations or to seek the assistance of or to refer any inappropriate behavior to law enforcement authorities.</td>
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**Parent/Guardian Recourse**

Any parent/guardian who believes s/he was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor.

**Authority Of School Personnel**

Any individual who violates this policy or who without authorization comes to a school or other School Board facility, may be directed to leave the school or School Board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.

If any member of the public uses obscenities or communicates in an abusive, loud, insulting, demeaning or otherwise inappropriate manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker that the communication is inappropriate and to communicate civilly. If the inappropriate conduct continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, telephone conversation, or otherwise may request that an administrator or other authorized person direct the speaker to promptly leave.
the premises. If the person refuses to leave, after direction to do so, the Superintendent or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement takes such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

References:

Board Policy – 906