

Code of Civility (General Public)

Purpose

This Regulation implements Board Policy No. 1305 (“Code of Civility (General Public)”) by:

- Defining “incivility” in the context of Policy No. 1305;
- Identifying strategies for dealing with incivility when it arises in the school setting; and,
- Establishing a complaint procedure to address complaints of individuals who believe they have been treated in an unprofessional and disrespectful manner

Definition and Examples of Incivility

“Incivility,” when used in this Regulation, means the following:

- rude, abusive or intolerant behavior in any type of school setting when such behavior may tend to erode education or diminish an atmosphere of professionalism or mutual respect; and/or,
- use of offensive or obscene language in person, voice-mail, written correspondence, e-mail or any other form of communication; and/or,
- threatening or belligerent conduct that in any way interferes or threatens to interfere with the orderly operations of the District or places another person in fear of imminent physical harm.
- intentionally disrupting or impeding the orderly conduct of a public School Board or Board committee meeting. This does not include statements made by a formally recognized speaker during the public participation portion of the meeting where such statements are within the time limits set by the Board for all speakers and where the comments relate to matters of concern, official action or deliberation which are or may be before the board.

Strategies for Addressing Incivility When It Occurs

1. If a participant in a meeting becomes verbally abusive, the District employee or other District representative responsible for chairing the meeting, on their own initiative or at the request of another meeting participant, should immediately ask the participant to stop and let them know that if the participant does not stop that the meeting will be terminated or, alternatively, that the participant will be requested or compelled to leave the meeting. If necessary, the meeting chair should recess the meeting to allow for decorum to be restored. If problems recur

after the meeting is reconvened, the chair should consider adjourning the meeting or taking steps to remove the participant. The basis for any action should be documented. and documenting the basis for the meeting termination.

2. If the District is under a timeline to conduct a meeting involving an uncivil participant, the District employee responsible for chairing the meeting should advise the participant that the meeting will be completed without them.
3. If at any time a staff member, student, parent or other individual threatens bodily harm or attempts to physically touch in a threatening and harmful manner any person on school property, the police must be notified.

Complaint and Resolution Procedures

1. Procedures

All complaints by or about members of the general public should be raised with the applicable building administrator or supervisor. If necessary, complaints should be reviewed through successive administrative levels in sequential order to the Superintendent and subsequently to the Board, where appropriate. Board members will be encouraged to advise complainants to first consult with the appropriate staff member or administrator and then, if necessary, to bring the problem to the attention of the Board through the administrative process.

Examples:

- A teacher is alleged to be uncivil towards a parent. The parent should seek the intervention of the principal.
- A bus driver is reported to be uncivil toward a parent. The parent may seek the intervention of the principal or the Supervisor of Transportation.
- An employee believes a parent is being uncivil toward district personnel. The employee may seek the intervention of the principal or other administrator.
- A parent is determined to have been repeatedly uncivil toward district personnel. The parent may be directed to communicate with the district only through specific individuals.
- An individual employee uses email to communicate in an uncivil manner. The individual may be directed to cease using the email for such correspondence and may be provided with appropriate alternatives such as using postal services, in-person meetings, or phone conferences.
- An attendee who disrupts a public meeting will be warned in writing that future such behavior may lead to them being excluded from attending further public meetings in person for a defined period of time.

2. Record of Complaint

Each administrator must keep a written record of properly presented complaints whether presented by letter, informal conference or through a scheduled meeting. Such written records must include the administrator's response.

3. Sanctions for Violations of Policy

Violations of this Policy may lead to restrictions on the right of the member of the general public to be present on District property, to be present in person at public Board and Board committee meetings, or to interact with members of District staff.