

Civility Policy

I. Purpose:

The purpose of this policy is to provide rules of conduct for parents, school district employees, students, and visitors to the Hampton Schools. It is the intent of the school board to promote mutual respect, civility, and orderly conduct among district employees, parents, students, and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of the policy is to maintain, to the greatest extent reasonably possible, a safe, harassment free workplace for teachers, students, administrators, other staff, parents, 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.

II. Expected Level of Behavior:

- Hampton School employees will treat parents, students, visitors, other staff members, and members of the public with courtesy and respect.
- Parents, students, visitors, and members of the public will treat teachers, school administrators, and other school employees with courtesy and respect.

III. Unacceptable/Disruptive Behavior:

- Disruptive behavior includes, but is not limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, and areas of school or facilities open to parents/guardians and the general public.
- Using loud and/or offensive language, swearing, cursing, or display of temper.
- Threatening to do bodily or physical harm to a teacher, school administrator, member of the school board, other school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school property.
- Abusive, threatening, or obscene e-mail or voice messages.
- Any other behavior that disrupts the orderly operation of the school community.

IV. Parent Recourse:

Any parent, student, and member of the community who believes that he/she 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 or school administrator.

Adopted: **DATE:** August 16, 2004, October 12, 2010
Reviewed: Sept. 1, 2010
Revised: December 13, 2005
Cancellation: Replaces KGC

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(continued)

V. Authority of School Personnel:

A. Authority to direct persons to leave school property. Any individual who:

- (1) disrupts or threatens to disrupt school operations;
- (2) threatens or attempts to do or does physical harm to school board personnel, students, and any or all school employee(s);
- (3) threatens the safety of students, school board personnel and any or all school employee(s);
- (4) intentionally causes damage to school property or property of school employee(s);
- (5) uses loud or offensive language or who without authorization comes on school property, may be directed to leave the school premises by the 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.

B. Authority to deal with persons who are verbally abusive: 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 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. If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or authorized personnel shall seek assistance of law enforcement and request the law enforcement takes action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

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