

CIVILITY

The following Civility Policy describing expected behavior of staff, students, parents, agents of the school and other members of the public while at school, on school property or at a school function, has been approved by the De Soto Area School Board of Education.

Expected Level of Behavior

School district personnel and agents of the school will treat students, parents and other members of the public with courtesy and respect.

Students, parents and other members of the public will treat teachers, school administrators, agents of the school, other school staff, and district employees with courtesy and respect.

Unacceptable/Disruptive Behavior

Disruptive behavior includes, but is not necessarily limited to, behavior which interferes with or threatens to interfere with school sponsored activities whether on or off school property, the operation of a classroom, an employee's office or office area, areas of a school facility open to parents/guardians and the general public, areas of a school or facility which are not open to parents/guardians and the general public. Unacceptable behavior includes, but is not limited to:

- Using loud and/or offensive language, swearing, cursing, using profane language, or display of temper.
- Threatening to do bodily or physical harm to a teacher, school administrator, school employee, agent of the school, student or other member of the community, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school or school employees property.
- Abusive, threatening, or obscene e-mail or voice mail messages.
- Any other behavior that disrupts the orderly operation of a school, school activity, a school classroom, or any other school board facility.

Student, Parent, Member of the Public Resources

Any student, parent or member of the public who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, or the District Administrator. The immediate supervisor will promptly investigate the complaint as directed by the District Complaint Policy.

Authority of School Personnel

Authority to Direct Persons to Leave School, A School Activity Or School Board Premises:

Any individual who acts without regard to the above, may be directed to leave the school, school activity or school board premise by a school's principal, or in their absence, a person who is designated to be in charge of the school, any district level administrator, including the District Administrator. 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 offender is threatening personal harm, an employee may contact law enforcement immediately.

Authority to Deal with Persons who are Verbally Abusive:

If any student, parent or other member of the public uses obscenities or speaks in a demanding loud, insulting, and/or demeaning manner, the employees to whom the remarks are directed shall calmly and politely request 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 or school board premise, or at a school function, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. 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 offender threatens the employee, the employee may contact law enforcement immediately. The incident shall be immediately reported to his/her immediate supervisor.

Abusive, Threatening or Obscene E-Mail or Voice Mail Messages:

If any district employee receives an e-mail or voice mail message that is abusive, threatening, or obscene, the employee is not obligated to respond to the e-mail or return the telephone call. The employee should save the message and contact the District Administrator.

Legislative Intent

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, agents of the school, students, parents and the public. It is not the intent of the School Board, however, to deprive the person of his or her right to 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 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.

LEGAL REF.: Sections 120.13(1), (35); 947.01; 947.0125; 947.013 Wisconsin Statutes

CROSS REF.: 411.1 Student Harassment
443 Student Conduct
447 Student Discipline
860 Visitors to the Schools

Approved: February 13, 2006