

CIVILITY POLICY

It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents, and the public. It is also important for all RSU 12 employees to be professional and patient when communicating with families 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 this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free environment for teachers, students, administrators, staff, parents and other members of the community. The school board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

A. Expected level of behavior:

1. School and District personnel will treat parents and other members of the public with courtesy and respect.
2. Parents, visitors, and community members will treat teachers, administrators and other district employees with courtesy and respect.

B. Unacceptable/disruptive behavior:

Disruptive behavior includes, but is not necessarily limited to:

1. Behavior which interferes with or threatens to interfere with the operation of a classroom, an office area, and areas of a school or facility open to parents/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
4. Damaging or destroying school or school board property.
5. Any other behavior that disrupts the orderly operation of a school, classroom or any other school board facility.
6. Harassing, abusive, threatening or obscene e-mail or voice mail messages or other means of electronic communication.

C. Parent/Guardian recourse:

1. Any parent who believes 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.

D. Authority of RSU 12 personnel:

Authority to direct person(s) to leave RSU 12 property:

An RSU 12 administrator or designee has the authority to direct person(s) to leave the property. 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.

This applies to any person(s) who:

1. Disrupts or threatens to disrupt school district operations;

2. Threatens or attempts to do or does physical harm to RSU 12 personnel, students or others lawfully at an RSU 12 school or an RSU 12 sponsored function;
 3. Threatens the health or safety of students, RSU 12 personnel or others lawfully at an RSU 12 school or RSU 12 sponsored function;
 4. Intentionally causes damage to RSU 12 property or property of others lawfully on RSU 12 property or at an RSU 12 sponsored function;
 5. Uses loud or offensive language or who, without authorization, comes onto an RSU 12 property.
- E. Authority to deal with persons who are verbally abusive
1. 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:
 - i. Calmly and politely warn the speaker to communicate civilly.
 - ii. 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.
 - iii. If the meeting or conference is on RSU 12 property or at an RSU 12 sponsored function, then any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
 - iv. If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement takes such action as is deemed necessary.
 - v. If the employee is threatened with personal harm, the employee may contact law enforcement.
- F. In all cases, if a person repeatedly violates this policy, then the Superintendent has the authority to forbid the person from accessing RSU 12 property.