



Provo City School District Policy Series 7000: Community

7510 P1

Civility

Provo City School District employees will treat parents, students, other district employees and members of the public with respect and expect the same in return. The board of directors encourages positive communication with the public, and discourages abusive, hostile or obscene speech, actions or other forms of communication, including forms of electronic communication.

While all specific examples of civil or uncivil behavior may not be reflected herein, the intent of this procedure is to fulfill the intent of the Policy 7510 "Civility." Language or conduct that threatens the health and/or safety of any individual is a violation of this Civility standard. All parties are expected to conduct themselves with integrity, honesty, and a willingness to resolve the issue at hand.

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school or school district property promptly by the superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave school district property pursuant to circumstances referenced above and refuses to leave, the school administrator may notify law enforcement officials. The school official may issue a "no trespass" notice when necessary.
4. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will notify his/her supervisor of the incident.

Approval date:

December 14, 2012