

PUBLIC CIVILITY IN SCHOOLS

Background

The rights of employees, like all other rights, are based on the nature of the human person and his/her dignity. The Division's authority to teach social justice has determined that one's personality in the workplace should be safeguarded without suffering any affront to one's conscience or personal dignity.

Furthermore, in its efforts to support the intent of Section 256 of the Education Act, the school division is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/division grounds.

This Administrative Procedure promotes mutual respect, civility and orderly conduct among division employees, parents and the public. The expectations of this procedure are to maintain a safe, harassment-free workplace for our students and staff. Livingstone Range School Division encourages positive communication and discourages volatile, hostile, or aggressive actions from all stakeholders. The division expects public cooperation with this endeavor.

Divisional Core Values

Livingstone Range School Division models and promotes a safe and caring environment of mutual respect which values and appreciates diversity within the education community. Accountability for excellence in student achievement is supported by the following behaviors:

- ⇒ transparent and effective communication;
- ⇒ collaborative decision making;
- ⇒ commitment to success and achievement;
- ⇒ recognition and celebration of accomplishments.

Procedures

1. All staff members have a duty to the public to be fully cooperative in the fulfillment of the school and school division's mission, vision, values, and goals. Furthermore, all staff and volunteers are called to be solution-focused in addressing parental complaints.
2. No person shall:
 - 2.1 Disrupt or threaten to disrupt the proceedings / operations of the school or division;
 - 2.2 Threaten the health and safety of students or staff;
 - 2.3 Willfully cause property damage;
 - 2.4 Use loud and/or offensive language, including, but not limited to posturing or aggressive body language;

- 2.5 Harass staff with frequent and abusive communications in any form;
 - 2.6 Access instructional and administrative environments without the prior approval of the Principal or administrative designate.
3. If possible, to deter escalation of behaviours previously noted, or upon request, a staff member is expected to explain the basis for interventions used within this procedure. (i.e.)

“Division Procedure does not allow individuals to:

- 2.1 Disrupt or threaten to disrupt the proceedings / operations of the school or division;*
- 2.2 Threaten the health and safety of students or staff;*
- 2.3 Willfully cause property damage;*
- 2.4 Use loud and/or offensive language, including, but not limited to posturing or aggressive body language;*
- 2.5 Harass staff with frequent and abusive communications in any form;*
- 2.6 Access instructional and administrative environments without the prior approval of the Principal or administrative designate.*

Please refrain from such behaviour.”

4. Members of the public, who demonstrate a continued pattern of unauthorized entry on school division property, will be directed to leave the school or school division property promptly by the Principal or administrative designate, or the Superintendent or administrative designate.
5. If any member of the public uses obscenities or speaks in a loud, insulting and/or demeaning manner, the employee to whom the remarks are directed will calmly and politely request the individual to communicate civilly and in a constructive manner.
6. Division staff are expected to respect and support corrective and cooperative actions that are made by members of the public who have initially exercised inappropriate communication in resolving their concerns.
7. If corrective action is willfully not taken by the abusing party, the division employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on division premises, the offending person will be politely and clearly directed to leave promptly. Furthermore, if applicable, such individuals will be informed of rights to appeal a decision of this nature to the employee’s immediate supervisor.
8. When an individual is directed to leave under the above circumstances, the Principal or designate shall inform the person that the basis for such direction is based upon divisional standards for civility, and if necessary, Section 256 of the Education Act.
9. If an individual refuses to leave the school and school division property upon request, or returns before the applicable period of time, as further arranged by the Superintendent or designate, the Principal (or administrator designate) or Superintendent (or Superintendent designate) may notify law enforcement officials.
10. When it is determined by staff that a member of the public is in the process of violating the

provisions of this Procedure, an effort should be made by staff to:

10.1 contact the Principal or administrator designate.

10.2 failing 10.1 above, for a perceived serious offence, contact law enforcement.

11. Following any violation of the provisions of this Policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the attached form.

12. Should staff perceive an unfavorable encounter with a member of the public has been harassing in nature, reference to entitlements under *Administrative Procedure 307: WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING ENVIRONMENT* should be addressed.

13. Division office will provide professional development on how to deal with difficult people, upon a school's request.

Form

[Public Civility Incident Report](#)

REFERENCES

Education Act Sections 33, 52, 53, 197, 204, 222, 256

Created: January, 2017

Updated: January 2020, February 2020

Public Civility Incident Report



As established by Administrative Procedure 132: Public Civility in Schools, following any violation of the provisions established by the procedure, **the employee will immediately notify his/her supervisor and provide this report of the incident.** The principal will refer this incident further to the superintendent of schools, or designate.

INFORMATION OF INDIVIDUAL PROVIDING REPORT:	
Name:	Title:
Organization:	
Address:	
Telephone Number:	Ext:
INCIDENT INFORMATION:	
Date and approximate time of incident:	
Location of Incident (office, classroom, hallway, etc...):	
Name of person you are reporting (if known):	
Is this person a parent/guardian or relative of a student within Livingstone Range School Division? Yes No	
Did you feel your safety was being threatened? Yes No	Were the police contacted? Yes No
Were there witnesses to this incident? Yes No	
Name(s) of Witness(es):	
Below, please describe what happened: (If you need additional space, please use the back of this sheet. Thank you.)	
Signature:	Date: