AR-1313 (a)

CODE OF CIVILITY

Wrangell Public Schools requires that as we communicate, students, faculty and staff, parents, guardians and all other members of the community shall:

1. **Treat each other with courtesy and respect at all times.**
   This means that:
   - We listen carefully and respectfully as other(s) express opinions that may be different than ours.
   - We share our opinions and concerns without loud or offensive language, gestures or profanity.
2. **Treat each other with kindness.**
   This means that:
   - We treat each other as we would like to be treated.
   - We do not threaten or cause physical or bodily harm to another.
   - We do not threaten or cause damage to the property of another.
   - We do not bully, belittle or tease another and we do not allow others to do so in our presence.
   - We do not demean and are not abusive or obscene in any of our communications

3. **Take responsibility for our own actions.**
   This means that:
   - We share information honestly.
   - We refrain from displays of temper.
   - We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. **Cooperate with one another.**
   This means that:
   - We obey school rules for access and visitation.
   - We respect the legitimate obligations and time constraints we each face.
   - We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
   - We respond when asked for assistance.
   - We understand that we do not always get our way.

Authority and Enforcement of the Code of Civility

The School Board does not condone a lack of civility by anyone.

A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.

AR-1313 (b)

CODE OF CIVILITY

A parent, guardian, or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.

An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:

- If personal harm is threatened, the employee may contact law enforcement.
- Anyone on school district property without authorization may be directed to leave the premises by an administrator or designee. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator.
    - If such person does not immediately and willingly leave, law enforcement shall be called.
- If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene, the employee is not obligated to respond.
    - If personal harm is threatened, the employee may contact law enforcement
    - The employee shall save the message and contact his or her immediate supervisor
- If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
    - Calmly and politely ask the speaker to communicate civilly.
    - If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
    - If the meeting or conference is on school district premises, request that an administrator direct the speaker to promptly leave the premises if necessary.
    - If the speaker does not immediately leave the premises, an administrator shall notify law enforcement to take any action deemed necessary.

Adoption Date: February 24, 2020
Reviewed: June 19, 2023