

CIVILITY POLICY

This policy outlines the requirement of civility and the acceptable and unacceptable behaviors of individuals that enter into and communicate with DISCOVERY EDUCATION SERVICES INC. (“School”) and their governing board, faculty, staff, community members and students.

Maintaining an environment supportive of learning and free of disruptive conduct and communication is important to the success of our children’s education. To further this goal, it is the intent of the School to promote, through this policy, mutual respect, civility and orderly conduct among the School employees, parents/guardians, students, and other members of the public. It is also the intent of this policy to encourage positive communication and discourage disruptive, volatile, hostile or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free space for board members, teachers, students, administrators, other staff, parents/guardians and the public. It is not the School’s intent to deprive any person of his/her right to freedom of expression. The School encourages the public’s cooperation with and adherence to this policy.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

THEREFORE, the board adopts this policy in recognition of the importance of civility in the School community.

Prohibited Behavior

Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Examples of uncivil behavior include, but are not limited to:

- use of profanity;
- personally insulting remarks;
- attacks on a person’s race, gender, nationality, religion, or sexual preference;
- behavior or communication (written, by phone, or in-person), that is out of control;
- behavior or communication that is repetitive or consistent to the point that it becomes a burden on the proper functioning of the school, operationally.

Such interactions could occur in any manner of communication, directly, or through a third party.

Guidelines of Civil Behavior

All board members, employees, parents, guardians, patrons and students are required to communicate and act with civility both on School premises and in communication with School community members including other board members, employees, parents, guardians, patrons, and students.

The guidelines of civility for the School are:

1. Treat each other with courtesy and respect at all times.

This means that:

- We listen carefully and respectfully as others express opinions that may be different from 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, bodily or reputational 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 accurate 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

Any uncivil behavior shall be reported to school administration. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the reporting person (complainant) and the alleged offending individual (respondent). Repeated or egregious

incidents of uncivil behavior can result in the respondent being banned from the school premises. Retaliation against a person who reports a claim of uncivil behavior is prohibited. The enforcement mechanisms of this policy can be found in the corresponding subsection below.

A **student** who believes that he or she has not been treated in a manner reflective of the Civility Policy may report such behavior to the appropriate school administrator. The administrative team shall then engage in an inquiry regarding the incident, and when warranted, generate a report of the finding.

A **parent, guardian or patron** who believes that he or she has not been treated in a manner reflective of the Civility Policy by a staff member, may report such behavior to the staff member's immediate supervisor or a member of the administration. The supervisor or administrator shall then engage in an inquiry regarding the incident, and when warranted, generate a report of the finding.

A **board member, faculty or staff member** who believes that he or she has not been treated in a manner reflective of the Civility Policy shall use the following guidelines:

If any person within our community, either in-person, at a board meeting, on the phone, through written communication, or in a video conference call, uses obscenities or communicates in a demeaning, loud, threatening, or insulting manner, the faculty or staff member to whom the remarks are directed shall take the following actions:

- a. Politely ask the speaker or communicator to communicate civilly.
- b. If the abusive communication continues, give appropriate notice to the abuser and terminate the meeting, conference, email thread, or telephone conversation.
- c. If the meeting or conference is in-person, on School premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
- d. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.

After an incident occurs with a member of the board, faculty or staff, an administrator, or individual authorized by the board, shall then document the incident with an Inquiry Report.

The **inquiry process** may involve several steps, including:

Informal resolution: May include an attempt to resolve conflicts or disagreements through open communication and constructive dialogue.

Formal complaint process: Includes a standard procedure for persons to report incidents of unacceptable behavior. This may involve an inquiry, when warranted, and result in appropriate measures being taken by the School to limit a repeat offender's access to the School premises or School community members.

Disciplinary Action

The School will treat all aspects of the inquiry procedure confidentially in accordance with applicable law.

Once a complaint is initiated, the School will review it to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

Depending on the severity of the complaint, the complainant(s) and respondent may be temporarily separated and kept from communicating with each other during the course of the inquiry.

During the inquiry, the School may interview the complainant(s), the respondent and any witnesses to determine whether the alleged conduct occurred.

Upon conclusion of the inquiry, the School will prepare a written report of its findings. If it is determined that a violation of this policy occurred, the School will take appropriate action or disciplinary steps.

Employees and students will be disciplined as outlined in the Employee Handbook and the Student Code of Conduct.

Any parent, guardian, patron or community member who engages in prohibited conduct under this policy shall be subject to corrective action such as written warning, or limited access to events, meetings or campus depending on the severity and pervasiveness of the behavior.

This policy on civility of board members, parents, guardians, patrons, employees, community members and students was approved by a majority of a quorum of the governing board of School at a duly noticed meeting held on 5/15/2025.


David Fortna, School Board President

Board President Signature

David Fortna

Print Name

Jun 1, 2025

Date