

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File:     **KGB**    

**CIVILITY POLICY**

Members of the Vigo County School Corporation staff will serve parents with respect and expect the same in return. The Vigo County School Corporation is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions. Also, the Corporation attempts to prevent disruptive individuals from entering school corporation grounds.

This policy promotes mutual respect, civility, and orderly conduct among Vigo County School Corporation employees, parents, and the public. The civility policy does not deprive any person of his/her right to freedom of expression or access to any of our public buildings but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

In the interest of presenting adults as positive role models to the children of this corporation, as well as the community, the Vigo County School Corporation encourages positive communication and will not tolerate volatile or hostile actions and/or abusive language by any employee, parent, guardian, or patron.

**Disruptions**

Any parent/guardian/patron who disrupts or threatens to disrupt normal school and/or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses offensive language; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the Superintendent or designee.

If any parent/guardian/patron uses obscenities or speaks in an abusive manner, the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner.

If corrective action is not taken by the parent/guardian/patron, the employee will verbally notify him/her that the meeting, conference, or telephone conversation is terminated and will direct the parent/guardian/patron to the building principal or designee.

If a parent/guardian/patron is directed to leave by the principal or designee under such circumstances, the Superintendent or designee shall inform the person that he/she will not be allowed on any school property, except the Vigo County School Corporation Administration Building, for *up to thirty (30) days* or a longer period of up to the remainder of the school year with the approval of the Superintendent of Schools. Parents/guardians/patrons may not be allowed on any school property for up to one year if they are involved in physical violence. The Superintendent or designee, after conferring with the parent/guardian/patron, may modify the recommendations regarding access to school facilities.

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If a parent/guardian/patron refuses to leave upon request or returns before the specified time period, the Superintendent or designee may notify law enforcement officials. A Civility Policy Report (KGB-E) will be completed for situations set forth in this policy.

Any parent/guardian/patron who disagrees with the description of the incident may contact the Superintendent or designee to voice his/her concerns. Concerns voiced to the Superintendent must be submitted in writing within two (2) working days. Additionally, the **Director** of Student Services, within 24 hours of receipt of a Civility Report, will initiate a conference should a parent/guardian/patron wish to present additional information.

**Safety and Security**

The Superintendent or designee will ensure that a safety and/or a crisis intervention techniques program is provided on an annual basis for all members of the faculty and staff in order to raise awareness on how to deal with these situations if and when they occur.

When violence is directed against an employee, or threat against property, employees shall promptly report the occurrence to their principal or supervisor and complete a Civility Policy Report (KGB-E).

Vigo County School Corporation staff must complete a Civility Policy Report and report to law enforcement any attack, assault, or threat made against them on school premises or at school corporation sponsored activities.

The Corporation will cooperate with an employee whose person or property is injured or damaged by willful misconduct if the employee decides to pursue legal action against the parent/guardian or patron.

**Documentation**

When it is determined by the building principal or designee that a member of the public is in the process of violating the provisions of this policy, an effort should be made by the principal or designee to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.

Any enforcement of this policy will be documented. A written report of each incident will be provided to the Superintendent or designee on the Civility Report form (KGB-E).

Adoption Date:        May 8, 2000, July 11, 2011