

OXFORD PREPARATORY ACADEMY

Board Policy #2013-002

Civility Policy

I. Policy Statement

Oxford Preparatory Academy values diversity and commonality and is committed to a culture that fosters free and open communication. Oxford Preparatory Academy believes that an environment of mutual respect and civil conduct between and among students, school system employees, parents, volunteers, and the general public is critical to the achievement of students and staff. Oxford Preparatory Academy is committed to maintaining a culture that recognizes the worth and dignity of the individual in support of academic achievement and social development.

II. Purpose

The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

III. Definitions

Within the context of this policy, civility is defined as mutual respect and consideration reflected in language, attitudes, and behaviors.

IV. Standards

A. Expected behaviors include but are not limited to:

1. Respect and courtesy in language, demeanor, and actions
2. Moderate tone and volume of voice
3. Active and respectful listening
4. Respectful acknowledgment of cultural differences
5. Respect for the personal, civil, and property rights of others
6. Appropriate and courteous use of telephone, public address systems, two-way radios, and any other verbal communication device
7. Appropriate and courteous written communication, including notes, letters, email, and text messages.

B. Unacceptable behaviors include but are not limited to:

1. Rude, insulting, or demeaning language and/or actions
2. Persistently unreasonable demands
3. Intrusive and/or interruptive behavior
4. Displays of temper
5. Harassment and intimidation
6. Threatening and/or abusive gestures and behavior
7. Nuisance communications including inappropriate jokes, repetitious demands or complaints without a good faith effort at resolution, or solicitations
8. Violation of Board Policy #2013-003 regarding use of electronic mail

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V. Compliance

- A. Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.
- B. The Executive Director is responsible for determining whether an incident occurring on school property violates an existing board policy and for responding appropriately.
- C. The Executive Director will provide for annual review of this policy to Board members, students, staff, parents, and community members. Each Oxford Preparatory Academy parent(s), guardian(s), and students will be asked to sign in agreement to this policy.
- D. Students who violate this policy may be disciplined in accordance with Oxford Preparatory disciplinary procedures. Violations of this policy may be considered disruptive behavior or otherwise qualify as a basis for student suspension or expulsion in accordance with Board Policy – Behavior, Suspension and Expulsion.
- E. Parents or guardians who violate this policy will be asked to meet with the Executive Director to discuss the manner in which their behavior disrupts student learning and or the smooth operation of the school. Violations by parents and/or guardians may lead to parent removal from campus, restraining orders, civil or criminal fines and/or penalties. Disruptions on campus will not be tolerated and as needed, the police will be called.

VI. Delegation of Authority

The Executive Director is authorized to develop additional appropriate procedures for the implementation of this policy

Adopted/Approved: July 30, 2013