

The Center for Creativity, Innovation and Discovery

Civility Policy

The Governing Board of The Center for Creativity, Innovation and Discovery, ("CCID") 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 grounds. Members of CCID staff will treat parents, each other, other members of the public with respect and expect the same in return.

The Governing Board believes all employees should have the opportunity to carry out their duties and interactions with the public in a professional manner, and that employees should not be subjected to abusive behavior. This policy promotes mutual respect, civility and orderly conduct among CCID employees, parents and the public and is not intended to deprive any person of his or her right to freedom of expression, but only to maintain a safe harassment-free workplace for students and staff. In the interest of presenting CCID employees as positive role models to the children of CCID, as well as the community, the Governing Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Governing Board seeks public cooperation with this policy.

1. Abusive behavior is defined as the use of obscenities, yelling, or defamatory language, the use of any threatening words, or phrases, or the use of any threatening behavior to intimidate or otherwise berate employees.
2. CCID employees shall quietly and in a civil manner, remind any individual who exhibits abusive behavior such as, disrupting or threatening to disrupt school / office operations; who threatens the health and safety of students or staff, willfully causes property damage, use loud and/or offensive language which could provoke a violent or negative reaction, or who has otherwise established a continue pattern of unauthorized entry on school property, that they may not exhibit such behavior.
3. If the individual does not conform or correct his or her behavior, the CCID employee shall notify the abusing party that the meeting, conference, and / or conversation is terminated. If the meeting or conference is on CCID campus, the offending person may be directed to leave promptly. If an individual refuses to leave upon request, or returns before the applicable period of time, the Executive Director, or designee may contact law enforcement officials. The Executive Director, or designee, shall notify the Governing Board Chair via phone, text or email the same day of the incident that law enforcement has been contacted.

4. If he or she reenters the CCID campus within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending CCID, the employee may inform the person that he or she may be guilty of a misdemeanor in accordance with Utah Education Code [HB0062](#) and applicable Penal Statutes.
5. When violence is directed against an employee or a theft of property, employees shall promptly report the occurrence to the Executive Director or designee, and notify law enforcement officers of any attack, assault or threat made against them on CCID campus, or at school sponsored activities.
6. The employee and Executive Director shall consult with CCID Governing Board concerning what additional legal remedies may be warranted to protect the employee on the basis of the specific facts and circumstances of the disruptive incident.
7. When it is determined by staff that a member of the public is in the process of violating the provisions of the policy, an effort should be made by staff to provide the offending person with a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will immediately notify his or her supervisor and provide a written report of the incident as requested.
8. Information in this policy shall be disseminated to parents/guardians through newsletters, School Accountability Reports and / or other appropriate means.