

# **Math and Science Academy**

Adopted: December 7, 2006

## **903.1 RESPECTFUL BEHAVIOR IN THE WORKPLACE, SCHOOL AND SCHOOL SITES**

### **I. PURPOSE**

To achieve the mission of the Math and Science Academy (MSA), all individuals must assist in creating an honest, respectful, caring and safe environment. The purpose of this policy is to inform the school community and the general public of the behavior expectations for all people when on school property. The BOD encourages interest on the part of parents and community members in school programs and student activities. The BOD welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students, BOD members and employees, and are conducted within the policies, procedures and requirements established by the Math and Science Academy (MSA).

### **II. GENERAL STATEMENT OF POLICY**

It is the policy and expectation of the BOD that exchange of perspectives on all topics be conducted in an atmosphere of mutual respect and that individuals strive to support constructive strategies for conflict resolution. Staff, administration, BOD members, students, parents, and community members must maintain a respectful work and school environment free of violence, discrimination and other offensive or degrading remarks or conduct, per MSA's Harassment and Violence Policy (Policy 413).

### **III. RESPONSIBILITY**

- A.** A respectful environment is a shared responsibility of all employees, administrators, BOD members, students, parents and community members. As a community, students, faculty, staff, administrators, parents, BOD members, and visitors are expected to practice basic principles of mutual respect by:
  - 1. Valuing each others' work and roles
  - 2. Behaving in ways that show respect towards one another
  - 3. Developing relationships built on trust
  - 4. Promoting a climate that is fair, supportive, and responsive
  - 5. Creating a welcoming environment through our words, actions, and physical surroundings

6. Encouraging open, honest, and respectful communication

7. Celebrating our differences

**B.** The BOD shall establish and review visitor procedures and requirements. The procedures shall be communicated to the school community. Additional approved procedures and requirements shall be an addendum to this policy.

**C.** Any member of the school community, including students, faculty, staff, administrators, parents, BOD members and visitors, who believe that s/he has been treated in a disrespectful manner by another employee may deal with the situation in the following ways:

1. Politely, but firmly, tell the person engaging in the inappropriate behavior how you feel about the behavior and ask the person to cease the behavior.
2. Discuss your concern about the behavior with the Director. If the inappropriate behavior involves the Director, bring your concern to the BOD.
3. The Director or BOD shall either begin or authorize an investigation, if necessary, or provide the appropriate intervention, including possible mediation, discipline or discharge, or other measures consistent with BOD policies and procedures.

#### **IV. VISITOR LIMITATIONS**

**A.** An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with MSA policies, procedures and regulations or if the visit is not in the best interest of students, employees, or MSA.

**B.** An individual or group who enters school property without complying with the policies, procedures, and requirements may be guilty of criminal trespass per Minn. Statute and thus subject to criminal penalty. Such persons may be detained by the Director or a designee in a reasonable manner for a reasonable period of time pending the arrival of a police officer.