

**FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI**

CIVILITY IN COMMUNICATIONS AND PUBLIC RELATIONS

PURPOSE:

The purpose of this policy shall be to establish School Committee guidelines regarding the manner in which members of the school staff conduct themselves in their interactions with the public. It is also intended to establish the appropriate level of behavior school staff should expect in dealing with the public.

POLICY STATEMENT:

The Foster-Glocester Regional School Committee recognizes that the administration and staff of the Foster-Glocester Regional School Department may engage in a variety of interactions with the public.

All employees of the Regional School Department are expected to conduct themselves according to the highest standards of professionalism at all times. All public interactions shall be conducted with regard for the best interests of the Regional School Department, its staff and its students.

When representing the Regional School Department, employees shall interact with the public with respect and civility, engaging in positive interaction with a productive purpose. Members of the public who interact with representatives of the Regional School Department shall be expected to conduct themselves with similar respect and civility.

It is expected that, when representing the Regional School Department, any unprofessional interaction of an employee with a member of the public will be reported to the employee's immediate supervisor: Principal, Director of Buildings and Grounds, or Superintendent of Schools.

In the event of inappropriate conduct by a member of the public in any interaction with an employee of the Regional School Department, the employee shall have the right to immediately terminate the interaction and file a similar report with his/her immediate supervisor.

First Reading: March 8, 2001
Second Reading: April 3, 2001
Adopted: April 3, 2001

