

Civility

Response Protocol

For Parents and Community Members: If parents or community members believe they have been treated in an uncivil manner by a district employee, they should follow the steps outlined in Policy and Procedure 4220 Complaints Against Staff and Programs.

For Employees: If employees believe they have been treated in an uncivil manner by another employee, parent or community member they should follow the steps outlined below:

- A. Request civil conduct from the individual who is acting in an uncivil manner.
- B. If the issue is unresolved and involves a parent or community member, the employee may:
 1. Document and report the uncivil behavior to an immediate supervisor or building administrator and meet to discuss the concern. If appropriate, the employee and supervisor may work together to develop a mutually-agreeable response plan that addresses the conduct.
 2. The documentation and/or response plan (if developed) will be kept in a designated file in the administrator's office. The administrator will advise staff who need to be aware of the plan. A Skyward alert may be used to signal the student's teachers and those of his/her siblings, if appropriate, that a response plan is available for their review.
 3. Should conduct of an uncivil individual become chronic, escalate, or be initially extreme, disciplinary action and/or legal remedies and interventions (including contacting law enforcement) may be warranted. The individual may be directed to leave the premises and limitations may be imposed on their access to district property, students, and/or district employees.
 4. Individuals wishing to appeal a "no-trespass" order issued to them in response to extreme or chronic uncivil conduct must contact the immediate supervisor of the administrator issuing the order within 5 days of receipt of the "no-trespass" notification.
- C. If the issue is unresolved and involves another staff member, the employee may:
 1. Access peer mediation services available through their employee association; or
 2. Document and report the uncivil behavior to an immediate supervisor or building administrator and meet to discuss the concern. If appropriate, the employee and supervisor may work together to develop a mutually-agreeable response plan that addresses the conduct.
 3. The documentation and any plan will be kept in the supervising administrator's working file for each staff member for one year, unless further issues arise.
 4. Should conduct of an uncivil staff member become chronic, escalate, or be initially extreme, disciplinary action and/or legal remedies and interventions (including contacting law enforcement) may be warranted. The individual may be directed to leave the premises and limitations may be imposed.

Dissemination of Civility Expectations

- A. This policy and procedures will be posted on the District website and referenced, as needed, in District publications.
- B. Annually, all staff must review the civility policy and procedures.
- C. At the beginning of every school year, and when appropriate, building administrators will communicate the expectation to parents and staff that their interactions be civil at school and during district and school-sponsored activities and events. This information may be communicated verbally, included in student or volunteer handbooks, and/or included with other school communications.
- D. As necessary, the superintendent and the school board will communicate to the staff and community the expectation their interactions will be civil, that a policy concerning civil conduct exists, and the policy is enforced in district.

Training

- A. The purpose of civility training is to:
 - 1. Familiarize staff with the policy and their rights and obligations, including applicable statutes and penalties cited in the policy.
 - 2. Provide situational awareness in dealing with common occurrences of uncivil conduct.
 - 3. Encourage the use of conflict resolution, de-escalation, and appropriate communication skills and strategies.
 - 4. Promote positive and courteous communication and relationships among staff members and between staff and the community.
- B. Training opportunities will be:
 - 1. Provided to employees new to the District.
 - 2. Offered as an annual review for all staff. This civility review may be included with other required annual trainings.