

## Civility in the Workplace

Policy 5161 and the procedures that follow are intended to support all partners in the educational process; maintain a safe, nurturing work and learning environment; provide models of respectful problem-solving, and reduce the potential for serious or widespread disruptions within the school district.

These procedures are not intended to manage threatening or intimidating behavior which is serious enough to constitute harassment or to cause one to fear for his or her safety. Rather, these procedures are meant to underscore the expectation of civil conduct in all interactions within the school district, provide all individuals the tools and knowledge to eliminate uncivil conduct they experience within the District, and replace uncivil conduct with acceptable, productive interactions.

*Note: At any time, the employee's personal safety is threatened, the employee may contact law enforcement.*

*Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator, security personnel or law enforcement.*

*If communication via e-mail, voice mail or written is demeaning, abusive, threatening or obscene the employee is not obligated to respond and should save the message and contact their immediate supervisor.*

*\*At all times, the Assistant Superintendent of Operations and/or Director of Human Resources shall be a resource to any employee whose working relationship to the individual perceived to have been uncivil creates an unusual obstacle to problem-solving.*

### **Parents/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 Concerning Staff of Programs.

### **Employee:**

If an employee believes they have been treated in an uncivil manner by another employee, parent or community member, they should;

- 1) Request civil conduct from the individual who is acting in an uncivil manner.
- 2) If continues, document (5161F) and report the uncivil behavior to an immediate supervisor or building administrator. If appropriate, the employee and supervisor may work together to develop a mutually-agreeable response plan.

- 3) If the uncivil behavior is 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.