

X. Civility Policy

Civility procedures promote mutual respect and civility among district employees, parents, and the public to ensure orderly educational and administrative processes and to keep schools and administrative offices free from disruption. District staff will treat parents and other members of the public with courtesy and respect and will expect the same in return. These procedures are not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting district employees as positive role models to the students of the districts as well as the community, the Solano County SELPA encourages positive communication and discourages volatile, hostile, or aggressive behavior.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language; or who has otherwise established a continued pattern of unauthorized entry on school district property, etc. will be directed to leave school or school district property promptly. Individuals who fail or refuse to leave school grounds or district property after being directed to do so by the school principal, designee, school security officer, or district official should be reported to the police.

In a situation in which an employee is involved with a parent or other individual who becomes verbally or physically abusive, it is the prerogative of that employee to, as politely as possible, terminate the conference or phone call and refer the complainant to the employee's supervisor. In the case of physical threat, the police should be called. If an individual abuses voicemail or email communications, the superintendent or designee may impose limitations and parameters regarding future communications. Abuses are enumerated above, but also include inappropriate use of the "copy to:" feature, excessive size, or frequency of email. The use of any electronic listening or recording device without the prior consent of the teacher, school employee, and principal of the school or district site is prohibited, and any person who willfully violates this section shall be reported to the police. This section is not intended to prohibit or limit the use of electronic listening or recording devices to promote an educational purpose, such as Individualized Education Program (IEP) meetings and/or expulsion within identified legal parameters.

When violence is directed against an employee, employees shall promptly report the occurrence to their principal or supervisor. Employees and supervisors should report to law enforcement any attack, assault, or threat made against them on school/district premises or at school/district sponsored activities.