

AR1313 Civility  
**Community Relations**

**Status:** ADOPTED  
October 19, 2011

It is the expectation of the Modoc County Superintendent of Schools that all Modoc County Office of Education personnel will be responsive to parent and public concerns and attempt to resolve problems at the most appropriate level, i.e., a parent concerned about a problem in the classroom or registration, is most desirably resolved between the teacher/school staff and the parent. Failing that, it should be referred to the site administrator/program director or designee and, if necessary, subsequently to the County Superintendent or designee. It is neither required nor desirable that an employee face abusive language or behavior.

This policy promotes mutual respect, civility, and orderly conduct among county office employees, parents and the public. This policy is 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 our students and staff. In the interest of presenting county office employees as positive role models to the students of this county office as well as the community, the County Superintendent 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 county office property, etc, will be directed to leave school or County Office property promptly. Individuals who fail or refuse to leave school grounds or County Office property after being directed to do so by the school site administrator/program director, designee, school security officer, or County Office 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 any individual abuses the privilege of communicating via voice mail and/or email, that privilege may be revoked by the County Superintendent or designee. 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 site administrator/program director of the school or program site is prohibited and any person who willfully violates this section should 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 hearings where allowed by law within identified legal parameters.

When violence is directed against an employee, employees shall promptly report the occurrence to their site administrator/program director or supervisor. Employees and supervisors should report to law enforcement any attack, assault, or threat made against them on school/county office of education premises or at school/county office of education sponsored activities.