

 <p>Tukwila SCHOOL DISTRICT</p>	<p>CIVILITY IN THE WORKPLACE</p>	<p>Board Policy No. 5012</p>
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The Board of Directors believes a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct like other forms of disruptive behavior may interfere with an employee's ability to accomplish their work and a school's ability to educate its students. The Board commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. When differences exist, stakeholders will use clear, concise and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school directors, staff, parents, volunteers, contractors or visitors is prohibited.

Expectations of Stakeholders (Board of Directors, Employees, Parents, Volunteers, Contractors and Visitors)

In support of this policy, the Board of Directors expects its members and all stakeholders to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Refrain from the use of critical and invective expression toward each other in the presence of others, in semi-public places or in electronic communication (text, email and social media).
- Model respectful problem-solving;
- Reduce actions or behaviors which might provoke fear, anger, frustration and alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed;
- Seek to understand others' points of view and cultural perceptions which includes ethnicity, language, traditions, customs, creed, etc.

Definition of Uncivil Conduct

For the purposes of this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting, jeering, or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs,
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety,
- including invading the personal space of an individual after being directed to move away,

- physically blocking an individual's exit from a room or location, or remaining in a classroom
- or school area after a teacher or administrator in authority has directed one to leave, or other
- similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does “uncivil conduct” include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the
- conduct does not cease, politely end the conversation;
- Attempt to resolve differences with another employee first in a private conversation. If that is
- not feasible or successful, request an appropriate administrator to conduct a private
- conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by
- requesting a problem-solving conference with the supervisor or with the administrator's
- supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, reflect
- back to the offender on the impact of that behavior, or report the uncivil behavior to a
- supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

Employees who engage in uncivil behavior may be subject to corrective action or discipline. Severe or persistent acts of uncivil conduct may violate the District's policies against harassment, intimidation, bullying, nondiscrimination or other specified conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action or criminal charges, as applicable.

Retaliation for reporting allegations will result in discipline.

Cross References:

Board Policy 1620 – Board – Superintendent Relationship
 Board Policy 2023 – Digital Citizenship and Media Literacy
 Board Policy 4220 – Public Concerns and/or Complaints
 Board Policy 5010 – Nondiscrimination and Affirmative Action
 Board Policy 5011 – Sexual Harassment of District Staff Prohibited
 Board Policy 5270 – Resolution of Staff Complaints
 Board Policy 5281 – Disciplinary Action and Discharge

Adopted: 11.19

Revision:

Classification: Discretionary