

### Procedure Civility

Civil conduct is defined as “politeness, a civil or polite act” and is expected in all interactions within the District. The North Kitsap School District staff will treat parents and other members of the public with respect and expect the same in return. The District encourages positive communication with the public, and discourages abusive, hostile or obscene speech, actions or other forms of communication such as e-mail with the public. These procedures are intended to support all participants in the educational process; help to 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 District.

In order to implement Policy 4313, the following procedures are adopted:

1. 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 which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school or school district property promptly by the Superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely ask the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave school district property pursuant to circumstances referenced above and refuses to leave, the school administrator may notify law enforcement officials. Restraining orders and/or No Trespass orders may be sought by the District when warranted.
4. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will notify his/her supervisor of the incident.
5. Supervisor(s) shall determine what further steps are appropriate and should help employees establish requirements for further communications (e.g., the presence of a specified third person) in order to promote a civil, safe, and nurturing environment.

Adopted: NK052119  
North Kitsap School District