

CIVILITY IN THE WORKPLACE

The board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with a staff member'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/events by school board directors, staff member(s), parents/guardians, volunteers, contractors, or visitors is prohibited.

Expectations of Stakeholders (School board directors, staff members, Parents/volunteers, Volunteers, Contractors, and Visitors)

In support of this policy, the board 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;
- Model respectful problem-solving;
- Reduce actions or behaviors that might provoke fear, anger, frustration, or 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; and
- Seek to understand others' points of view and cultural perceptions.

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 their 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 staff member 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 individuals, 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 will 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 staff member 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.
- Individuals who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

Staff members who engage in uncivil behavior will be subject to corrective action or discipline. Retaliation for reporting allegations will result in discipline.

Cross References:	0007 - Equity
	1620 - Board/Superintendent Operating Protocols
	2022 - Electronic Resources and Internet Safety
	2180 -Parent, Family and Community Partnerships
	3207 - Prohibition of Harassment, Intimidation, and Bullying
	3210 - Nondiscrimination
	4200 - Safe and Orderly Learning Environment
	4217 - Effective Communication
	4220 - Complaints Concerning Staff or Programs
	5010 - Nondiscrimination and Affirmative Action
	5015 - Staff and Private Use of Social Media
	5011 - Sexual Harassment
	5270 - Resolution of Staff Complaints
	5515 - Workforce Secondary Traumatic Stress

5630 - Volunteers

6500 - Risk Management

Legal References:	RCW 38A.330.100 Additional powers of board
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