

Personnel	Policy	5161
Goldendale School District No. 404	Adoption Date: Revised:	9/16/19
Civility in the Workplace		

The Board of Directors, recognizes the absolute need for an educational environment that is safe, secure and challenging. The Board believes that to create this type of learning environment, all must behave in a safe, civil, respectful and orderly manner. Our District believes in going beyond what is required by law and expects all stakeholders to treat each other in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, administrator, parent, board member, community member or visitor to our premises. Therefore, Goldendale School District prohibits any behavior that is discourteous or demeaning to another. 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.

Personal Conduct

Employees should be aware that their personal conduct is important at any time while they are on District premises, including attending of afterschool events and off campus field trips. Goldendale School District expects all employees to observe certain standards of behavior while at work and at events. Employees are responsible for ensuring that their conduct is respectful and not offensive to anyone. These standards are not intended to restrict employees, but to ensure a consistent application of the policies and procedures for all employees.

These standards include but are not limited to:

- Maintaining satisfactory attendance and punctuality;
- Performing duties and operating equipment with care to protect the safety of employees, coworkers, and the public;
- Carrying out assigned duties and following reasonable instructions or requests from supervisors;
- Refraining from any manner or form of discrimination and/or harassment, regardless of whether it is sexual, racial, religious, or related to another's gender, age, sexual, or disability;
- Using District property or that of another employee in an appropriate manner;
- In addition to the above standards, as an employee of GSD, please be aware that your conduct on and off the clock affects others' perception of our District.
- Failure to observe the above standards could lead to corrective action up to and including termination.

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 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;
- Proactive 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.

Disrespectful or Uncivil Behavior may include, but not limited to the following:

- Use of vulgar, obscene or profane gestures or words;
- Name calling or nicknames that may be offensive;
- Refusing to communicate or speak with another individual;
- Repeated negative comments about others either orally or in writing;
- 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,
- Gossiping about another individual;
- Engaging in conduct unbecoming an employee of GSD and/or conduct that appears to reflect badly upon the organization.
- 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 subordinate interactions, including but not limited to corrective actions, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

Goldendale School District expects that everyone will act responsibly to establish a pleasant and friendly work environment. Stakeholders are expected to address uncivil conduct by:

- 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. An impartial third-party district employee or union representative may attend the problem-solving conference if requested;
- 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. Retaliation for reporting allegations will result in discipline.

Legal References:

Management Resources:

Adoption Date: 9/16/19

Classification:

Revised Dates: