



CIVILITY

Mead School District's Civility Policy and the procedures that follow are intended to support all partners in the educational process; 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.

These procedures are not intended to manage threatening or intimidating behavior which is serious enough to constitute sexual harassment (policy and procedure 5011) or to cause one to fear for his or her safety (policy and procedure 4314). Rather, these procedures are meant to underscore the expectation of civil conduct in all interactions within the school district, provide all individuals the tools and knowledge to eliminate uncivil conduct they experience within the District and replace uncivil conduct with acceptable, productive interactions.

All employees are expected to behave in a manner that is respectful and courteous to others. In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. Through a process of cooperative agreement, the affected individuals may be able to reach a mutually effective resolution. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator.

If employees believe they have been treated in an uncivil manner by an adult member of the community, another employee, or a student of the Mead School District, they should follow the specific steps outlined below:

Informal Approach:

Step 1:

Within two days of the incident, speak directly and respectfully with the individual at the source of the concern, in an appropriate time, place and manner, seeking to resume communications on a civil basis. (If the individual is a student, the employee may also speak with the student's parent.) This informal approach is expected to be the first step in any matter dealing with perceived issues regarding civility in the workplace. This discussion should include identification of the uncivil behavior and how it impacted the recipient and the expectations of the recipient for subsequent interactions. The individual bringing forth the concern should also listen and seek to understand the viewpoint of the other individual in seeking a mutual resolution for future interactions.

Individuals are encouraged to work out issues of concern promptly-and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this Procedure and its related procedures to resolve concerns.

Step 2:

At any time after Step 1 has been attempted, if civil discussion cannot be resumed, the employee should ask a co-worker or supervisor to facilitate a conversation or mediation with the individual perceived to have been uncivil. Such a facilitated conversation should focus on the expectation of civility and requirements for achieving civil exchanges in the future.

Step 3:

At any time after Step 2 has been attempted, if it is determined that civil communications and appropriate problem-solving cannot be restored between/among the individuals affected, the employee's supervisor should help the employee to establish requirements for further communications (i.e., the presence of a specified third person, restrictions on physical access to the employee's workspace) in order to protect the employee's rights. The supervisor may also suggest such additional resources as mentoring, specific training, and/or written materials that address the employee's needs.

Formal Approach:

This Procedure seeks to promote a school culture of respect and civility. At any time after the informal approach has been implemented, if uncivil conduct toward an employee continues or if the behavior is severe or pervasive enough to disrupt the normal workplace, the principal, supervisor, or one of their designees is responsible for promptly and fairly investigating the issue. When done with the investigation, the lead investigator will work with the direct supervisor, if not the investigator, and the Human Resources Department in selecting remedies to ensure the behavior does not occur again, imposing corrective measures reasonably appropriate to the circumstances which may include disciplinary action under policy 5281 Disciplinary Action and Discharge. Severe or persistent acts that violate other building rules or District policies and procedures may result in *further action*, such as removal from District property or District event, competition, or activity, issuance of a *No Trespass* order, or criminal charges as applicable. Persons engaged in retaliation, or false accusations are also subject to serious disciplinary and/or legal action.

Nothing in this Procedure is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

Adopted: March 9, 2020