STANWOOD-CAMANO
SCHOOL DISTRICT
26920 Pioneer Highway ♦ Stanwood, WA 98292 ♦ 360-629-1200 ♦ Fax 360-629-1242
www.stanwood.wednet.edu

Employee Civility Complaint Form

The Stanwood-Camano School District Board of Directors believes a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment and provides our students with appropriate models for respectful problem solving. Conversely, uncivil conduct, like other forms of disruptive behavior, may interfere with a board member or employee's ability to accomplish their work and a school's ability to educate its students.

The Board of Directors commits itself and 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 individuals and 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.

COMPLAINANT INFORMATION:

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Work phone: _____

Circle one
Employee Other (Specify): _____

Place of Work/School: _____ Title/Grade: _____

INCIDENT INFORMATION:

Name of Alleged Perpetrator: _____ Title: _____

WHEN did the alleged incident(s) occur? _____

WHERE did the alleged incident(s) occur? _____

WITNESS INFORMATION:

List any witness(es) who may have seen or who may know something about the alleged disregard of employee civility expectations:

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Are you aware of others who may be subject to the alleged disregard of employee civility expectations by this individual? **YES** **NO**

If yes, who? _____

_____

Identify the specific behavior or conduct that led you to believe an employee did not follow the civility policy expectations. Include which uncivil conduct that you feel applies to this situation. Include dates, times, places, witnesses (names, addresses, phone numbers) and other specific information related to the occurrences(s). Also include such things as whether any force was used, as well as what, if any verbal or non-verbal gestures were made (i.e., threats, requests, demands, etc.). You may use additional sheets of paper if necessary.

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CERTIFICATION

I hereby certify that the information in this complaint is true, correct, and complete to the best of my knowledge.

_____ _____
Complainant's Signature Date Filed

_____ _____
Received By Date Received

**Please return the form to Christine Del Pozo, Executive Director of Human Resources, at the district office.