

Title: **Civility in the Workplace**

Code: 5161

Section: 5000 - Personnel

The Wishram School 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 an employee's ability to accomplish their work and a school's ability to educate its students.

The board of directors 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. Uncivil conduct on district property, during district-sponsored activities, or through communication with district staff is prohibited.

Expectations of Stakeholders (Board of Directors, Employees, Parents, Volunteers, Contractors, and Visitors)

In support of this policy, the board of directors 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, threatening 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 person to reasonably 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 also includes verbal behavior occurring through telephone, virtual, or electronic communication with district employees that interferes with or disrupts the employee's ability to perform their lawful duties.

Telephone and Electronic Communication

If a caller engages in uncivil conduct, including yelling, profanity, or abusive language—district staff are authorized to calmly warn the caller that the behavior must stop. If the behavior continues, staff are authorized to end the call.

Ending such a call does not constitute a refusal to communicate; it is a reasonable and necessary step to maintain a safe, respectful, and functional workplace.

“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 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.

Exclusions

“Uncivil conduct” does not include:

- The expression of controversial or differing viewpoints, provided that:
- The ideas are presented respectfully and at an appropriate time and place; and
- The expression does not materially disrupt, and is not reasonably anticipated to disrupt, district operations or the educational process.
- Routine supervisory or management actions, including corrective action, discipline, performance evaluations, plans of improvement, or probation.

This policy does not restrict the Board of Directors in the lawful exercise of their statutory governance duties, including oversight, policy-making, information requests, and accountability measures. Board members remain subject to applicable codes of conduct and ethics policies

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 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.
- Persons 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.

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

LEGAL AUTHORITY

Uncivil conduct that materially disrupts district operations may constitute unlawful interference under RCW 28A.635.020.

WISHRAM SCHOOL DISTRICT 94
Adopted: 2/2026

Classification: **Discretionary**

Legal References:

- [RCW 38A.330.100 Additional powers of board](#)

Management Resources:

- [2023 - April Issue](#)

Cross References:

- [1620 - The Board-Superintendent Relationship](#)
- [2023 - Digital Citizenship and Media Literacy](#)
- [4200 - Parent Access and Safe and Orderly Learning Environment](#)
- [4220 - Complaints Concerning Staff or Programs](#)
- [5010 - Nondiscrimination and Affirmative Action](#)
- [5011 - Sexual Harassment of District Staff Prohibited](#)