

## Civility in the Workplace

### Purpose

The District believes that a safe, civil, and respectful environment is essential to providing a quality education to students, maintaining high student and staff achievement and promoting positive extracurricular experiences for students.

Students, parents, community members, volunteers, and District employees shall be accountable for the promotion and demonstration of civil conduct. The Board is committed to support this expectation and will not condone or accept uncivil conduct on school grounds, at school-sponsored events, or in verbal, written, or electronic communications whether by students, staff, parent, community members or administrators.

The purpose of this policy is:

- 1) To promote a working and learning environment that is safe, productive, positive and that empowers all to reach their full potential;
- 2) To provide our students with appropriate models for respectful problem-solving and conflict resolution;
- 3) Support the target(s) of uncivil conduct in a timely and appropriate manner;
- 4) To provide guidelines and support for civil interactions and communication among students, parents, community members, volunteers and District employees which encourages the free flow of ideas without fear or intimidation;
- 5) To prevent and address conduct, such as fear, anger, frustration, intimidation, alienation, and physical aggression.

### Definitions

For purposes of this policy, “uncivil conduct” includes, but not limited to;

- 1) Using language, behavior, or tone of voice that is hostile, intimidating, malicious, derisive, sarcastic, disdainful, or degrading to another individual;
- 2) Directing vulgar, obscene, or profane gestures or words at another individual;
- 3) Yelling at another person during a meeting, conference or school event;
- 4) Repeatedly interrupting another person who is speaking at an appropriate time and place;
- 5) Imposing personal demands at times or in settings where they conflict with another’s assigned duties, supervision responsibilities, and established practices;
- 6) Taunting, jeering, or inciting others to taunt or jeer at another individual;
- 7) Gesturing in a manner that would put a reasonable person in fear for their personal safety;
- 8) Violating the privacy of another individual’s belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws);
- 9) Using racial/ethnic, religious, religion, gender, color, sexual, sexuality, or disability epithets, slurs, or other references as terms of abuse, contempt, or hostility towards another individual;

- 10) Invading personal space of another individual after being directed to move away;
- 11) Physically blocking a person's entrance or exit from a room or location;
- 12) Remaining in a classroom or school area after a District employee has directed the individual to leave;
- 13) Distributing comments about an individual, whether verbal or in writing, including on-line (electronic) that are offensive and are likely to leave a negative impact on the individual if they were to see them;
- 14) Gossip, slander, or other communication that negatively affects the workplace;
- 15) Conduct that is likely to interfere with the peaceful conduct of the activities of the campus or facility.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints, so long as (1) the ideas are presented in a collegial respectful manner and at a time and place that are appropriate, (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process, and (3) the content of the expressed idea is reasonably related to district business.

### **Expectations**

In support of this policy, the Superintendent or designee shall be responsible for the development of District training, written and oral communications, resource lists and other tools for the use of staff, students, and community members in achieving the purposes of this policy. Specific procedures appropriate to the needs of staff, students, and parents or community members will be available to all persons who have legitimate business within the District.

Persons who perceive they have been subjected to uncivil conduct will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help identifying and/or using appropriate problem solving or conflict resolution procedures may seek assistance from an administrator, supervisor, director, or superintendent. No retaliation will be permitted against persons for working in good faith under this policy as it relates to administrative regulations to resolve concerns. All buildings/departments are expected to guide, support, and evaluate local efforts to establish and reinforce a culture of civility and respect for all.

### **Severability Clause**

If any part of this policy or its related procedures is found to be unlawful or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the full extent permitted by law.

Cross References:	Board Policy	3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy	3205	Sexual Harassment of Students Prohibited
	Board Policy	4010	Staff Communications Responsibility
	Board Policy	4220	Complaints Concerning Staff or Programs
	Board Policy	5011	Sexual Harassment of District Staff Prohibited

5161  
Personnel

Legal References:	RCW 28A.635.010	
	RCW 28A.635.020	
	RCW 28A 635.030	
	RCW 38A.330.100	Additional Powers of Board

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