



TO: Board of Directors

FROM: Maurene Stanton, Executive Director of Human Resources

SUBJECT: First Reading Policy Personnel Policy 5161 Civility in the Workplace

DATE: June 6, 2023

This is the first reading of Personnel Policy 5161 Civility in the Workplace. The proposed updates align with recommendations made by the Washington State School Directors Association (WSSDA). WSSDA has identified this policy as “Discretionary.”

This policy will be presented to the Board for second reading on June 20, 2023.

If you have any questions regarding this policy, please contact me.

CIVILITY IN THE WORKPLACE

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 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. If 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.

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 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;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in disagreement;
- Address incivility, appropriately and privately, 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 individual;
- 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 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.
- Making disparaging remarks, privately or publicly, in an effort to criticize another person.

"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.

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 a supervisor or administrator's supervisor.
- 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.

Cross References:

Board Policy 1620
Board Policy 2023
Board Policy 4200
Board Policy 4220
Board Policy 5010
Board Policy 5160

Board Superintendent Relationship
Digital Citizenship and Media Literacy
Safe and Orderly Learning Environment
Complaints Concerning Staff or Programs
Nondiscrimination and Affirmative Action
Sexual Harassment

Legal References

RCW 38A.330.100

Additional Powers of Board

Adoption Date: 03.03.15
Stanwood-Camano School District