

## PERSONNEL

### Civility

The Board recognizes the diversity of students, staff, parents, and community members of our school district and acknowledges the importance of fostering an atmosphere that supports a culturally responsive learning environment and dignified workplace.

The Board expects administrators, staff, students, volunteers, parents, and other community members to be civil and to contribute to a clear expectation of civil (polite) conduct. Implementation of this policy and procedure will provide for problem-solving in a civil manner throughout the District. The District is committed to drawing strength from our differences and building on our similarities to help:

- Promote a positive environment in which everyone is treated with dignity and respect.
- Empower all people to reach their full potential.
- Remove barriers of bigotry and prejudice that infringe upon individual freedom, respect and progress.
- Eliminate discrimination and bullying in our schools and departments.
- Recognize the strength of diversity.
- Recruit, support, and retain a culturally diverse workforce.

The Board will not condone uncivil conduct on school grounds or at school-sponsored activities, whether by administrators, staff, students, parents, volunteers, or other District visitors.

This policy seeks to promote a school culture of respect and civility. Acts of uncivil conduct may violate school or District rules. The District has policies against discrimination, harassment and sexual harassment, or specific conduct codes. Nothing in this policy 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 or to interfere with the right and obligation of students, staff, and others, to bring violations of District policies to the attention of administrators.

When possible and appropriate, individuals who perceive they have witnessed or been subjected to uncivil behavior should address their concerns through simple, direct or mediated/assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, they should seek assistance from the school principal, principal designee, work site administrator, and/or Human Resources Administrator. Individuals are

encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. Retaliation will not be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

Shared Decision-making Teams are encouraged to guide, support, and evaluate building/site efforts to establish and reinforce a culture of civility and respect for all.

Specific procedures appropriate to the needs of staff, students, and parents/community members will be available to all persons who have legitimate business within the District.

The Superintendent will ensure the integration of the purposes and aims of this policy into all aspects of the District.

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**Cross Reference:**

cf. 3200 Student Rights and Responsibilities  
cf. 3209 Sexual Harassment (students)  
cf. 4200 Safe and Orderly Learning Environment  
cf. 4220 Complaints Concerning Staff or Programs

**Legal Reference:**

RCW 28A.300.285 Harassment, intimidation, and bullying prevention  
RCW 28A.635.010 Abusing or insulting teachers, liability for Penalty  
WAC 392-190-056 through 058 Sexual harassment  
WAC 392-190 Equal educational opportunity — sex discrimination prohibited

**Adoption Date: March 24, 2010**