

## PERSONNEL

### Civility

Civil conduct is defined as “politeness, a civil or polite act” and is expected in all interactions within the District. These procedures are intended to support all participants in the educational process; help to maintain a safe, nurturing work and learning environment; provide models of respectful problem-solving; and reduce the potential for serious or widespread disruptions within the District.

While these procedures provide tools to address uncivil conduct and promote productive interactions, they do not limit the District’s response to any issue. These procedures will be reviewed by staff annually.

- A. **Students** If student(s) believe they have been treated in an uncivil manner by an employee, adult volunteer, or another student within the District, should:

Seek advice from a counselor, teacher, administrator, or other trusted employee as soon as possible of the incident, as well as from a parent. If the student is comfortable doing so, and it is advisable, the student should speak directly and respectfully with the individual perceived to have been uncivil, in an appropriate time, place and manner, seeking to resume communications on a civil basis or,

Ask a staff member to arrange a facilitated conversation between the student and the individual perceived to have been uncivil. Such a facilitated conversation should focus on the expectation of civility and requirements for achieving productive communications in the future. Staff who are aware of uncivil conduct toward a student by any person at school or a school activity shall report the incident to an administrator.

Administrators who are aware of uncivil conduct directed toward students shall take action appropriate to the circumstances which may include advising the people involved; facilitating a conversation; imposing discipline, and/or presenting training or other activities.

- B. **Employees** If employees believe they have been treated in an uncivil manner by a member of the community, another employee, or a student of the District, should:

If possible, within two days of the incident speak directly and respectfully with the individual, in an appropriate time, place and manner, seeking to resume communications on a civil basis, or,

If the employee is uncomfortable making direct, personal contact with the individual, believes that such contact would not be effective, or if such contact does not produce a satisfactory result, should be reported to his or her supervisor.

Supervisor(s) shall determine what further steps are appropriate and should help the employees to establish requirements for further communications (e.g., the presence of a specified third person) in order to promote a civil, safe and nurturing environment. The Executive Director of Human Resources, Director of Human Resources, and/or the district level administrator responsible for the program or department are available as a resource to employees who are struggling with workplace relationships.

The supervisor(s) may also suggest such additional resources such as mediation, mentoring, specific training, and/or written materials that may help to address the employees' needs.

- C. **Parents** If parents or other community members believe they have been treated in an uncivil manner by a District employee, should follow the steps outlined in *4220 Complaints Concerning Staff or Programs*.

***Retaliation toward any person making proper use of District policies and procedures is unacceptable and will not be tolerated.***

**Adoption Date: March 24, 2010**