

## **Civility**

### **Purpose**

This policy seeks to promote a school culture of respect and civility.

### **Scope**

This policy applies to the Superintendent, staff, students, volunteers, parents or guardians and community members involved in or supporting district functions.

### **Policy**

## **1. INTRODUCTION**

- 1.1. The Board of Directors believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct interferes with the productivity of the work environment and can negatively impact the learning environment for students.
- 1.2. The Board encourages administrators, staff, students, volunteers, parents or guardians (“parents”), and interested community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers or other visitors.
- 1.3. The purpose of this policy is three-fold:
  - a) To promote a working and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free-flow of ideas or viewpoints without fear or intimidation.
  - b) To provide our students with appropriate models for respectful problem-solving.
  - c) To reduce the triggers for potential violent conduct, such as fear, anger, frustration and alienation, especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

## **2. DEFINITIONS**

- 2.1. For purposes of this policy, “uncivil conduct” includes the following behaviors:
  - a) Directing vulgar, obscene or profane gestures or words at another individual.
  - b) Taunting, jeering, or inciting others to taunt or jeer at an individual.
  - c) Raising one’s voice at another individual, or repeatedly interrupting another individual who is speaking at an appropriate time and place.
  - d) Imposing personal demands at times or in settings where the demands conflict with assigned duties and cannot reasonably be met.

- e) Gesturing in a manner that puts another individual in fear for his/her personal safety.
  - f) Invading the personal space of an individual after being directed to move away.
  - g) Physically blocking an individual's exit from a room or location.
  - h) Remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave.
  - i) 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).
  - j) Using or causing other similarly disruptive conduct.
- 2.2. "Uncivil conduct" does not include the expression of controversial or differing ideas or viewpoints that may be offensive to some persons, as long as:
- a) The ideas or viewpoints are presented in a respectful manner and at a time and place that are appropriate.
  - b) Such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.
  - c) The content of the expressed idea or viewpoint is reasonably related to district business.

### **3. EXPECTATIONS**

- 3.1. In support of this policy, the Superintendent will be responsible for the development of training, written and oral communications, resource lists and other tools for use by staff, students, volunteers and interested parents and community members in achieving the purposes of this policy.
- 3.2. Specific procedures appropriate to the needs of staff, students, volunteers, parents and community members will be available to all persons who have legitimate business within the district.
- 3.3. The development of school leadership teams and/or site councils are encouraged to guide, support and evaluate local efforts to establish and reinforce a culture of civility and respect for all.

### **4. RESOLUTIONS**

- 4.1. In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern.
- 4.2. When direct communication is not possible, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal or designee, or other administrator.

- 4.3. Individuals are encouraged to address and work out issues of concern promptly, preferably no later than two (2) days after an incident has occurred.
  - 4.4. Retaliation against individuals for working in good faith to resolve concerns under this policy and its related procedures will not be tolerated.
  - 4.5. Severe or persistent acts of uncivil conduct may also violate other school rules or specific codes of conduct, such as policies prohibiting harassment, intimidation and bullying, and sexual harassment. Violation of such policies may result in further action, such as discipline, adverse employment action or criminal charges, as appropriate and applicable.
  - 4.6. Nothing prescribed in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or their ability to enforce school rules and applicable laws.
  - 4.7. 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 extent permitted by law.
5. The Superintendent and designees or other appropriate staff will evaluate the effectiveness of this policy and related procedures periodically in the context of issues that occur.

**Related Procedures**

- 3205P1-Sexual Harassment of Students Prohibited
- 3207P1-Prohibition of Harassment, Intimidation and Bullying
- 3210P1-Nondiscrimination
- 4314P1-Notification of Threats of Violence or Harm
- 5011P1-Sexual Harassment of Staff Prohibited

**Policy Cross References**

- 3205-Sexual Harassment of Students Prohibited
- 3207-Prohibition of Harassment, Intimidation and Bullying
- 3210-Nondiscrimination
- 3229-Searches of Students and Their Property
- 3240-Student Conduct
- 4221-Grievances
- 4314-Notification of Threats of Violence or Harm
- 5011-Sexual Harassment of Staff Prohibited
- 5281-Disciplinary Action and Discharge

**Policy Legal References**

N/A

**Management Resources**

N/A

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	January 28, 2015
Revised	
Revised	
Revised	