

## Civility

**Purpose.** The Washougal School District believe 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.

The Washougal School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other 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 District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and
- 3) To reduce the potential triggers for 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.

**Definitions.** For purposes of this policy, “uncivil conduct” includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one’s voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual’s exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, 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), or other similar disruptive conduct.

“Uncivil conduct” does not include the express 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, (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 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/community members will be available to all persons who have legitimate business within the District.

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. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

School Leadership Teams and Site Councils are encouraged to guide, support, and evaluate local efforts to establish and reinforce a culture of civility and respect for all.

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District’s policies against harassment and sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable. 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.

The Superintendent and appropriate staff shall review this policy regularly in the context of issues that occur.

**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:	Policy 3207	Prohibition of Bullying and Harassment
	Policy 3240	Student Conduct and Discipline
	Policy 3260	Notification of Threats
	Policy 4314	Notification of Threats of Violence or Harm
	Policy 5011	Sexual Harassment
	Policy 5121	Unprofessional Conduct
	Policy 5253	Maintaining Professional Staff-Student Boundaries
	Policy 5270	Resolution of Staff Complaints
	Policy 5281	Disciplinary Action and Discharge

**Adoption Date: 06.11.13**  
**Washougal School District**

## Procedure - Civility

Policy 5282 and the procedures that follow are intended to support all partners in the educational process; 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 school district.

These procedures are not intended to manage threatening or intimidating behavior which is serious enough to constitute harassment or to cause one to fear for his or her safety. Rather, these procedures are meant to underscore the expectation of civil conduct in all interactions within the school district, provide all individuals the tools and knowledge to eliminate uncivil conduct they experience within the Washougal School District, and replace uncivil conduct with acceptable, productive interactions.

- A. **Parents.** If parents or other community members believe they have been treated in an uncivil manner by a Washougal School District employee, they should follow the steps outlined in 4220: Complaints Concerning Staff and Programs.
- B. **Employees.** If employees believe they have been treated in an uncivil manner by an adult member of the community, another employee, or a student of the Washougal School District, they should follow the steps outlined below:

**Step 1:** Within two (2) 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. (If the individual is a student, the employee may also speak with the student's parent.)

**Step 2:** At any time after Step 1 has been attempted, if civil discussion cannot be resumed, the employee should ask a co-worker or supervisor to facilitate a conversation with the individual perceived to have been uncivil. Such a facilitated conversation should focus on the expectation of civility and requirements for achieving civil exchanges in the future.

**Step 3:** At any time after Step 2 has been attempted, if it is determined that civil communications and appropriate problem-solving cannot be restored between/among the individuals affected, the employee's supervisor should help the employee to establish requirements for further communications (i.e., the presence of a specified third person, restrictions on physical access to the employee's work space) in order to protect the employee's rights.\* The supervisor may also suggest such additional resources as mentoring, specific training, and/or written materials that address the employee's needs.

**Step 4:** At any time after Step 3 has been implemented, if uncivil conduct toward an employee continues, the employee and his/her supervisor will discuss and select remedies beyond Policy 5282 available to all employees of the Washougal School District.

*\*Note: At all times, the Executive Director of Personnel and/or Director of Classified Personnel shall be a resource to any employee whose working relationship to the individual perceived to have been uncivil creates an unusual obstacle to problem-solving.*

- C. **Students.** If students believe they have been treated in an uncivil manner by an employee, adult volunteer, or another student within the Washougal School District, they should follow the steps outlined below:

**Step 1:** Within two (2) days of the incident, seek advice from a counselor, teacher, or other trusted employee of the school, as well as from a parent. If advisable, speak directly and respectfully with the individual, in an appropriate time, place and manner, seeking to resume communications on a civil basis.

**Step 2:** If direct, personal contact with the individual is not advised or does not produce a satisfactory result, the student should ask a counselor, teacher or administrator to facilitate a conversation between the student and the individual perceived to have been uncivil. Such a facilitated conversation should occur with the knowledge of the student's parent and should focus on the expectation of civility and requirements for achieving civil exchanges in the future.

**Step 3:** At any time after Steps 1 and 2 have been attempted, if it is determined that civil communications and appropriate problem-solving cannot be restored between/among the individuals affected, the principal may modify the conditions under which the individuals interact with one another and may suggest or require the use of additional resources to help address needs.

**Step 4:** At any time after Steps 1, 2, and 3 have been attempted, if uncivil conduct toward a student continues, the student and administrator will discuss and select remedies beyond Policy 5282 available to all students of the Washougal School District.

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

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**REPORTING FORM for Policy 5282 - Civility**

**Name of Employee** who has been treated disrespectfully, threatened, harassed/intimidated or bullied:  
 \_\_\_\_\_ Phone: \_\_\_\_\_

Work Location: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Check any that describe the incident:  Bullying  Harassment or Intimidation  Sexual Harassment  
 Obscene or profane gesture  Disrespect  Threat

**Name of individual(s) being reported:**  
**Name(s):** \_\_\_\_\_

Student  Employee  Parent  Community Member  Other: \_\_\_\_\_

**When and where did the incident happen?**  
 Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ For about how long: \_\_\_ minutes \_\_\_ hours  
 Specific Location: \_\_\_\_\_

**What happened? Write a brief summary of the incident:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Who else might know something about this incident or what happened?**  
 Name(s): \_\_\_\_\_

**Has this incident or something like it ever happened before?**  Yes  No  
 If yes, when did it happen before?  
 Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Have you spoken directly with the individual being reported?**  Yes  No

**Have you spoken with your supervisor or with the individual's supervisor?**  Yes  No

**If the individual is a student, have you talked to his/her:**  Teacher?  Yes  No  
 Parent?  Yes  No

*Verification/Signature: This information is true and accurate.*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_