Naselle-Grays River Valley School District #155
793 State Route 4
Naselle, WA 98638
P: 360-484-7121 F: 360-484-3191
www.naselleschools.org

School Board Members
Robert Torppa – Board Chair
Amy Hunt
Aris Campbell
Natasha Crater
Lonnie Eaton

Superintendent
Josh Brooks

Policy: 5161
Section: 5000 - Personnel

Civility in the Workplace

Purpose

The Board of Directors of the Naselle-Grays River Valley School District believes that a safe, civil environment of mutual respect and orderly conduct contributes to a high-quality educational and work environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with an employee's ability to perform their work, a student's ability to learn, and a school's ability to operate effectively.

The Board commits the District to the core value of mutual respect for every person regardless of individual differences or characteristics. This value shall be demonstrated daily through respectful communication, professional behavior, and goodwill problem-solving among all members of the school community.

The District expects all stakeholders—including board members, administrators, employees, parents, volunteers, contractors, and visitors—to engage in civil, courteous, and respectful communication and behavior on district property and at district-sponsored activities.

Expectations of Stakeholders

In support of this policy, all members of the school community are expected to:

- Treat each other and students with dignity and respect.
- Exercise good judgment and professionalism in handling disputes.
- Communicate clearly, courteously, and respectfully—both orally and in writing.
- Model civility and respectful problem-solving, even in disagreement.
- Avoid behavior or language that provokes fear, anger, or alienation.
- Use cultural awareness and empathy when engaging with others.
- Address incivility when it occurs and seek to understand others' perspectives.
- Extend common courtesies such as saying "please" and "thank you."
- Work collaboratively to arrive at goodwill solutions.

Naselle-Grays River Valley School District does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator Mr. Justin Laine at 360-484-7121, at jlaine@naselleschools.org. For further information on notice of non-discrimination, visit www.naselleschools.org.

Promoting Lifelong Learning and Citizenship

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Definition of Uncivil Conduct

For the purposes of this policy, "uncivil conduct" includes, but is not limited to:

- Directing or communicating vulgar, obscene, or profane gestures or words at another individual (in person or through written/electronic communication).
- Threatening physical harm to another person or their property.
- Using insulting, discriminatory, or disrespectful verbal or nonverbal behavior.
- Repeatedly and intentionally interrupting another individual who is speaking.
- Using personal epithets or slurs.
- Engaging in discriminatory, harassing, or retaliatory behavior based on protected class or status.
- Imposing personal demands that interfere with another person's duties.
- Taunting, jeering, or inciting others to taunt or jeer.
- Gesturing or behaving in a manner that puts another in reasonable fear for their safety.
- Invading someone's personal space after being directed to move away.
- Intentionally blocking another individual's exit from a room or location.
- Remaining in a school area after being directed to leave by an authorized staff member.
- Violating the privacy of another's belongings, except for lawful administrative searches.

"Uncivil conduct" does **not** include the expression of controversial or differing viewpoints that may offend some persons, provided that:

1. The ideas are presented respectfully and at an appropriate time and place; and
2. The expression does not materially disrupt, and may not reasonably be anticipated to disrupt, the educational or work environment.

Additionally, "uncivil conduct" does not include normal supervisory interactions such as corrective feedback, evaluation, or discipline conducted professionally and in good faith.

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Self-Regulation and Conflict Management

Avoiding uncivil conduct requires self-awareness, self-regulation, and effective conflict management.
All stakeholders are encouraged to:

- Engage in self-monitoring and reflective communication.
- Use active listening and problem-focused discussions.
- Employ de-escalation techniques.
- Seek third-party assistance or mediation when necessary.

Freedom of Speech and Other Rights

This policy shall not be construed or enforced in any way that infringes upon lawful freedom of speech, freedom of the press, or the right to peaceably assemble and petition the government for redress of grievances.
However, such rights do not protect conduct that:

- Materially disturbs, interferes with, or obstructs any lawful district operation, or
- Violates reasonable prohibitions on the use of district property, vehicles, or communication systems or
- Slander or defamation of character.

Addressing and Resolving Uncivil Conduct

1. Informal Resolution

Whenever possible, individuals who experience or observe uncivil behavior are encouraged to:

- Calmly and politely caution or warn the speaker that the behavior is inappropriate.
- Attempt to resolve differences privately through direct, respectful communication.
- Seek administrative assistance if direct resolution is not feasible or successful.
- Report persistent or severe incidents to a supervisor or administrator.

Supervisors have an obligation to address and document reports of uncivil behavior.

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2. Formal Enforcement and Corrective Steps

Depending on severity, the District may take the following actions:

- **Official Warning:** An administrator may issue a written warning identifying the uncivil behavior and expectations for improvement.
- **Brief Suspension:** If behavior continues, the individual may be directed to leave district property or cease communications for a designated period to allow reflection and de-escalation.
- **Cease-and-Desist Letter:** Persistent misconduct may result in a formal letter identifying prohibited conduct and potential remedies, including extended restrictions or trespass warnings.
- **Further Measures:** Severe or threatening behavior may result in disciplinary action, referral to law enforcement, or other legal remedies.

Employees who engage in uncivil conduct may be subject to corrective or disciplinary action under applicable collective bargaining agreements and policies. Retaliation against individuals who report uncivil behavior is strictly prohibited and may result in discipline.

Relationship to Other Policies and Laws

Certain uncivil conduct may also violate other district policies or laws, including but not limited to:

- Policy 5010 – Nondiscrimination and Affirmative Action
- Policy 5011 – Sexual Harassment of District Staff Prohibited
- Policy 4200 – Parent Access and Safe and Orderly Learning Environment
- Policy 4220 – Complaints Concerning Staff or Programs

  Violations of these or related policies may result in additional action consistent with state law (including Chapter 28A.635 RCW).

Legal References

- RCW 28A.330.100 – Additional powers of board
- Chapter 28A.635 RCW – Students—Discipline and punishment
- Title IX of the Education Amendments of 1972

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Cross References

- Policy 1620 – The Board-Superintendent Relationship
- Policy 2023 – Digital Citizenship and Media Literacy
- Policy 4200 – Parent Access and Safe and Orderly Learning Environment
- Policy 4220 – Complaints Concerning Staff or Programs
- Policy 5010 – Nondiscrimination and Affirmative Action
- Policy 5011 – Sexual Harassment of District Staff Prohibited

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Adopted: _____

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