

CIVILITY

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.

Administrators, faculty, staff, students, volunteers, parents, and other community members will strive to maintain a culture of civil conduct.

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 student, and to encourage the free flow of ideas without fear or intimidation;
2. To provide our students with appropriate models for respectful behavior; and
3. To reduce the potential triggers for violent conduct.

For purposes of this policy, “civil conduct” is being kind, courteous, polite, and respectful of others.

Expectations: Each employee develops an awareness of respectful behaviors and necessary skills. It is anticipated that employees will serve as role models and that these behaviors will spread in the workplace and beyond. The following ten tips will assist in accomplishing this objective:

1. Before acting, consider the impact of your words and actions on others.
2. Create an inclusive work environment. Only by recognizing and respecting individual differences and qualities can your organization fully realize its potential.
3. Self-monitor the respect that you display in all areas of your communications, including verbal, body language, and listening.
4. Understand your triggers or “hot buttons.” Knowing what makes you angry and frustrated enables you to manage your reactions and respond in a more appropriate manner.
5. Take responsibility for your actions and practice self-restraint and anger management skills in responding to potential conflicts.
6. Adopt a positive and solution-driven approach in resolving conflicts.
7. Rely on facts rather than assumptions. Gather relevant facts, especially before acting on assumptions that can damage relationships.
8. Include others in your focus by considering their needs and avoiding the perception that you view yourself as the “center of the universe.”
9. View today’s difficult situations from a broader (big picture) and more realistic perspective by considering what they mean in the overall scheme of things.
10. “Each one influence one” by becoming a bridge builder and role model for civility and respect. Act in a manner whereby you respect yourself, demonstrate respect for others and take advantage of every opportunity to be proactive in promoting civility and respect in your workplace.

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.

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

Cross References:	Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy 4220	Complaints Concerning Staff or Programs
	Board Policy 5011	Sexual Harassment