

## UNCIVIL CONDUCT

Policy 4100 and the procedures that follow are intended to support a safe, nurturing work and learning environment, provide clear expectations for civil conduct, facilitate models of conflict resolution, and reduce the potential for serious disruptions throughout the school district. These procedures are meant to promote problem solving procedures and other appropriate alternatives to disruptive behavior, and authorize staff to immediately disengage and/or seek administrative intervention under those circumstances of incivility that threaten personal welfare and/or the disruption of the educational process.

The following guidelines apply if an act of uncivil conduct has occurred:

### STUDENTS

If a student believes another student, district employee, adult volunteer, or other individual within the Bainbridge Island School District has treated them in an uncivil manner, they should follow the steps outlined below:

- Step 1: Report the incident to the principal, counselor, teacher, or other trusted district employee.
- Step 2: Ask the principal, counselor or teacher to facilitate a conversation between the student and the individual perceived to have been uncivil. Parents should be notified that such a conversation is scheduled. The conversation should focus on the expectation of civility and requirements for achieving civil behaviors in the future.
- Step 3: 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: If Steps 1, 2, and 3 have been attempted and uncivil conduct toward a student continues, the student(s) and administrator will discuss and/or select remedies available within other policies/procedures of the Bainbridge Island School District.

### EMPLOYEES

If an employee believes another employee, adult member of the community or student of the Bainbridge Island School District has treated them in an uncivil manner, they should follow the steps outlined below:

- Step 1: 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 should also speak with the student's parent/guardian.)

- Step 2: If civil discussion cannot be resumed after Step 1, the employee should ask a supervisor to facilitate a conversation with the individual perceived to have been uncivil. The conversation should focus on the expectation of civility and requirements for achieving civil exchanges in the future.
- Step 3: 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 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: If uncivil conduct toward an employee continues, the employee and his/her supervisor will discuss and select remedies available within other policies/procedures of the Bainbridge Island School District.

#### PARENTS/COMMUNITY MEMBERS

If parents or other community members believe an employee of the Bainbridge Island School District has treated them in an uncivil manner, they should follow the steps outlined in P4220: *Complaints Concerning Staff or Programs*.

In situations in which uncivil conduct may be of such a severity as to meet the standard of unlawful conduct, or there is a substantial threat to the health and safety of students or others, law enforcement shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.