

CIVILITY IN THE WORKPLACE

The Mount Vernon School District believes a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational atmosphere. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with the teaching and learning process.

The board of directors commit the district and its entirety to the core value of mutual respect for all individuals regardless of individual differences or characteristics. When differences do occur, stakeholders will use clear, concise, and courteous communications with the goal of arriving at a collaborative solution. Uncivil conduct on school grounds or at school-sponsored activities by administrators, staff, parents, volunteers, contractors, or visitors is prohibited.

Expectations of Stakeholders:

- Treat each other with respect, dignity and courtesy
- Exercise reasonable, good judgment in handling interpersonal disputes
- Exercise respect, courtesy and concern for the dignity and cultural backgrounds of others
- Model respectful problem solving
- Be respectful of others even when there is a disagreement
- Seek to understand others' points of view and cultural perspectives
- Address incivility when it is observed

Definition of Uncivil Conduct: Disrespectful Behavior

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

- Using vulgar, obscene or profane gestures or words
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another
- Taunting, jeering, or inciting others to taunt or jeer an individual
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking
- Using personal epithets or slurs
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away
- Physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct

“Uncivil conduct” does not include the expression 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, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does “uncivil conduct” include regular supervisory-subordinate interactions, including but not limited

to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the administrator's supervisor
- Persons who observe or experience uncivil behavior have an obligation to intervene, reflect back to the offender on the impact of that behavior, or report the uncivil behavior to a supervisor
- Supervisors have an obligation to address reports of uncivil behavior

Employees who engage in uncivil behavior may be subject to corrective action or discipline.

Retaliation for reporting allegations will result in discipline.

Cross References:

Board Policy 1621 MVSD Board Commitments

Board Policy 3205 Students/Safety and Civility in Schools (MV)

Board Policy 3207 Students/Prohibition of Harassment, Intimidation and Bullying (MV)

Board Policy 4200 Safe and Orderly Learning Environments (MV)

Board Policy 4220 Complaints Concerning Staff or Programs (MV)

Board Policy 5010 Nondiscrimination and Affirmative Action (MV)

Board Policy 5160 Sexual Harassment (MV)

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