

## Procedure - Mutual Respect and Civility

As outlined in Board Policy 5161, The Wenatchee School District Board of Directors is committed to creating a safe, civil environment of mutual respect and shared responsibility for all of its stakeholders. This procedure outlines the process to address a perceived incident of uncivil conduct.

### Process for Addressing Civility Concerns/Issues:

In all cases, individuals who perceive that 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.

Any individual who feels that they have been subjected to Uncivil Conduct under Board Policy 5161 may notify the other person that they are ending the conversation or the interaction and remove themselves from the situation (i.e., ending a phone call, walking out of the room, or requesting the other individual leave the room). If the issue/situation is not addressed in a satisfactory manner, any party involved may notify the appropriate principal/administrator or designee. The principal, administrator or designee will assist the individuals in reaching a resolution.

Individuals are encouraged to work out issues of concern in a timely manner.

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent reaction or intimidate employees, students or other volunteers, or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or District property promptly by the site administrator or designee, and other actions may be taken, including but not limited to, notification of law enforcement.

If an individual is asked to leave school premises or other District property for Uncivil Conduct, the Superintendent or designee may, within the bounds of the law, take such action to prohibit the offending person from entering a school site or other District property. The Superintendent or designee may take any such legal action to address severe or persistent acts of Uncivil Conduct. Some acts of Uncivil Conduct may also violate other District's policies, such as 3207, Prohibition of Harassment, Intimidation, and Bullying. Therefore, a person who engages in Uncivil Conduct may be found to have violated multiple District policies and, in some instances, state or federal law. Nothing in Board Policy 5161 or this procedure is intended to interfere with the ability of school officials to maintain order and discipline in the schools and enforce school rules and applicable policies and laws.

Retaliation against individuals who work in good faith under Board Policy 5161 and this procedure to resolve concerns is prohibited.

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