

1 **CIVIL CONDUCT**

2 **Code of Civility**

3 The North Mason School District members, district administration, and staff will treat students,
4 parents/guardians and other members of the public with respect and expect the same considera-
5 tion in return. It is the intent of the Board to promote mutual respect, civility, and orderly con-
6 duct among district employees, parents, students, and the public. It is not the intent of the Board
7 to deprive any person of his or her right of freedom of expression. The Board encourages posi-
8 tive communication and discourages volatile, hostile, or aggressive communications or actions.

9 The Board believes that a strong civility policy serves the district's educational mission by ensur-
10 ing a positive learning environment while also protecting the health and safety of members of the
11 learning community and participants in school-sponsored activities. Loud and offensive speech
12 and threatening behavior models unacceptable conduct and subjects both victims and observers
13 to the risk of harm.

14 Therefore, the North Mason School District Board requires that as we communicate, students,
15 faculty and staff, parents, guardians and all other members of the community shall:

16 1. Treat each other with courtesy and respect at all times. This means that:

- 17 • We listen carefully and respectfully as others express opinions that may be differ-
18 ent from ours.
- 19 • We share our opinions and concerns without loud or offensive language, gestures
20 or profanity.

21 2. Treat each other with kindness. This means that:

- 22 • We treat each other as we would like to be treated.
- 23 • We do not threaten or cause physical or bodily harm to another.
- 24 • We do not threaten or cause damage to the property of another.
- 25 • We do not bully, belittle or tease another and we do not allow others to do so in
26 our presence.
- 27 • We do not demean and are not abusive or obscene in any of our communications.

28 3. Take responsibility for our own actions. This means that:

- 29 • We share information honestly.
- 30 • We refrain from displays of temper.
- 31 • We do not disrupt or attempt to interfere with the operation of a classroom or any
32 other work or public area of a school or school facility.

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1 4. Cooperate with one another. This means that:

- 2 • We obey school rules for access and visitation.
- 3 • We respect the legitimate obligations and time constraints we each face.
- 4 • We notify each other when we have information that might help reach our com-
5 mon goal. This will include information about safety issues, academic progress,
6 changes that might impact a student's work or events in the community that might
7 impact the school.
- 8 • We respond when asked for assistance.
- 9 • We understand that we do not always get our way.

10 **Authority and Enforcement of the Code of Civility**

11 Authority and enforcement of a code for civil conduct ultimately depends on the individual and
12 collective will of those involved – students, staff, parents, guardians and all other members of the
13 community. However, individuals need to know how to respond to uncivil behavior and how
14 such behavior will be responded to. The school board does not condone a lack of civility by any-
15 one. Therefore:

- 16 1. A student who believes that he or she has not been treated in a manner reflective of the
17 Code of Civility should report such behavior to the appropriate school administrator.
- 18 2. A parent, guardian or community member who believes that he or she has not been treat-
19 ed in a manner reflective of the Code of Civility should report such behavior to the staff
20 member's immediate supervisor.
- 21 3. An employee or Board Member who believes that he or she has not been treated in a
22 manner reflective of the Code of Civility should use the following guidelines:
 - 23 A. If personal harm is threatened, the employee shall inform his/her supervisor and
24 may contact law enforcement.
 - 25 B. Anyone on school district property without authorization may be directed to leave
26 the premises by an administrator or security officer. Anyone who threatens or at-
27 tempts to disrupt school or school district operations, physically harm someone, in-
28 tentiously cause damage, uses loud or offensive language, gestures, profanity or
29 shows a display of temper may be directed to leave the premises by an administra-
30 tor or security officer. If such person does not immediately and willingly leave, law
31 enforcement shall be called.
 - 32 C. If a telephone call recorded by an answering machine, an email, a voice mail mes-
33 sage or any type of written communication is demeaning, abusive, threatening or
34 obscene the employee is not obligated to respond. The employee shall save the
35 message and contact his or her immediate supervisor or school district security.
- 36 4. If any member of the public uses obscenities or speaks in a demeaning, loud or insulting
37 manner, the employee or Board Member to whom the remarks are directed shall take the
38 following actions:
 - 39 A. Calmly and politely ask the speaker to communicate civilly.

- 1 B. If the verbal abuse continues, give appropriate notice to the speaker and terminate
2 the meeting, conference or telephone conversation.
- 3 C. If the meeting or conference is on school district premises, request that an adminis-
4 trator or authorized person direct the speaker promptly to leave the premises.
- 5 D. If the speaker does not immediately leave the premises, an administrator or other
6 authorized person shall notify law enforcement to take any action deemed neces-
7 sary.

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10 **Adoption Date: 10/17/2013**