



*Every Student Matters, Every Moment Counts*

**Morton School District #214**  
PO Box 1219  
Morton, WA, 98356  
P: 360-496-5300 F: 360-496-5399  
www.morton.k12.wa.us

**Morton Jr/Sr High School**  
152 Westlake Avenue  
P: 360-496-5137 F: 360-496-6035

**Morton Intermediate School**  
152 Westlake Avenue  
P: 360-496-5137 F: 360-496-6035

**Morton Elementary School**  
400 Main Avenue  
P: 360-496-5143 F: 360-496-0327

**Policy:** 5161 Civility

**Section:**  0000 Planning  1000 Board of Directors  2000 Instruction  3000 Students  4000 Community Relations  5000 Personnel  6000 Management

### Purpose

This Policy aims to ensure a safe and civil educational and work environment. A safe and civil educational and work environment is essential to the successful operation of schools. Conversely, uncivil conduct (see definition) may interfere with students' ability to learn, a district's ability to support and educate its students, and the administration's and School Board's ability to manage and operate. As such, the District seeks to support respectful and civil interaction and communication among students, staff, parents, volunteers, community members, school board members, and visitors.

### Definition of Uncivil Conduct

Certain behaviors are recognized as uncivil conduct. For purposes of this Policy, "uncivil conduct" includes, but is not limited to, the following:

- Directing or communicating vulgar, obscene, or profane gestures or words at another individual, either in person or in written or electronic communications;
- Threatening, either in person or in written or electronic communications, to physically harm another or to damage their property;
- Repeatedly and intentionally interrupting another individual who is speaking at an appropriate time and place;
- Engaging in discriminatory, harassing, or retaliatory behavior based on or because of a person's protected class or status;
- Imposing personal demands at times or in settings where they prevent a person from engaging in assigned duties or obligations;
- Using derogatory epithets or slurs;
- Gesturing in a manner that puts another in reasonable fear for their safety;
- Invading the personal space of an individual after being directed to move away;
- Intentionally physically blocking an individual's exit from a room or location;
- Remaining in a school area after a teacher or administrator in authority has directed one to leave; and
- Violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws).

Uncivil conduct does not include the expression of controversial or differing viewpoints that may be offensive to some, so long as the following conditions are present:

- The ideas are presented in a manner that does not constitute uncivil conduct and at a time and place that are appropriate; and
- The expression does not materially disrupt the educational process, work environment, or operations and may not be reasonably anticipated to disrupt each such process and environment.

### Self-Regulation and Conflict Management

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Josh Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Chelssi Hanger, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

Avoiding uncivil conduct requires self-regulation and effectively managing conflict.

- Self-regulation includes self-monitoring, insight, and self-management of behaviors.
- Conflict management requires effective communication, such as active listening, attacking problems instead of people, de-escalation, and, sometimes, the involvement of third parties.

The district encourages students, staff, parents, volunteers, community members, school board members, and visitors to commit to self-regulation and active conflict management.

### **Freedom of Speech and Other Rights Not Prohibited or Penalized**

Nothing in this Policy shall be construed to prohibit or penalize the lawful exercise of freedom of speech, freedom of the press, and the right to peaceably assemble and petition the government for a redress of grievances, subject to the following limitations:

- The conduct does not materially disturb, interfere with, or obstruct or threaten to materially disturb, interfere materially, or obstruct any lawful task, function, process, or procedure of the District or any lawful task, function, or process of any student, official, employee, or invitee of the District; and
- The conduct does not violate a prohibition or limitation lawfully imposed by the District upon entry or use of any motor vehicle, building, grounds, or other property owned, operated, or controlled by the District.

In addition to this Policy not being construed in the manner described above, this Policy will not be enforced in a manner that penalizes the lawful exercise of freedom of speech, freedom of the press, and right to peaceably assemble and petition the government for a redress of grievances. Accordingly, the District commits to enforce this Policy only in those situations where the enforcement does not violate a person's freedom of speech, freedom of the press, and the right to peaceably assemble and petition the government for a redress of grievances.

### **Informal Resolution of Uncivil Conduct Complaints**

In all cases, individuals who perceive they have been treated uncivilly will be urged to resolve their concerns promptly through direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, anyone who needs help identifying and using appropriate problem-solving procedures may seek assistance from a school or district administrator via the proper chain of command and staff complaint process.

### **Formal Enforcement of Uncivil Conduct**

The District may take the following steps to enforce this Policy. Certain steps may be skipped depending on the severity of an individual's conduct.

#### Official Warning

An administrator may issue a written warning if a person engages in uncivil conduct covered by this Policy. This warning should identify the uncivil behavior and allow the individual to improve their behavior before the District takes more severe action.

#### Brief Suspension

If the individual does not improve their behavior in response to a written warning, an administrator may direct the individual to leave district premises, to cease using district premises, or to cease using the district forum (i.e., email, Zoom, etc.) for a designated period. The specified period should be long enough for the individual and administrator to discuss the behavior, de-escalate, and consider alternatives. This temporary suspension is intended to provide an opportunity to de-escalate and reflect on the cause of the uncivil conduct and the conduct itself.

#### Cease-and-Desist Letter

If the individual does not improve their behavior in response to a written warning and a brief suspension, the District may send a cease-and-desist letter. The letter will identify the prohibited conduct and the District's potential remedies, including but not limited to extending the current suspension from the district premises and district forums.

#### Further Measures

Nothing in this Policy precludes the District from taking additional action, including referring the matter to law enforcement and seeking legal consequences.

**Civility in the Workplace**

Employees who engage in uncivil behavior may be subject to corrective action or discipline. Retaliation for reporting allegations may also be subject to corrective action or discipline.

**Other Rules, Policies, or Laws**

Certain uncivil conduct may violate other school rules, policies, or laws. Violating such policies, rules, and laws may result in the District taking further action (including, but not limited to, action under Chapter 28A.635 RCW, the District’s policies against harassment and discrimination, and a school’s conduct codes). 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 policies and laws.

Date: 03/24