

Civility Procedure

In the interest of providing positive role models to the children of this district, as well as the community, Edmonds School District encourages positive communication and discourages volatile, hostile or aggressive speech and/or actions. The district seeks the public's cooperation in this endeavor. To implement Policy 4201, the superintendent has developed the following procedures:

1. 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 who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school or school district property promptly by the superintendent or designee.
2. If any individual uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave school district property pursuant to circumstances referenced above and refuses to leave, the school administrator may notify law enforcement officials. Restraining or No Trespass orders may be sought by the district when warranted.
4. When it is determined that an individual is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy and procedure at the time of the occurrence. The employee will notify his/her supervisor of the incident.
5. The district welcomes any questions, comments or concerns that are presented in a professional manner.
6. The district encourages those who have a concern to follow district protocol for processing concerns:

Step 1: Discuss the issue with the teacher or guidance counselor at school, or the appropriate person in a department or program. If not resolved,

Step 2: Discuss the issue with the principal or supervisor. If it is a school-wide concern, this becomes Step 1. If not resolved,

Step 3: Contact the appropriate assistant superintendent's or executive director's office.
If not resolved,

Step 4: Contact the Superintendent's Office.

Adoption Date: 10.10.17
Edmonds School District