

SCHOOL/COMMUNITY RELATIONS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Respectful Behavior	912	Approved: 05-22-1997 Renumbered: 03-11-2021	

It is the policy of I.S.D. 834 that the I.S.D. 834 Board of Education encourages the professional staff to develop new and creative educational materials, ideas, and activities. Should an employee of I.S.D. 834 produce instructional materials of a publishable quality and should the employee initiate the publication of said materials, all royalties accrued from such are the property of the employee. I.S.D. 834 will retain the right of usage of said materials without cost to I.S.D. 834.

ADMINISTRATIVE PROCEDURES AND REGULATIONS

Definitions:

- For I.S.D. 834, respectful behavior includes conduct which treats others as you would like them to treat you; valuing the perspective of others; demonstrating courtesy towards others, and appreciating the contribution of others.
- For I.S.D. 834, disrespectful behavior may include conduct such as intimidation; using demeaning terms or symbols, degrading individuals through ridicule or other destructive language or behavior towards others.

Consequences of disrespectful behavior may include conferences, mediation, or other remedies appropriate.

An employee who believes that he/she has been treated in a disrespectful manner by another employee may deal with the situation in the following ways:

1. Politely but firmly tell whoever is engaging in the inappropriate behavior how you feel about his or her actions. Politely request the person cease the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for discussion.
2. If you fear some adverse employment consequences could result from telling the offender, go to your supervisor/principal. In writing, state specific details of the behavior that violates this policy, and an investigation will

begin.

If the complaint involves the supervisor/principal, the complaint should be filed directly with the District's Human Rights Officer.

3. If, after what is considered to be a reasonable length of time (for example, 30 days) you believe inadequate action is being taken to resolve your complaint, the next step is to report the incident to the District's Human Rights Officer. When, in the judgment of the Human Rights Officer, mediation to resolve staff conflict would be beneficial, efforts will be made to provide such assistance. Mediation is a process for resolving conflicts in which the people in conflict are assisted by a neutral third party or parties and may include fact finding. Essential to mediation are the focus on changing behavior in the future (rather than punishing behavior in the past) and making sure that each of the persons in the conflict believes the outcome is fair.
4. In the case of violent behavior, all employees are requested to report the incident immediately to their supervisor, department head, or principal.

If the behavior is determined to be sexual, racial, or religious harassment, Board Policy should be followed.