



STILLWATER  
AREA  
SCHOOLS

## RESULTS

Policy Title	Policy Level	Date Approved
<b>Respectful Behavior</b>	<b>R 5.1</b>	Policy Adopted: 5-22-97

It is the policy and expectation of the I.S.D. 834 Board of Education that exchange of perspectives on all topics be conducted in an atmosphere of mutual respect. Staff, students, parents and community members should be treated in a manner which enhances self-esteem and supports the dignity of the individual.

It is the policy of I.S.D. 834 to maintain a respectful work environment free of violence, discrimination and other offensive or degrading remarks or conduct. A respectful environment is a shared responsibility of all employees, parents and community members.

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## **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.