

**Policy Type: Executive Responsibilities 3 (Treatment of Parents, Students and the Public)**

**Board Review/Approval Date: August 14, 2018**

***Responsibilities:***

**The superintendent will treat parents, students, and the public with respect and dignity and will communicate the same expectation to all district staff.**

| <b>Therefore, the Superintendent will:</b>  | <b>Evidence Requested/Presented</b>  | <b>Board Notes</b> | <b>In Compliance</b> | <b>Follow-up Review Date</b> |
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| <p>1. Use methods of managing that protect confidential information.</p>  | <p>Board Policy 3231 addresses the management of Student Records. This policy outlines State and District requirements regarding the management of confidential student information and charges the Superintendent with establishing procedures to assure that policy is known and followed. Student data system records are protected electronically; staff members with access to student records or employee records are trained in confidentiality ethics, legalities and procedures.</p> <p>Board Policy 4020 – Confidential Communications establishes the guidelines to assist staff members in making appropriate decisions regarding confidential information and/or communications. All staff are trained and supervised regarding confidential information and the protection of student and staff confidentiality.</p> |                    | <p><b>X</b></p>      |                              |
| <p>2. Provide for the timely and effective handling of complaints. For those complaints referred to a Board Member, notification of resolution will be provided as warranted.</p> | <p>Board policy 4220 – Complaints Concerning Staff or Programs outlines the District’s expectations that complaints about the school district or school district personnel be dealt with quickly and thoroughly. It requires that the District be open to constructive criticism. Patrons are encouraged to bring concerns to the staff member(s) most closely associated with the concern and that they be resolved informally if possible. The superintendent keeps the Board informed of unresolved parent complaints and what steps are being taken to address concerns.</p>   |                    | <p><b>X</b></p>      |                              |

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| <p>3. Involve parents, students and the public in an advisory capacity as appropriate on important issues that impact them directly.</p>                       | <p><b>Historical Examples:</b></p> <ul style="list-style-type: none"> <li>• Citizens’ Oversight Team – provide guidance and feedback throughout the capital construction program.</li> <li>• Elementary and Middle School Boundary Review Committee</li> <li>• Hathaway and Cape Horn-Skye principal interview teams: parent representative</li> </ul> <p><b>Continuing:</b></p> <ul style="list-style-type: none"> <li>• School Safety and Facility Forums</li> <li>• Technology Advisory Committee</li> <li>• School Parent Advisory/Boosters</li> <li>• Highly Capable Advisory</li> <li>• CTE Advisory Committees</li> <li>• School Improvement Plan involvement</li> <li>• Instructional Materials Review Committee – Involved 4 staff members and 3 parents (per policy/procedures)</li> <li>• Senior Projects: Senior projects continue to require a community involvement component.</li> </ul> |  | <p><b>X</b></p> |  |
| <p>4. Take steps to inform parents, students, and public of those administrative policies and procedures that impact them.</p>                                 | <p>Board policies are posted on the district website.</p> <p>A staff policy handbook is published annually with critical board policy that is reviewed by all staff including mandatory child abuse reporting, harassment and bullying, civility, field trips, etc. We will be employing “What Every Employee Must Know”, an online resource, to ensure staff is current on updated policy and procedure.</p> <p>An administrator “Administrator’s Student Supervision and Discipline Handbook” was published in 2017 – 2018. Administrators understand that their implementation of these laws and policies are critical. Training occurs at Leadership Team meetings monthly.</p>   |  | <p><b>X</b></p> |  |
| <p>5. Facilitate orderly and appropriate public access to the Board, and to ensure timely and appropriate follow-up in response to expressed public input.</p> | <ul style="list-style-type: none"> <li>• Board planning meetings calendared to provide for participation on the part of Board leadership in the formation of the meeting agenda.</li> <li>• Board meetings include regular opportunities for community input (Citizens’ Comments).</li> <li>• District Staff provide additional communication before Board meetings to verify that all citizens in attendance understand procedures and protocols for public comment.</li> </ul>  |  | <p><b>X</b></p> |  |

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|   | <ul style="list-style-type: none"> <li>• Board agendas posted in newspapers and on website using BoardDocs.</li> <li>• Superintendent updates to Board members regarding issues or concerns occurring in the District.</li> </ul>  |  |   |  |
| 6. Provide a welcoming environment for parents and guests.  | <ul style="list-style-type: none"> <li>• Schools and Central Office provide pleasant and welcoming office environment for visiting patrons.</li> <li>• As the new Superintendent, I plan to be available in person at both community and school events as well as systematize processes for email, card, and phone call responses to families and guests.</li> </ul> |  | X |  |
| 7. Maintain an open and responsive organizational culture that treats all constituents with respect, dignity, and courtesy. | I believe that the Washougal School District works very hard to create an open and responsive organizational culture. I will continue to work to champion and model respect, dignity and courtesy, and value in my interactions with students, staff, parents and patrons.   |  | X |  |