

Washougal School District 112-06

**Policy Type: Executive Responsibilities 4 (District Treatment of Staff, Volunteers, and Parents)**

**Board Review/Approval Date: January 26, 2021**

With respect to treatment of staff, volunteers, and parents, the Superintendent shall assure that conditions procedures, actions and decisions are lawful, ethical, safe, respectful, dignified and in compliance with Board policy.

| Therefore, the Superintendent will:   | Evidence Requested/Presented  | Board Notes | In Compliance | Not in Compliance | Follow-up Review Date |
|---|---|-------------|---------------|-------------------|-----------------------|
| 1. Ensure that reasonable background inquiries and checks are made prior to hiring any personnel or approving the use of volunteers;  | All certificated and classified personnel hired by the District must have a thorough background check. Volunteers must have a Washington State Patrol background check per policy 5111.   |             | X             |                   |                       |
| 2. Recommend to the Board for approval only highly qualified candidates that meet the qualifications of Federal and State guidelines and those outlined in the job descriptions.  | A systematic screening process and greater access to electronic data provide Human Resources, principals and directors with more information about potential employees prior to hiring decisions. Utilized shared folders and drives much more during our current state of emergency.   |             | X             |                   |                       |
| 3. Operate within District written personnel policies and procedures aligned with state law and OSPI guidelines.  | We review personnel policies as recommended by WSSDA, consult with our attorney and implement changes required by OSPI and/or federal guidelines.   |             | X             |                   |                       |
| 4. Assure an organizational culture that conforms with the following values:<br>a) A working environment for staff that is safe, civil and conducive to teaching and learning.<br>b) The importance of relationship and respect in all interactions with students.<br>c) Open, respectful communication.<br>d) Focus on the organizational goals.<br>e) Commitment to the integrity and the positive image of the district, its leaders, and staff. | <ul style="list-style-type: none"> <li>● Building Staff Policy Handbooks are reviewed/presented annually to promote a safe and civil environment.</li> <li>● Spring 2020, we provided additional professional development for all staff focused on creating a trauma-sensitive environment and positive relationships (e.g. Fostering Resilient Learners Book Study for all staff)</li> <li>● We provide all staff with online “What Every Employee Must Be Told,” training, and maintain an annual training schedule for all staff related to safety, civility and high expectations supported through Policies 5253 and 5280.</li> <li>● Last spring and throughout this school year, health and safety training has been essential.</li> </ul> |             | X             |                   |                       |

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|  | <ul style="list-style-type: none"><li>● Through school-based initiatives such as Positive Behavior Interventions and Support (PBIS), and Restorative Practices, relationships and expectations of respect and responsibility are reinforced.</li><li>● We have committed to providing Culturally Responsive Classroom Management training to all of our certificated and many of our classified staff working in buildings (mainly para-educators).</li><li>● District leadership and the communications team model positive communication and support expectations of courteous interactions involving all staff, students, parents, and guests of the District.</li><li>● School Improvement Plans in conjunction with Board and Superintendent planning ensure that District goals are at the center of all work in the District.</li><li>● As shown through Board expectations and policies, the District leadership maintains a focus on our educational mission and ensures high expectations are upheld throughout the district.</li></ul> |  |  |  |  |
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