

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

Board Review/Approval Date: January 22, 2019

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 refined screening processes and greater access to electronic data provide Human Resources, principals and managers with more information about prospective employees prior to hiring decisions.		X		
3. Operate within District written personnel policies and procedures aligned with state law and OSPI guidelines.	We consistently review personnel policies as recommended by WSSDA and implement changes required by OSPI and/or Federal guidelines.		X		
4. Assure an organizational culture that conforms with the following values: a) A working environment for staff that is safe, civil and conducive to teaching and learning. b) The importance of relationship and respect in all interactions with students. c) Open, respectful communication. d) Focus on the organizational goals. e) Commitment to the integrity and the positive image of the district, its leaders, and staff.	a) For staff, we continue to provide a Staff Policy Handbook and review portions that promote a safe and civil environment. b) We provide all new 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. c) Through school-based initiatives such as Positive Behavior Interventions and Support (PBIS), Restorative Practices, Character Strong and Second Steps, relationships and expectations of respect and responsibility are reinforced. d) 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. e) School Improvement Plans in conjunction with Board and Superintendent planning insure that District goals are at the center of all work in the District. f) As exemplified through Board expectations and policies, the District leadership maintains a focus on the educational mission and insures high standards are upheld throughout the system.		X		