



**Administrative Relationships with Parents, Students, Staff and Volunteers**

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With respect to interactions with parents, students, staff and volunteers the superintendent shall engender conditions, procedures and decisions which are safe, fair, healthy, respectful and dignified and which provide appropriate and reasonable confidentiality and privacy.

Accordingly, the superintendent shall:

- a. recognize and respect parents as prime educators of their children;
- b. use application forms or procedures that elicit information for which there is clear need for such information;
- c. use methods of collecting, reviewing, or storing parent, student, staff and volunteer information that protects against improper access to the information;
- d. maintain facilities that provide a reasonable level of privacy, both oral and visual;
- e. provide procedural safeguards for the transmission of information;
- f. establish with parents, students, staff and volunteers an understanding of what may be expected and what may not be expected from the service offered, i.e. operate with guidelines which clarify processes providing for the access to a service;
- g. react receptively and in a timely manner to applications from parents/communities requesting to implement innovative and alternative programs of choice, and research and advise the Board of Trustees relative to the merits of each request.
- h. inform parents, students, staff and volunteers of this policy or to provide a grievance process to those who believe that they have not been accorded a reasonable interpretation of their rights under this policy.
- i. operate with sufficient personnel and resources to assess and develop programs for students in regard to special needs.
- j. operate with personnel procedures which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions.
- k. not prevent a staff member from apprising the Board when a staff member has exhausted the internal processes and alleges either:
  - (i) that board policy has been violated to his or her detriment, or
  - (ii) that board policy does not adequately protect his or her human rights.

- l. acquaint staff with their rights under this policy;
- m. disallow conflict of interest in the employer-employee relationship;
- n. celebrate parents, students, staff and volunteers in their roles and responsibilities within the District.

**Approved:** October 23, 2006

**Revised:** \_\_\_\_\_

**Reference:** \_\_\_\_\_