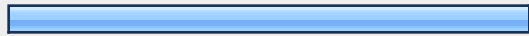
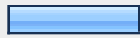
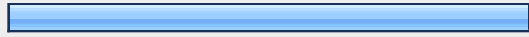
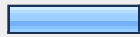


10/9/09 EL 1000.2.1 Treatment of Students and Their Parent(s)/Guardian(s)

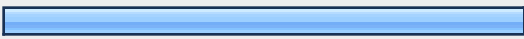
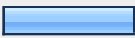
1. With respect to interactions with students and their parent(s)/guardian(s), or those applying to be students, the superintendent will not cause or allow conditions, procedure, or decisions which are unsafe, untimely, undignified, unlawful, or unnecessarily intrusive. Further, without limiting the scope of the foregoing by this enumeration: Question on interpretation: Is the Superintendent's interpretation of this overall statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		80.0%	4
I have concerns about this interpretation		20.0%	1
		Comment:	0
		answered question	5
		skipped question	0

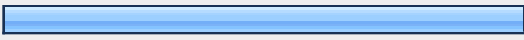
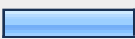
2. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		80.0%	4
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		20.0%	1
		answered question	5
		skipped question	0



3. A. The superintendent will not elicit information for which there is no clear purpose or necessity. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		80.0%	4
I have concerns about this interpretation		20.0%	1
		Comment:	0
		<i>answered question</i>	5
		<i>skipped question</i>	0



4. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		80.0%	4
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		20.0%	1
		<i>answered question</i>	5
		<i>skipped question</i>	0


5. B. The Superintendent will not use methods of collecting, reviewing, transmitting, or storing student, parent (s)/guardian(s) information that fail to protect against improper access to the material elicited. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		80.0%	4
I have concerns about this interpretation		20.0%	1
1. Evidence list includes excellent procedures in place but does not include information about how district would know if there were violations of these protections, and if there have been violations, and how many.		Comment:	2
2. I believe the interpretation and evidence for question 3 can be used for this question. This policy addresses improper access by anyone, not just the groups listed.		<i>answered question</i>	5
		<i>skipped question</i>	0


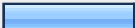
6. Question on compliance: Is the Superintendent compliant with this overall statement?

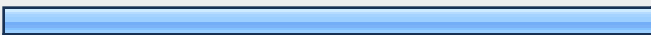
		Response Percent	Response Count
Superintendent is compliant		80.0%	4
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		20.0%	1
		<i>answered question</i>	5
		<i>skipped question</i>	0

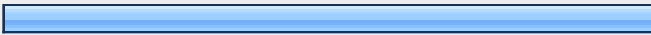
7. C. The superintendent will not operate facilities without appropriate accessibility and privacy. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
		Comment:	1
1. Again, a procedure is a good thing and indicates I believe intent to comply but comes somewhat short as evidence of compliance.		<i>answered question</i>	5
		<i>skipped question</i>	0

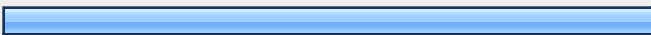
8. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		80.0%	4
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		20.0%	1
		<i>answered question</i>	5
		<i>skipped question</i>	0

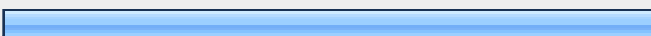
9. D. The superintendent will not fail to establish with students and their parent(s)/guardian(s) a clear understanding of what may be expected from the service offered. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?			
		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
		Comment:	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

10. Question on compliance: Is the Superintendent compliant with this overall statement?			
		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		0.0%	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

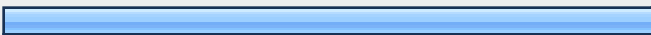
11. E. The superintendent will not fail to inform students and their parent(s)/guardian(s) of this policy. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
		Comment:	0
		answered question	5
		skipped question	0

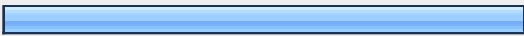
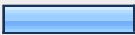
12. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		0.0%	0
		answered question	5
		skipped question	0


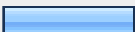
13. F. The superintendent will not fail to provide a way to be heard for persons who believe that they have not been accorded a reasonable interpretation of their protections under this policy. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
1. This is one situation where a procedure, so long as it is followed, is evidence of compliance.		Comment:	1
		answered question	5
		skipped question	0

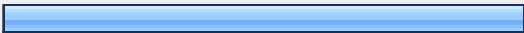
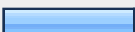
14. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		80.0%	4
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		20.0%	1
		answered question	5
		skipped question	0


15. G. The superintendent will not fail to provide an open, responsive and language-appropriate environment that encourages parent engagement. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		80.0%	4
I have concerns about this interpretation		20.0%	1
<div style="border: 1px solid red; padding: 5px;"> 1. Interpretation does not appear to include specific reference to the language appropriate piece of this item. Given the makeup of our parent population, I would think the language access issue might receive more attention in both interpretation and evidence. </div>		Comment:	1
		<i>answered question</i>	5
		<i>skipped question</i>	0

16. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		80.0%	4
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		20.0%	1
		<i>answered question</i>	5
		<i>skipped question</i>	0

17. Board discussion on this Executive Limitation policy is scheduled to happen annually. In future, is annual board discussion on EL 1000.2.1 sufficient?

		Response Percent	Response Count
Annually is sufficient		100.0%	5
Need more often		0.0%	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

18. Additional comments on board discussion of 10/9/09 EL 1000.2.1 Treatment of Students and Their Parent (s)/Guardian(s)?

1. In terms of the evidence of compliance provided by the superintendent, having systems, policies, procedures, handbooks, guidelines, etc. in place, in my mind, does not constitute evidence of compliance. As such, I was unable to determine compliance on 5 of the 8 questions pertaining to Policy 1000.2.1.

**Response
Count**

1

answered question

1

skipped question

4

**Yakima School District
Executive Limitations Monitoring Report**

**1000.2.1
TREATMENT OF STUDENTS
AND THEIR PARENT(S)/GUARDIAN(S)**

October 9, 2009

<i>With respect to interactions with students and their parent(s)/guardian(s), or those applying to be students, the superintendent will not cause or allow conditions, procedures, or decisions which are unsafe, untimely, undignified, unlawful, or unnecessarily intrusive.</i>	In compliance
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Interpretation

I interpret this policy to require a courteous, respectful culture throughout the school district. This is accomplished through policies, leadership practices, and communication structures that support and maintain appropriate conditions, as follows:

- Protect against the five prohibitions;
- Communicate protections and expectations to all students, parents, and staff;
- Provide appropriate recourse for students if a lapse from established standards should occur; and
- Correct or improve conditions as necessary to maintain a safe and respectful school environment.

I interpret the prohibitions as follows:

1. **Unsafe conditions, procedures or decisions:** “Unsafe” means *failing to provide safeguards, interventions, and remedies that can reasonably be expected in a school environment to protect students’ physical and emotional well-being.*
2. **Untimely conditions, procedures or decisions:** “Untimely” means *failing to provide the conditions, procedures or decisions at the opportune time.*
3. **Undignified conditions, procedures or decisions:** “Undignified” means *failing to provide the conditions, procedures or decisions that demonstrate the worth of individuals.*
4. **Unlawful conditions, procedures or decisions:** “Unlawful” means *failing to abide by those conditions, procedures or decisions as prescribed by law.*
5. **Unnecessarily intrusive conditions, procedures or decisions:** “Unnecessarily intrusive” means *requiring personal disclosures by or about students for which there is no appropriate educational purpose.* [See #1 below]

In a complex organization like the Yakima School District, the interpersonal exchanges each day number in the millions. I interpret compliance as the maintenance of clear expectations and, if needed, the procedures for corrective action to be used to sustain those expectations. In short, compliance is the clear, consistent valuing of respect, courtesy, and meaningful informational exchange as hallmarks of district life.

Evidence of Compliance

Each school has a Safety Committee which meets on a regular basis to consider, among other things, the school environment from the perspective of students' physical and emotional well-being.

Some decisions (e.g., special education and student discipline) are bound by specific timeframes. Program managers and principals monitor compliance.

For the 2008-09 school year, all relevant complaints have been resolved through informal conferences or hearings at the teacher, principal, and/or superintendent/designee level, with the exception of one. The one not yet resolved continues to be addressed through the appropriate district operational procedures. By the nature of this policy, efforts in this area are ongoing.

<i>Further, without limiting the scope of the foregoing by this enumeration, the superintendent will not:</i>	In compliance
<i>1. Elicit information for which there is no clear purpose or necessity.</i>	

Interpretation

Student records management and retention are controlled by statute; state guidelines for destruction of student records are dictated by the Washington Administrative Code (WAC). In addition, I interpret this to mean that files are to be purged periodically to ensure that inappropriate (unofficial) materials are not allowed to accumulate. This includes correspondence and e-mail files relating to students.

Further, I interpret this to mean that the District complies with the federal Family Educational Rights and Privacy Act (FERPA) by creating and following a system that ensures that individuals who work and learn within the school district will not be photographed without their consent; they will not have personally identifiable information (directory information) published if they request that it be withheld; nor will the media or members of the general public have unauthorized access to the ordinary activities of students and staff except when activities take place in a public setting, e.g., a student concert or drama production, athletic competition or special assembly open to the public. In this context, I interpret general public to mean non-staff who have not been specifically authorized or invited to be present by a school or district official.

Evidence of Compliance

There are monthly meetings throughout the school year for registrars/secretaries. Training is provided regarding enrollment forms, questions that can/cannot be asked during enrollment, etc.

The school district complies with the standards set by FERPA.

There is a complaint process for students/parents/guardians if they believe they have been asked for information that is not necessary. One such complaint was received during the 2008-09 school year. However, the question asked (address of residence) was appropriate.

Procedures for protecting privacy as external research is conducted in the district are managed and monitored by the Deputy Superintendent and Director of Academic Assessment.

<p><i>The superintendent will not:</i></p> <p>2. <i>Use methods of collecting, reviewing, transmitting, or storing student, parent(s)/guardian(s) information that fail to protect against improper access to the material elicited.</i></p>	<p>In compliance</p>
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Interpretation

I interpret this to mean that the methods of collecting, reviewing, transmitting, and storing student records shall protect against access by:

- Adult volunteers;
- General public;
- Student assistants in offices and classrooms; and
- Staff with no clear professional interest in a student matter.

Further, I interpret this to mean that confidential student and staff information will be:

- Maintained in secure locations;
- Accessed only by authorized persons performing official duties;
- Appropriately transmitted to or made available for review by the individuals to whom it pertains, including parent(s)/guardian(s) with the right of access to their student’s records;
- Lawfully archived and destroyed; and
- Password-protected when stored in electronic formats.

To ensure reasonable protections in all schools, all educational program administrators will use a system of monitoring and certifying compliance, including the following:

- a. Staff orientation;
- b. Published rules and procedures;
- c. Protected storage
- d. Signed assurances by staff and volunteers regarding:
 - i. Confidentiality
 - ii. Compliance with published procedures

Evidence of Compliance

Schools, programs, and departments are systematic in their approach to collecting, reviewing, transmitting, and storing of student records. Confidential student and staff information is secured in such a manner as to provide access only to those who are authorized. Requests for medical and mental health records are particularly limited to appropriately designated record custodians. All electronic formats for student records, such as Citrix and Skyward/WESPaC, are password-protected. The district provides on-going training for building secretaries/registrars so that the district follows relevant laws regarding the archiving or destroying of information. The following Operational Procedures are followed:

- 3121, 3121P Enrollment and Attendance Record
- 3600, 3600P Student Records
- 3600.1XE Request for Sending Personally Identifiable Records (English)
- 3600.1XS Request for Sending Personally Identifiable Records (Spanish)

- 3600.2X Student Records Collection and Dispersal
- 3600.3XE Student Health Information Update (English)
- 3600.3XS Student Health Information Update (Spanish)
- 3600.4XE Parent Consent for Adult Student to Assume Records Control (English)
- 3600.4XS Parent Consent for Adult Student to Assume Records Control (Spanish)
- 3605.2XE Release of Information Form (English)
- 3605.2XS Release of Information Form (Spanish)
- 3605 Release of Student Directory Information
- 3605.1X Student Information Annual Notification
- 3605.2XE Release of Information Form (English)
- 3605.2XS Release of Information Form (Spanish)
- 4100, 4100P Confidential Information
- 4340, 4340P Public Access to District Records
- 4341 Release of Lists of Students' or Employees' Names

<i>The superintendent will not:</i>	In compliance
3. Operate facilities without appropriate accessibility and privacy.	

Interpretation

I interpret this to mean that the school district facilities will be accessible to students and parents/guardians, as appropriate. [See Board Policy 1000.2.6 and Operational Procedure 4330.]

Further, as appropriate, privacy is provided, e.g., at parent-teacher conferences, meetings with counselor/administrator, and administrator/student discussions during the disciplinary process.

Evidence of Compliance

The school district follows Board Policy 1000.2.6 and Operational Procedure 4330 to ensure that facilities, as appropriate, are accessible to parents and students. Additionally, as needed, privacy is provided within the facilities.

<i>The superintendent will not:</i>	In compliance
4. Fail to establish with students and their parent(s)/guardian(s) a clear understanding of what may be expected from the service offered.	

Interpretation

I interpret this to mean that services that are provided are clearly explained to students and their parent(s)/guardian(s). Examples include, but are not limited to, Highly Capable Education, Special Education, 504, Title I, Migrant Education, Learning Assistance Program, Transitional Bilingual Education, Occupational Education, Athletics, and Activities.

The following Operational Procedures provide guidance when communicating with parent(s)/guardian(s):

- 4120 Public Information Program
- 4121 Staff Communications Responsibility
- 4123 Printed and/or Oral Communication – Staff & Students

Evidence of Compliance

Printed materials that explain the service are provided to families, e.g., Special Education, 504, Athletic Handbook, High School Course Guide, and Student/Parent Handbooks. Services are explained in parent meetings.

The Operational Procedures listed above are followed.

<i>The superintendent will not:</i> 5. Fail to inform students and their parent(s)/guardian(s) of this policy.	In compliance
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Interpretation

I interpret this to mean that Executive Limitations Policy 1000.2.1 will be shared with students and parents/guardians.

Evidence of Compliance

Executive Limitations Policy 1000.2.1 is on the school district’s website. The different elements of this policy are shared through a variety of strategies, as described in each section’s Evidence of Compliance in this report.

<i>The superintendent will not:</i> 6. Fail to provide a way to be heard for persons who believe that they have not been accorded a reasonable interpretation of their protections under this policy.	In compliance
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Interpretation

I interpret this to require two systems: one for students and one for parents/guardians. Both systems should provide an effective means for both to be heard regarding their concerns.

Evidence of Compliance

Following are examples of information that is shared with students and parents regarding their opportunity to ‘be heard.’

Students

- **Student Handbooks** describe the rights and responsibilities of students in the Yakima School District, including appeal rights. These are updated annually and distributed to all students.
- **District Operational Procedure 4312** outlines the steps one follows when filing a complaint concerning staff or programs.
- **Informal Meetings** with building- or district-level administration are always available.

Parents/Guardians

- **Parent Handbooks** describe the rights and responsibilities of parents and their students in the Yakima School District, including appeal rights. These are updated annually and distributed to all parents/guardians.
- **District Operational Procedure 4120** details the school district’s public information program.
- **District Operational Procedure 4121** explains staff communications responsibility.
- **District Operational Procedure 4312** outlines the steps one follows when filing a complaint concerning staff or programs.
- **Special Education Procedural Safeguards** clarify the educational, informational, and appeal rights of students and their parents. This document is given at least once each year to parents of children who are eligible for special education service; it is given upon the first referral for special education evaluation and at any other time it is requested.
- **Informal Meetings** with building- or district-level administration are always available.

At the school board’s monthly business meeting, there is an opportunity for “Public Comment.” This Public Comment time provides anyone the opportunity to be “heard” by the members of the school board.

<i>The superintendent will not:</i>	In compliance
<i>7. Fail to provide an open, responsive and language-appropriate environment that encourages parent engagement.</i>	

Interpretation

I interpret this to mean the District must provide meaningful, ongoing opportunities for parents to act as educational partners in their students’ school experience.

Current Operational Procedure 2180.2X defines six (6) parent partnership outcomes:

1. Parenting Advocacy: Supporting parents in their role as parents and advocates for their children’s needs;
2. Communicating: Having continuous two-way communication between home and school;
3. Helping with School Work: Increasing family involvement in learning activities at home;
4. Volunteering: Providing opportunities for involvement at the school;

5. School Governance: Involving parents in advisory or decision-making committees; and
6. Community Connections: Improving collaboration and exchanges with community groups, individuals, and social service agencies.

Evidence of Compliance

The Yakima School District is exceptionally welcoming to parents who wish to support the learning of their children as individuals, serve as volunteers within the schools or on committees, question, give input, and/or become better informed on topics of interest.

Each school holds unique activities to incorporate parents into the learning process and school culture. Examples include, but are not limited to, the following: Open House, student-led conferences, math night, reading night, invitations to assemblies, concerts, and other productions.

Parent resources for supporting student learning in the various content areas are available on the district website.

Parents are invited to preview, become fully informed about, and give or withhold permission for their students to participate in the fifth grade FLASH curriculum.

Electronic student report systems (Family Access) give students and parents convenient on-line access to student grades, emergency information, and other data on file.

Direct access to teachers through e-mail enhances and reduces time lag in parent-teacher communications.

All special programs (e.g., Special Education, Title I, Highly Capable, Migrant, Transitional Bilingual Education, Occupational Education) include parents in advisory committees.

Parent input is sought through established district-wide committees, e.g., Levy Committee, Bilingual Education Committee, Migrant Education Committee, and Yakima PTSA Council.

Parent volunteers are legion throughout the district.

District employees serve on various boards of community organizations, e.g., Yakima Schools Foundation and Central Washington Comprehensive Mental Health. Some employees are members of service organizations, e.g., Rotary International and Lions Club.

The Yakima School District continues to offer Spanish-language classes for its employees and English-language classes for parents. Some staff increase their Spanish speaking, listening, and writing skills through the use of software, e.g., Rosetta Stone.

Translation services are provided throughout the district, as needed. Examples include, but are not limited to, having an interpreter at the monthly business meeting of the school board and translating school newsletters. The Central Services receptionist is bilingual and when she is on her breaks/lunch a bilingual staff member mans that station.

Documents produced and distributed by the Community Relations Department are targeted at the 9th-grade reading level.

YV-TECH offers a 'Bilingual Paraprofessional Program' for high school students. One element of their practicum experience is to work in the elementary schools with students, staff, and parents.