

**Policy Type: Staff/Superintendent Guidelines**

**Treatment of Students, Parents and Community**

With respect to staff interactions with students, parents and the community, the Superintendent shall not cause or allow conditions, procedures, actions or decisions that are or have the potential of being disrespectful or disruptive.

Accordingly, the Superintendent shall:

1. Use methods of collecting, reviewing, transmitting and storing information that reasonably protect confidential information.
2. Provide for effective handling of grievances and complaints.
3. Adequately inform students, parents and the community of district policies, procedures and school choices within the district.
4. Respond meaningfully and in a timely manner to concerns raised by students, parents and community members and report, in a timely manner, on any serious or repeated concerns and responses to the Board.