

DIRECTOR ORIENTATION

The Board will help newly-elected or appointed Directors to understand the policies and procedures of the Board. To facilitate this process, new Directors will be provided with:

- A. WSSDA publications (e.g. *Open Public Meetings, Conflict of Interest, Washington School Board Standards, Serving on Your Local School Board, The Basics of School Law, and Parliamentary Procedure*);
- B. Goals for the school district and plans, if developed;
- C. Board policies and administrative procedures;
- D. Student rights, responsibilities and conduct;
- E. District staff handbook;
- F. Student and staff handbooks from individual schools;
- G. Collective bargaining agreements;
- H. District and school budget;
- I. Financial status reports (most recent copies);
- J. Board minutes (past year);
- K. Achievement test results and relevant data for evaluating student learning; and
- L. Staff member job descriptions.

The Board chair, or a designee, and the Superintendent will assist each new director in the review of these materials and will review the role and function of the various administrators employed by the District. The orientation will include, as per district policy, how to: (1) arrange for visits of school or administrative offices; (2) request information regarding school operations; (3) respond to a complaint concerning staff or program; and (4) handle confidential information. Directors will be encouraged to attend meetings, workshops and conferences to increase their knowledge and competencies.

Board Code of Ethics

The College Place Board of Directors endorses the following Code of Ethics for Board Members:

- A. I will be an advocate for public education.
- B. I will uphold and enforce all laws, state Board rules and regulations and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

- C. I will make decisions in terms of the educational welfare of children and will strive for public schools which can meet the individual needs of all children regardless of their ability, race, sex, creed or social standing.
- D. I will join with my fellow members on the Board, the staff, the community and the students in continuing study of the nature, value and direction of contemporary education in our society in order to facilitate needed change in our schools.
- E. I will work to help the people of my community understand the importance of public education and the need to support it.
- F. I will strive to ensure that people are accurately informed about our schools, and I will try to interpret to the staff the aspirations of the community for its schools.
- G. I will recognize that my responsibility is not to run the schools but, together with my fellow Board Members, to see that they are well run.
- H. I will arrive at conclusions after discussing the issues at hand with my fellow Board Members assembled in meeting.
- I. I will recognize that authority rests with the whole Board assembled in public meetings and will make no personal promises nor take any private action, which may compromise the Board.
- J. I will hold confidential all matters pertaining to the schools which, if disclosed would needlessly injure individuals or the schools.
- K. I will vote to appoint, upon proper recommendation by the appropriate Administrative Officer, the best-trained technical and professional personnel available.
- L. I will support and protect school personnel in proper performance of their duties.
- M. I will refer all complaints to the Chief Administrative Officer and will act on such complaints at public meetings only after failure of an administrative solution.