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BOARD POLICY

Policy No. 4095

COMMUNITY RELATIONS

4095 STUDENTS RIGHTS AND RESPONSIBILITIES: APPLICATION FOR READMISSION AFTER SUSPENSION OR EXPULSION

A student who has been suspended or expelled who wishes to reenter any Eastmont school prior to termination of the imposed sanction may be readmitted if sufficient evidence is submitted to the appropriate school authorities to indicate that the student may reasonably be expected to comply with school regulations upon readmittance. Such a student shall submit to the school authority who initially imposed the sanction, or his/her successor, a written request to return to school. This request shall include:

1. Why the student believes readmittance at this time is appropriate.
2. New evidence, if any, which would support the student's request.
3. Supporting references, if any, such as statements from the parent or guardian or agencies or private practitioners who may have assisted the student.

If at the time of the imposition of the sanction no formal hearing was requested by the student, the school authority who imposed the sanction may readmit the student to school upon being satisfied that the evidence presented by the student justifies readmission. If a formal hearing was held prior to the imposition of the sanction, the school authority who recommended the sanction shall consult with the hearing officer regarding the student's request for readmission and secure the concurrence of the hearing officer prior to readmitting the student. In the event of lack of agreement between the school authority who recommended the sanction and the hearing officer regarding the student's readmission, the hearing officer's decision shall prevail. If an appeal of the hearing officer's decision concerning the sanction was made to the Board of Directors, the school authority who recommended the sanction and the hearing officer shall submit the student's request for readmission, along with their individual recommendations for action on this request, to the Board of Directors for its final decision. The school authority who recommended the sanction, the hearing officer and the Board of Directors may, at their discretion, meet with the student and the student's parents or other representative to discuss the request for readmission prior to acting on the request or may, at their discretion, schedule a hearing to consider new evidence. Any of these school authorities may, however, render their decision entirely upon the basis of the written materials submitted, without further hearings.

BOARD POLICY

Policy No. 4095 (Cont'd)

The school authority who initially imposed the sanction, the hearing officer and/or the Board of Directors may establish reasonable conditions for readmission, including reimposition of the remainder of the term of the sanction, should the student fail to fulfill these conditions. The decision on the student's request for readmission shall be rendered within 10 school days after receipt of the request by the school authority who recommended the sanction or the hearing officer, or within 15 school days after receipt of the request if the judgment of the Board of Directors is required.

Adopted by the Board February 26, 1996

BOARD POLICY

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COMMUNITY RELATIONS

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Adopted by the Board February 26, 1996

BOARD POLICY

Policy No. 4130

COMMUNITY RELATIONS

4130 TITLE I PARENTAL INVOLVEMENT

The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title 1 programs. The Board views the education of students as a cooperative effort among school, parents and community.

The district and parents of students participating in Title 1 programs shall jointly develop and agree upon a written parent involvement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will:

- A. Involve parents in the joint development of the district's overall Title 1 plan and the process of school review and improvement.
- B. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Develop activities that promote the schools' and parents' capacity for strong parent involvement.
- D. Coordinate and integrate parental involvement strategies with appropriate programs.
- E. Involve parents in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title 1.
- F. Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
- G. Use findings of annual evaluations to design strategies for more effective parent involvement.
- H. Involve parents in the activities of schools served under Title 1.

The Board shall adopt and distribute the parent involvement policy, which shall be incorporated into the district's Title 1 plan and shall, with parent involvement, be evaluated annually.

Legal References: 20 U.S.C. 1118

Management Resources: *Policy News*, August 2003 No Child Left Behind Update

Adopted by the Board October 27, 2003

POLÍTICA DE LA MESA DIRECTIVA

Relaciones Comunitarias

Número de la Política 4130

4130 Título 1-Participación de Padres

La Mesa Directiva reconoce que la participación de padres de familia contribuye a que los alumnos(as) que participan en el programa de asistencia adicional para estudiantes (el Título 1) logren metas académicas. La Mesa Directiva considera que la educación de niños es un esfuerzo cooperativo entre la escuela, los padres, y la comunidad.

El distrito escolar y los padres de los estudiantes que participan en el programa de asistencia adicional para estudiantes (el Título 1) desarrollarán juntos una política escrita que se referirá a la participación de los padres en el programa; el distrito y los padres deberán llegar a un acuerdo sobre el contenido del documento. Mientras desarrollan e implementan la política, el distrito tomará en cuenta lo siguiente:

- A. Involucrar a los padres de familia en el desarrollo cooperativo del plan total del distrito referente al programa de asistencia adicional para estudiantes (el Título 1) y en el proceso de la revisión y del mejoramiento de las escuelas.
- B. Proporcionar la coordinación, la asistencia técnica, y otro apoyo que sea necesario para ayudar a las escuelas que forman parte del Título 1 en planificar e implementar actividades efectivas que involucren a los padres, con el fin de mejorar los logros académicos y el desempeño escolar de los niños.
- C. Las escuelas y los padres desarrollarán juntos actividades que consigan de una manera significativa la participación en el programa de los padres de familia.
- D. Coordinar e integrar las estrategias que se tratan de la participación de los padres para que concuerden con programas apropiados.
- E. Conseguir la participación de los padres para realizar una evaluación anual del contenido y de la eficacia de la política en cuanto a la calidad académica de las escuelas que están afiliadas con el programa de asistencia adicional para estudiantes (el Título 1).

F. Identificar los obstáculos a la participación de parte de los padres que experimenten desventajas económicas, que sean incapacitados, que tengan habilidad limitada en inglés o en alfabetización, o que pertenezcan a una minoría racial o étnica.

G. Usar los descubrimientos de las evaluaciones anuales para diseñar estrategias que contribuyan a mayor participación de padres.

H. Involucrar a los padres en las actividades de las escuelas que están afiliadas con el programa de asistencia adicional para estudiantes (el Título 1).

La Mesa Directa adoptará y distribuirá la política sobre la participación de padres, la cual estará incorporada en el plan del distrito para el programa de asistencia adicional para estudiantes (el Título 1). La Mesa Directiva, con la participación de los padres de familia, evaluará la política anualmente.

Referencias legales: 20 U.S.C. 1118

Recursos de Administración: Noticias de Políticas, agosto 2003 Actualización de la ley sobre igualdad de oportunidades educativas «Qué Ningún Niño Esté Dejado Atrás»

Adoptada por la Mesa Directiva el 27 de octubre del 2003

BOARD POLICY

Policy No. 4150

COMMUNITY RELATIONS

4150 ADVERTISING IN SCHOOLS

It shall be the policy of Eastmont School District No. 206 that advertising in the schools of the district be limited to the promotion of activities which would be of value, service, or interest to the children in the schools.

Such advertising may be only in the form of posters on bulletin boards in halls and offices and at the discretion of the building principal.

Use of pupils or classrooms for advertising purposes is specifically prohibited, as is the distribution of admission tickets of no monetary value, as admission to events being advertised.

All bulletins and flyers that would be sent home with students must be approved by the office of the Superintendent of Schools.

Adopted by the Board March 10, 1975

Revised by the Board November 14, 1994



BOARD POLICY

Policy No. 4200

COMMUNITY RELATIONS

4200 SAFE AND ORDERLY LEARNING ENVIRONMENT

Contacts With Staff

The learning environment and the staff's time for students shall be free from interruption. Except in emergencies, staff shall not be interrupted in their work. Brief messages shall be recorded so as to permit the staff member to return the call when free.

Certificated staff shall be available for consultation with students and patrons one-half-hour before and after school time. Students and patrons are urged to make appointments with staff to assure an uninterrupted conference.

No one shall solicit funds or conduct private business with staff on school time and premises.

Visitors

The board welcomes and encourages visits to school by parent, other adult residents of the community and interested educators. The superintendent shall establish guidelines governing school visits to insure orderly operation of the educational process and the safety of students and staff.

Disruption of School Operations

If any person who's willfully disobeying, disrupting or obstructing any school program, activity, or meeting, or threatens to do so or is committing, threatening to imminently commit or inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official, classified or certificated staff member or invitee of the school district, the superintendent or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the superintendent or staff member shall immediately call for the assistance of a law enforcement officer.

Legal Reference:	RCW 28A.635.020	Willfully disobeying school administrative personnel or refusing to leave public property, violations, when - Penalty
	RCW 28A.635.030	Disturbing school, school activities, or meetings

BOARD POLICY

Policy No. 4200 (Cont'd.)

RCW 28A.635.090	Interfering by force or violence with any administrator, teacher, or student unlawful
RCW 28A.635.100	Intimidating any administrator, teacher or student
RCW 28A.605.020	Parents' access to classroom or school sponsored activities
<u>20 U.S.C. § 9528</u>	<u>No Child Left Behind Act, Military Recruiter Provision</u>
WAC 180-44-050	School day as related to the teacher

Adopted by the Board February 10, 2003

BOARD POLICY

Policy No. 4210

COMMUNITY RELATIONS

4210 PARENT/STAFF ORGANIZATIONS

The Eastmont School District supports and encourages the formation of one parent/staff service organization or booster club within each of its individual schools for the purpose of conducting activities.

Activities conducted shall be of value and service and shall be appropriate for the specific building. These activities shall function under the advisement and coordination of the building principal or designee.

It is acknowledged that the activities and services of parent/staff organizations are a cooperative effort provided under the auspices of the Eastmont School District, and actively involve the students and patrons of the district. It is therefore proper and prudent that the district oversee its administrative responsibilities and liabilities in this regard.

It will be the responsibility of these organizations to abide by the established policies and procedures of the school district. Each building principal shall provide and review appropriate policies and procedures with each parent/staff board on an annual basis.

All services and equipment provided and donated to the Eastmont School District shall have the approval of the district superintendent or his designated building representative, and shall become the sole property and responsibility of the school district.

Funds and donated materials are frequently generated from students and patrons of the district. It therefore is prudent to guarantee a full accounting and proper allocation of these funds to those patrons.

It shall be the responsibility of each parent/staff organizational board to review monthly the status of all accumulated funds and expenditures with each building principal. Additionally, it shall be the responsibility of the organizational board to publish annually a general end-of-year accounting.

In an effort to further develop and maintain a positive, responsible public image of our schools, it is necessary to provide both continuity and clarity of effort.

Therefore all printed materials or projects, including bulletins, distributed through or on behalf of the schools which designate, promote, or imply the support of the district shall be duly approved and edited by the district superintendent or his designated building representative.

Adopted by the Board April 18, 1986

Revised by the Board November 14, 1994

BOARD POLICY

Policy No. 4211

COMMUNITY RELATIONS

4211 RELATIONS WITH COMMUNITY AGENCIES

The Board recognizes that the community service responsibilities of a School District rightfully extend beyond provision of basic academic instruction to youth. It is aware that such responsibilities sometimes entail cooperation with governmental and private agencies in offering types of service for which schools are especially qualified or equipped. Such services may include but are not limited to United Way solicitations, disease immunizations, and health and safety screening programs.

The administration is directed to evaluate carefully each request for the School District to facilitate or support externally sponsored public services. It should approve only those in which community interest is favorably balanced against the time and personnel resources which the School District directs to such facilitation or support. All approved community services should be implemented in a manner which will minimize diversion from the District's primary instructional mission.

Adopted by the Board March 23, 1981

Revised by the Board November 14, 1994

BOARD POLICY

No. 4230

COMMUNITY RELATIONS

4230 **SCHOOL CONNECTED GROUPS**

The Board recommends that each school in the district have a regularly organized parent-teacher association.

Adopted by the Board November 25, 1968

BOARD POLICY

Policy No. 4312

COMMUNITY RELATIONS

4312 COMMUNITY GRIEVANCES

It is the belief of the Board of Directors of Eastmont School District No. 206 that many problems which arise and cause concern among the members of a community in connection with schools stem from misunderstandings, lack of communication, and perhaps an unawareness of procedures. The board wishes the patrons of this district to know that they do have opportunity to have their comments, concerns or criticisms considered and answered, and that all people connected with the school district -- teachers, principals, superintendents, and school board -- would appreciate being given the opportunity to answer questions or hear comments from members of the community.

Constructive criticism can be helpful to the district. All the same, the board has confidence in its staff and programs and shall act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member shall be referred to the superintendent for investigation.

The superintendent shall develop procedures to handle complaints concerning staff or programs. Complaints regarding instructional materials should be pursued in the manner suggested by Policy 2311 (Selection and Adoption of Instructional Materials).

Legal Reference:	RCW 28A.405.300	Adverse change in contract status of certificated employee-- Determination of probable cause-- Notice--Opportunity for hearing
	42.30	Open Public Meetings Act

Adopted by the Board March 24, 1975

Revised by the Board March 25, 1985

Revised by the Board November 14, 1994

BOARD POLICY

Board Policy No. 4313

COMMUNITY RELATIONS

4313 **NOTIFICATION OF THREATS OF VIOLENCE OR HARM**

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The superintendent is directed to develop and implement procedures consistent with this policy.

Cross References:	Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Board Policy 3240	Student Conduct
	Board Policy 3300	Corrective Actions or Punishment
	Board Policy 3320	Suspensions or Expulsions
	Board Policy 3324	Appeal Process for Long-Term Suspension Or Expulsion

BOARD POLICY

Policy No. 4313 (Cont'd.)

Board Policy 3331
Board Policy 5255

Emergency Expulsion
Disciplinary Action and Discharge

Legal References: RCW 28A.320.128

Notice and disclosure policies – Threats of
Violence – Student Conduct – Immunity for
Good faith notice – Penalty

WAC 180-40
20 U.S.C. § 1232g
34 C.F.R. Part 99

Pupils
Family Educational Rights and Privacy Act
FERPA Regulations

Adopted by the Board August 25, 2003

BOARD POLICY

Policy No. 4315

COMMUNITY RELATIONS

4315 REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A.** persons engaged in military, law enforcement, or school district security activities;
- B.** persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C.** persons competing in school authorized firearm or air gun competitions; and
- D.** any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A.** persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B.** persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person’s possession and are to be used in a school-authorized martial arts class.

BOARD POLICY

Policy No. 4315 (Cont'd)

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. **Students who violate this policy shall be subject to discipline, including a one year expulsion for a violation involving a firearm.**

Cross References:	Board Policy	3240	Student Conduct
		3300	Corrective Actions or Punishment
Legal References:	RCW 9A.16.020		Dangerous weapons on school grounds
	RCW 9.91.160		Use of force--when lawful
	RCW 28A.600.420		Personal Protection Spray devices
			Firearms on school premises, transportation or facilities – Penalty -- Exemptions

PNA 9710.02 – Legislature also addresses “look-alike” firearms

Adopted by the Board November 14, 1994
Revised by the Board February 26, 1996
Revised by the Board April 25, 2006

BOARD POLICY

Policy No. 4315

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	RCW 9.91.160		Use of force--when lawful
	RCW 28A.600.420		Personal Protection Spray devices
			Firearms on school premises, transportation or facilities – Penalty -- Exemptions

PNA 9710.02 – Legislature also addresses “look-alike” firearms

Adopted by the Board November 14, 1994
Revised by the Board February 26, 1996
Revised by the Board April 25, 2006

BOARD POLICY

Policy No. 4321

COMMUNITY RELATIONS

4321 ADVERTISING IN SCHOOLS

It is the policy of the Eastmont School District to accept advertising and corporate sponsorship opportunities in order to provide additional revenue for the District. This policy will allow the District to maintain control of and share in the economic benefits of the commercial use of its property, image and trademarks.

The District, while it will not endorse or recommend business, services or products, will accept advertising which is generally supportive of the District's goals and is in the best interests of Eastmont's students. Advertising shall be positive, of high quality and for specifically limited periods. Electronic advertising will be considered on a case by case basis. No advertising will be allowed which:

- interferes with or inhibits classroom instruction or any school function
- promotes the use of illicit drugs, alcohol, tobacco or firearms
- promotes hostility, disorder or violence
- attacks any ethnic, racial or religious group
- is libelous
- is of a sexual nature
- invades the right of others
- promotes any specific religion or religious belief
- promotes or opposes any political candidate or cause.

All advertising activities of the District will be managed and priced by District administration under the direction of the Superintendent. Procedures shall include written terms and conditions agreed upon between the advertising business and the District. Individual schools are prohibited from seeking independent advertising arrangements, separate from the Districtwide arrangements authorized by this policy and any accompanying procedures.

Adopted by the Board January 11, 1999

BOARD POLICY

Policy No. 4330

COMMUNITY RELATIONS

4330 USE OF SCHOOL FACILITIES

The Board of Directors subscribes to the belief that the public schools are owned and operated by and for its patrons. The public is encouraged to use the school facilities, but shall be expected to reimburse **the district** for such use to insure that funds intended for education are not used for other purposes. **On the recommendation of the superintendent, the board shall set the rental rates schedule.**

The Superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities shall maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization. Every outside group, regardless of the groups classification must fill out an Application for Use of School Facilities, which will be kept on file in the main office of the facility. For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

1. School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city, county, or community sponsored recreation groups, polling places, political caucuses and governmental groups. These groups will not be charged a facilities rental fee, but will be subject to the custodial fee if custodial services are required.

2. Nonprofit Groups includes those organizations which might wish to use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week, unless approved between building principal and superintendent. The Fee Structure for Nonprofit Groups renting school district facilities follows.

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BOARD POLICY

Policy No. 4330 (Cont'd)

	ELEMENTARY	INTERMEDIATE	JUNIOR HIGH	HIGH SCHOOL
Classroom	\$ 20	\$20	\$20	\$20
Kitchen	\$30	\$30	X	\$30
Multipurpose/ Commons	X	\$50	\$50	\$50
Auditorium	X	X	\$125	\$125
Computer Lab	X	\$50	\$50	\$50
Gymnasium (Auxilliary)	\$50	\$75	\$125 (\$75)	\$150
Stadium/Football Field	X	X	\$100	\$100 (\$15/hrs.) Lights

3. Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for nonregular use at the prevailing rate charged by commercial facilities in the area. The Fee Structure for Commercial Enterprises renting school district facilities follows.

	ELEMENTARY	INTERMEDIATE	JUNIOR HIGH	HIGH SCHOOL
Classroom	\$30	\$30	\$30	\$30
Kitchen	\$50	\$50	X	\$50
Multipurpose/ Commons	X	\$100	\$100	\$100
Auditorium	X	X	\$250	\$250
Computer Lab	X	\$100	\$100	\$100
Gymnasium (Auxillary)	\$100	\$125	\$200 \$125	\$250
Stadium/Football Field	X	X	\$150	\$200 (\$15/hour) Lights

If a key is given and not returned, you will be charged to recore every lock that the key operates.

BOARD POLICY

Policy No. 4330 (Cont'd)

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of activity group or organization nor for the purposes it represents.

Legal Reference: RCW 28A.335.155 Use of buildings for youth programs
-Limited immunity
28A.320.510 Night schools, summer schools, meetings,
use of facilities for
28A.335.150 Permitting use and rental of playgrounds,
fields, or athletic facilities

AGO **7326.00 – 1973** No. 26 Initiative No. 276 -- School districts - Use
of school facilities for presentation of
programs - Legislature - Elections

Adopted by the Board November 25, 1968
Fee Schedule Revised and Adopted by the Board November 30, 1981
Revised by the Board March 25, 1985
Revised by the Board August 13, 1990
Revised by the Board August 8, 1994
Revised by the Board November 14, 1994
Revised by the Board **November 22, 2005**

BOARD POLICY

Policy No. 4340

COMMUNITY RELATIONS

4340 PUBLIC ACCESS TO DISTRICT RECORDS

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the district, full access to information concerning the administration and operations of the district shall be afforded to the public as provided by the Public Disclosure Law. Public access to district records shall be afforded according to the procedures developed by the superintendent and periodically reviewed by the board.

“School district records” include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district which is prepared, owned, used, or retained by the district. “Writing” means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication on representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. “School district records” do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The superintendent or designee shall serve as “public records coordinator” with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator he/she shall authorize the inspection and copying of the district’s records only in accordance with the criteria set forth in this policy.

In accordance with RCW Chapter 42.17, the district shall make available for public inspection and copying all district records, or portions, except those which contain the following information:

- A. Personal information from any file maintained for students (RCW 42.17.310(1)(a). Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g and adopted district policy;
- B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy (Requests for verification of employment are not public records and will not be disclosed. Performance evaluations that do not discuss specific instances of misconduct are private and not of legitimate public concern. They will not be disclosed) (RCW 42.17.310(1)(b));

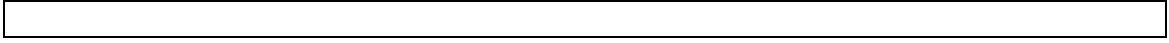
BOARD POLICY

Policy No. 4340 (Cont'd)

- C. Test questions, scoring keys, or other examination data used to administer academic tests (RCW 42.17.310(1)(f));
- D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal (RCW 42.17.310(1)(g)).
- E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the district in connection with any district action (RCW 42.17.310 (1)(i));
- F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts -- RCW 42.17.310(1)(j);
- G. Records or portions of records the disclosure of which would violate personal rights of privacy--RCW 42.17.260(1) and RCW 42.17.310(2);
- H. Records or portions of records the disclosure of which would violate governmental interests -- RCW 42.17.310(2);
- I. The residence addresses and telephone numbers of staff members and volunteers held in personnel records, rosters, and mailing lists- RCW 42.17.310 (i)(u).
- J. Personally identifiable information for special education students - WAC 392-171-636.

If the district denies any request, in whole or in part, for inspection and copying of records, the district shall provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies.

If the record which is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the district shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.



BOARD POLICY

Policy No. 4340 (Cont'd)

The district may inquire into the purpose for which a record is requested and may use the answer to aid in determining whether the public has a legitimate interest in obtaining the information, but the district may not decline to furnish the records for public inspection and copying solely because the requester refuses to furnish a reason for the request.

The district may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise disclosable when he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

The coordinator shall inform any employee and appropriate collective bargaining unit representative when a record naming the employee has been requested. The employee and representative shall be informed of the district's intended response to the request.

Legal Reference: RCW 42.17

Disclosure - Campaign - Finances -
Lobbying -- Records

Adopted by the Board November 14, 1994

BOARD POLICY

Policy No. 4410

COMMUNITY RELATIONS

**4410 DISTRICT RELATIONSHIP WITH LAW ENFORCEMENT AND
CHILD PROTECTIVE AGENCIES**

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others such as bomb threats, mass demonstrations with threat of violence, individual threats or acts of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

Cooperation between School District officials, law enforcement and juvenile authorities is essential to ensure social order in public schools. The district prefers to have interrogations or interviews of students conducted off school premises without interrupting the student's educational activities. Occasionally; however, it may be necessary for law enforcement officials or juvenile authorities to interrogate or visit a student during school hours and on school grounds.

The superintendent shall establish procedures for cooperation with law enforcement officials, juvenile authorities and child protective services and the school district.

Legal Reference: RCW 28A.635.020 Willfully disobeying school
 administrative personnel or
 refusing to leave public property,
 violations, when -- Penalty

Adopted by the Board December 16, 1985

Revised by the Board November 14, 1994