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Public Information Program

The District shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' performance and needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for a District annual report, news releases at appropriate times, news media coverage of District programs and events, and regular direct communication between individual schools and the patrons they serve. The public information program shall also assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together. At times, Board meetings may be scheduled at neighborhood schools. Survey instruments and/or questionnaires may be developed in order to gain a broad perspective of community opinion.

The Board is a nonpartisan public body and as such shall not endorse political candidates. Neither staff nor students shall be asked to disseminate campaign materials from the schools nor shall any of the District's facilities or communications services be used to disseminate such material.

The Superintendent shall identify staff who have significant public information responsibilities and establish guidelines for their work. The guidelines shall address such matters as authority for making releases and the nature and content of bulletins to parents.

COLLECTION OF DISCIPLINARY DATA

The District will collect data on student disciplinary actions taken in each school, and the information will be available to the public on request. This information may not be personally identifiable, and shall not include a student's name, address or social security number.

DISTRICT ANNUAL REPORT

An annual report addressing the activities of the school District and the administration's recommendations for improvement of student learning and District operations shall be prepared by the Superintendent and presented to the Board in the fall of the following year. Upon Board approval, the report shall be made available to the public and used as one means for informing parents and citizens, the state education agency, and other Districts in the area of the programs and conditions of the District's schools. The District is required to ensure awareness of and compliance with certain statutory requirements as specified in policy #2106. When the District is not in compliance, such deviations shall be incorporated into the annual report.

Cross Reference: Board 2106 Program Compliance

Legal References: RCW 28A.150.230 Basic Education Act of 1977--District school directors as accountable for proper operation of District--Scope--Responsibilities

Adoption Date: 10.15.00

Revised: 10.08.07

Public Information Program

Principals are encouraged to initiate media coverage of their school programs and activities. The Superintendent shall authorize the release of information when the topic being covered involves more than one building. The following guidelines relate to the public information program:

- A. Media representatives shall be supplied factual information with the request that they not publish or broadcast any facts which are injurious to staff or students or which would serve no constructive purpose.
- B. Media representatives should be kept fully informed on all aspects of the program so that any reporting shall be done on the basis of a complete and accurate overview.
- C. Student should be informed that they have the right to deny an interview or photograph. A release form signed by a parent shall be secured before allowing an individual to photograph and conduct an interview that would "single out" any special education student or identify a student whose parents have signed a form to withhold directory information.
- D. During regular school hours, all media representatives must report to the building office for identification and authorization before going to any part of the building or contacting any individual.
- E. Staff members shall secure authorization from the principal before contacting the media on behalf of the school. This shall not preclude a staff member from contacting the media as a private individual.

ANNUAL DISTRICT REPORT

The Annual District Report shall include but not be limited to:

- A. A summary of the student performance towards Washington State Essential Learning Requirements;
- B. Results of District-wide achievement testing;
- C. Budget information, including student enrollment, classroom staff, support staff, administrative staff, and special levy expenditures.

Date: 08.15.98
Revised: 10.8.07

Staff Communications Responsibility

Staff share the responsibility for communicating and interpreting the District mission, its policies, programs, goals and objectives to members of the community. Staff shall perform their services and functions to the best of their ability and communicate with members of the community, parents, students and other staff in a sincere, courteous and considerate manner. Staff shall strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of any organization.

Confidential information about students or other staff shall be released only as permitted by statute and District policies and procedures.

Cross Reference: Board 4020 Confidential Communications

Adoption Date:

Confidential Communications

The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:

- A. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian shall remain confidential and be used only for the purpose that its access was granted.
- B. While certain professionals may have a legal confidential relationship as in attorney-client communications, school staff members including counselors (except licensed psychologists) do not possess a confidentiality privilege.
- C. A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g., child abuse, sale of drugs, suicidal ideation).
- D. A staff member shall exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
- E. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Educational Rights and Privacy Act (FERPA).
- F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

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| Cross References: | Board Policy 2140 | Guidance and Counseling |
| | Board Policy 2121 | Drug and Alcohol Use/Abuse Program |
| | Board Policy 3231 | Student Records |
| | Board Policy 4040 | Public Access to District Records |
| | Board Policy 5260 | Personnel Records |

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|-------------------|---------------|---|
| Legal References: | RCW 26.44.030 | Reports — Duty and authority to make — Duty of receiving agency |
|-------------------|---------------|---|

Revised: 02.99; 02.10; 07.10

Public Access to District Records

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, mindful of the right of individuals to privacy and of the desirability of efficient administration of the district. 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 42.56, 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 42.56.230(1). 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. 56.230(2));
- C. Test questions, scoring keys, or other examination data used to administer academic tests (RCW 42.56.250(1));
- 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 42.56.260);
- 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. 56.280);
- 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 42.56.290;
- G. Records or portions of records the disclosure of which would violate personal rights of privacy – RCW 42.56.210 and RCW 42.56.070;
- H. Records or portions of records the disclosure of which would violate governmental interests – RCW 42.56.210;
- I. The residence addresses, telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of employees or volunteers at a public agency held in personnel records, rosters, and mailing lists — RCW 42.56.250(3).

- J. The names, dates of birth, residential addresses and telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact

information of dependents of employees and volunteers of a public agency.

- K. Personally identifiable information for special education students — WAC 392-172A.

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. No request shall be denied solely on the basis that the request is overbroad.

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.

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.

Electronic Records

Electronic records (including e-mail and web content) created and received by the district in the transaction of public business are public records for the purposes of RCW 40.14 and will be managed consistent with all of the laws and regulations governing the retention disclosure, destruction and archiving of public records. The district will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. The district will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. The district will retain records in compliance with the General Records Retention Schedule For School Districts And Educational Service Districts in Washington State found at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Cut-Off

Whenever applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be "cut-off" on December 31, and a new file established on January 1; all fiscal year records can be "cut-off" only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in the office files after "cut-off" only as long as is necessary to satisfy: (1) active reference; (2) audit, when required; and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center or to an appropriate alternative format, including electronically for the remainder of the retention period.

Cross Reference: Board Policy 3231

Student Privacy

Legal Reference: Ch. 42.17 RCW

Disclosure — Campaign Finances — Lobbying

Ch. 42.56
20 U.S.C. § 1232g

Public Records Act
Federal Education Rights Privacy Act (FERPA)

Management Resources: *Policy News*, June 2006
Policy News, October 2005
Policy News, February 2010

Public Records Act
Public Disclosure
Federal Education Rights and Privacy Act
Revisions

Revised: 08.98; 10.05; 05.06; 02.10; 07.10

Public Access to District Records

The following procedures shall be used to carry out the District's policy regarding public access to District records:

Public Records Custodian. At each facility where District records are kept, the site administrator shall serve as public records custodian who shall be responsible for the maintenance of District records in accordance with District policy. The custodian shall permit access to, and copying of, District records by the public with authorization from the Superintendent who is the public records coordinator.

Display of Descriptions, Policies and Procedures. The public records coordinator shall compile, prominently display and make available the following for inspection and copying by the public at the District's central office:

- A. Descriptions of the District's organizational structure;
- B. Descriptions or statements of the general course and method by which the District operates;
- C. Descriptions of how, where and from which employees and the public can obtain information and copies of public records (this policy and procedure);
- D. Descriptions or statements of all formal and informal District procedures;
- E. All District rules of procedure;
- F. All substantive rules of general applicability;
- G. All statements of general policy; and
- H. All interpretations of general applicability developed or utilized by the District.

The public records coordinator shall update the displayed materials identified above whenever an item is amended, revised or repealed.

Index of Certain Records. The coordinator shall be responsible for the preparation and maintenance and availability for inspection and copying by the public of current indexes of the following records:

- A. Statements and interpretations of District policies; and
- B. Administrative staff manuals and instructions to staff that may affect a member of the public;
- C. Planning policies and goals and interim and final planning decisions;
- D. Factual staff reports, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by District staff or others.

The indexes described above shall be kept at the District's central office.

If the coordinator determines that the indexing of one or more of the categories of records described above or one or more of the subcategories within such categories would be unduly burdensome or interfere with District operations, he/she shall request that the Board adopt a formal resolution exempting such categories or subcategories from the indexing required by this section. The resolution shall specify the reasons and the extent to which indexing would unduly burden or interfere with District operations.

Requests for Inspection and Copying. Upon written request, the District shall make available to any person for inspection and copying any record or records not exempted by District policy.

A written request for inspection and/or copying of records may include:

- A. Name, address, and signature of the party requesting disclosure and the date of request;
- B. Specification of the records or types of records requested; and
- C. A statement of the intended use of requested documents if lists of individuals are included. The District shall not deny a request solely due to refusal to furnish a reason for the request.

Written requests for inspection and/or copying of records shall be made to the coordinator at the District's central office or to the student record's custodian at the place where the requested records are kept.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the District's central office and/or the facility where the requested records are kept.

With respect to those records which the coordinator has designated in writing as "open to inspection," the student record's custodian at the facility where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the coordinator.

A response to each written request for inspection and copying of District records shall be provided within five business days. The District may respond by providing the requested record denying the request, or acknowledging receipt of the request and providing a reasonable estimate of the time the District will require to respond. Any denial of a request shall contain an explanation of the statutory basis of the denial. If a record contains disclosable information, the District shall disclose the record with the non-disclosable portion deleted and provide a written explanation of the statutory basis for the deletion.

If a requested record contains personally identifiable information about a person, prior to release the person and appropriate bargaining unit, if any, shall be notified of the request and the District's intended response.

If the public record's coordinator concludes that disclosure of a requested record that is not exempt from disclosure is not in the public interest and would substantially and irreparably damage any person or vital governmental function, the coordinator shall seek a court injunction to prevent disclosure.

Staff shall provide full assistance to members of the public making inquiries or requests related to District records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection. Staff may request a clarification of any request that is unclear and need not respond if the request is not clarified. On request, the District shall make copies of public records for a per-page fee of fifteen cents and the actual cost of postage and an envelope, if any. Determining the actual cost of copying is excessively burdensome therefore the District is using the statutory fifteen cents per page charge.

A staff member 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 coordinator and student record's custodian shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the District.

Endorsement Of Educational Materials

While the Board recognizes the importance of the home as a partner in the educational process, the staff of the District shall not endorse any commercial materials that might be used to supplement a student's program.

Adoption Date:

Distribution of Materials

The board recognizes that nonprofit organizations may want to distribute materials in the school District that are non-curricular but that have social, recreational or educational value for students.

Any nonprofit group wishing to distribute informational material must first submit, to the superintendent or designee, a copy of the material and a statement of the educational value the program provides to students.

Informational materials to be distributed must also be approved by the building principal and meet certain standards prior to distribution. The primary purpose of the standards is to prevent the exploitation of students by individuals or groups.

It is the responsibility of the superintendent, in conjunction with the building principals to draft procedures regarding this policy.

Cross References: Board Policy 2340 Religious-Related Activities and Practices
 Board Policy 3220 Freedom of Expression

Management Resources: Policy News, April 2005 Distribution of Materials

Adoption Date: 5/05

Distribution of Materials

Individuals seeking distribution of information about its program shall submit to the Superintendent a statement of the recreational or educational value to students.

Dissemination of the information does not reflect the Districts endorsement or sponsorship of the activity. All materials distributed must contain the statement "The District does not sponsor this event and the District assumes no responsibility for it. In consideration of the privilege to distribute materials, the West Valley School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards."

The District or the school will not distribute materials that:

- L. Are obscene, lewd, or vulgar;
- M. Are libelous;
- N. Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs;
- O. Promote commercial enterprises, except in special circumstances;
- P. Promote the violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- Q. Proselytize or disparage religious beliefs.

The Superintendent or his/her designee shall review and determine whether the materials are approved for distribution to students. Any further review shall be by the Superintendent/designee whose decision is final.

Date: 04.05

Citizens' Advisory Committees And Task Forces

The Superintendent and/or Board may appoint a citizens' advisory committee or task force as necessary to gather public input and/or establish interaction with the community about selected issues. The committee shall study school matters and submit their findings and recommendations to the Superintendent and/or Board. This committee shall be formed by authorization of the Board. Such authorization shall include a description of the responsibilities and reporting relationships and shall specify the duration of the committee's existence.

Adoption Date:

Citizens' Advisory Committee

The following guidelines have been prepared to assist a citizens' advisory committee or task force:

- A. A specific charge or assignment shall be made to the committee.
- B. The Board or the Superintendent shall appoint a committee member based upon the person's interest and the Board's judgment of the individual's potential contribution to the accomplishment of the committee's task.
- C. The committee shall be advisory only. The Board does not and, under the law cannot, relinquish its decision-making responsibilities.
- D. The committee shall make periodic progress reports to the Board; such interim reports as well as the committee's final findings and recommendations shall become matters of public record by virtue of their presentation to the Board in a public Board meeting.
- E. Minority recommendations, as well as those of the majority, shall be welcomed by the Board.
- F. The duration of the committee shall be indicated when it is established. The Board may authorize the committee to continue its work beyond the original termination date.
- G. Staff consultants and other resource assistance shall be made available. The committee may elect to request advice or opinions from others as well, including representative citizens.
- H. Committee meeting guidelines are as follows:
 - 1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements shall normally be determined by the committee.
 - 2. The committee may invite public attendance if it feels such attendance shall facilitate the accomplishment of its goals.
 - 3. The committee shall develop meeting procedures to assist in the orderly pursuit of its task.
- I. Expenses of the committee may be allowed if authorized in advance.
- J. Appointment of the committee chair shall be the prerogative of the Board.
- K. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the Board's guidelines for a citizens' advisory committee/task force and with specific guidelines and procedures developed for the committee.

School-Support Organizations

The Board encourages the formation of a parent-teacher-student association or similar organization at each school building for the purpose of providing an opportunity through which parents, teachers and students may unite their efforts and interests to enhance the school program. In schools where no such organization exists, another parent group can be recognized by the school principal as the official body through which parents, staff and students may unite their efforts for similar purposes.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive the approval of the school principal or Superintendent in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Adoption Date:

School-Support Organizations

The following guidelines are provided for use by booster and/or PTSA/PTSO groups which are involved in money-raising activities:

- A. Local booster clubs and PTSAs/PTSOs should be incorporated as nonprofit organizations.
- B. In order to receive nonprofit status, the group must file articles of incorporation and bylaws with the Secretary of State. A nonprofit organization must adhere to state laws [RCW 24.03].
- C. The Board of directors of the school District has established a fee schedule that governs the use of facilities by a school-support organization.
- D. The nonprofit organization must operate without cost to the District.
- E. The Washington State Gambling Commission, the Department of Licensing and the Internal Revenue Service have licensing regulations covering fund raising activities by nonprofit corporations.
 - 1. A nonprofit corporation may conduct sales or benefit affairs which include athletic or sports events, bazaars, benefits, campaigns, circuses, contests, dances, drives, entertainments, exhibitions, expositions, parties, performances, picnics, sales, social gatherings, theaters, and variety shows [RCW 19.09.020 (13)].
 - 2. A nonprofit corporation may operate bingo activities, raffles, and amusement games under requirements regulated by the Washington State Gambling Commission [RCW 9.46].
 - 3. A charitable organization involved in sales and benefits grossing over \$5,000 must obtain IRS recognition.
 - 4. When bingo, raffles, and amusement games are conducted, the State Gambling Act controls. These activities, under the State Gambling Act, may be conducted by nonprofit organizations without a gambling permit under certain conditions specified in law [RCW 9.46.030(3)]. However, a nonprofit organization must obtain IRS recognition as a tax exempt association regardless of gross income.

Family Involvement

It is the policy of the Board of Directors to encourage and support family involvement in education at home, on our schools and communities, and in school governance. The Board recognizes the diversity of family structures, circumstances, and cultural backgrounds and respects families as important decision makers for their children's education. The Board is committed to the creation and implementation of culturally inclusive and effective school-family partnerships throughout the school district and in each school, and believes these partnerships to be critical to the success of every student. The District's family involvement efforts will be comprehensive and coordinated.

The Board recognizes that family involvement in education has a positive effect on student achievement and is an important strategy in reducing achievement gaps. The intent of this policy is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning and positive child and youth development in all schools. Each school shall include family involvement activities, programs, and strategies in the school improvement plan which will be reviewed annually by the Board of Directors.

The Board is committed to professional development opportunities for staff and leadership to enhance understanding of effective family involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to school-family partnerships.

In support of the implementation of this policy, a copy will be distributed to all schools, school staff, families, teachers and community members. Further, the District will provide support and guidance to parents and teachers as they plan and implement effective family involvement efforts.

The Board of Directors support the development, implementation and regular evaluation of family involvement efforts that includes parents and family members at all grade levels in a variety of roles. The District will use the results of the evaluation to enhance school-family partnerships with the District.

The Superintendent will develop procedures to implement this policy.

Adoption date: 12.08

Family Involvement Procedure

Definitions:

The term “family” is used to denote parents, extended family, guardians, or other persons with whom the student lives. “Parent” or “family” may also include community members or other concerned adults involved in the student’s life, pursuant to state and federal laws surrounding confidentiality.

“Family Involvement” refers to school/family partnerships. It is the collaborative interaction between educators and families in activities that promote student learning and positive child and youth development at home, in school, and in the community, including but not limited to regular, two- way and meaningful communication between parents and school personnel; outreach to families; parent education; volunteering; school decision making; and advocacy.

Implementation:

The superintendent will identify a district administrator to supervise the implementation of this policy and procedure, and each school in the district will develop a family involvement plan aligned with their academic goals and/or school improvement plan and, if applicable, Title 1 services. Each plan will be tailored to the realities of school families, be culturally relevant to the school population and delineate strategies to greater family participation in education (particularly families who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

The District’s family involvement efforts will have six overarching goals. They will include, but not be limited to, the following research-based National Standards for Parent/Family Involvement in schools:

- A. Communicating: Effective two-way communication between all parents and schools regarding district policies and procedures, local school operating procedures, and an individual child’s progress.
- B. Parenting: Information and programs for parents on how to establish a home environment to support learning and appropriate behavior.
- C. Student Learning: Information and programs for parents about how they can assist their own children to learn and meet the student’s short-term and long-term educational goals.
- D. Volunteering: Activities to encourage a variety of parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
- E. School Decision-Making and Advocacy: Assistance to develop parental involvement in educational advocacy, including school district task forces and site based advisory committees.
- F. Collaborating with Community: Identification and utilization of community resources to strengthen school and family partnerships and student learning.

In order to achieve these goals, the Board, District and school staff will comply with the roles and responsibilities that are outlined below.

Roles and Responsibilities

The Board will:

- Allocate staff, time and resources to ensure effective implementation of this policy and procedure.
- Ensure access to educational resources for parents and families to support the education of their children.
- Enable families to participate in District level decision making opportunities through participation on District level committees.
- Encourage community members’ participation in community forums hosted by the Board to identify needs and opportunities for family involvement and community collaboration.

The District Administrators and Staff will:

- Allocate staff, time and resources to ensure effective implementation of this policy and procedure.
- Work with staff and families to identify resources needed to implement planned family involvement activities and programs.
- Provide time for teachers to share and replicate successful classroom strategies that promote and increase school-family partnerships.
- Provide training opportunities for school staff to increase their skills in working effectively with all families and to enable them to provide family workshops that link family involvement to student learning.

- Conduct both formal, such as Title 1 parent meetings, and informal, such as coffee chats and breakfast with the principal meetings, to ensure ongoing two way communications with families.
- Provide a system where teachers, students, and families can resolve problems that arise in ways that promote the best relationships possible allowing them to solve problems first before resorting to the inclusion of principals and other administrators.
- Provide assistance for families to understand topics such as the state academic content standards, and state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children. *(For example, by publishing information in multiple languages and regularly communicating with families regarding academic requirements);*
- Work with staff and families to brainstorm possible activities and actions that are consistent with the family involvement policy and, when appropriate incorporate these into schools' annual goals and/or the school improvement plan.
- Recognize staff, families and community members who promote school-wide family partnerships.
- Monitor and evaluate with District assistance the effectiveness of family partnership efforts in the District.
- Provide professional development opportunities for teachers and staff to enhance their understanding of effective family involvement strategies.
- Perform regular evaluations of family involvement efforts at each school and in the District.
- Provide activities that will educate families regarding the intellectual and developmental needs of their children. These activities may rely on cooperation between the Districts and other agencies or school/community groups.
- Implement strategies to involve families in the educational process, including information about opportunities for volunteering and encouraging participation in various school and District activities;
- Keep families informed of the objectives of District educational programs as well as of their child's participation and progress with these programs.

School Staff will:

- Allocate staff, time and resources to implement this policy at the school level.
- Help families feel welcome by demonstrating excellent customer service and basic courtesy.
- Treat all families and community members with respect; be sensitive to cultural differences and life circumstances among families.
- Be as flexible as possible when scheduling appointments and school events with families.
- Communicate early and positively with families and continue these positive contacts throughout the year, including home visits during the year, if feasible.
- Consider an annual student led conference and/or an annual parents meeting.
- Invite parents and family members to observe and assist in classrooms.
- Offer families opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
- Share class/school discipline and homework policies with families and follow through in a timely manner if problems arise.
- Involve families in decision-making committees and other site based councils.

Evaluation

The content and effectiveness of this policy and procedure, and the individual school plans will be evaluated by the Superintendent or his/her appointee annually with regard to the quality and effectiveness of the strategies presented in the plan. The findings of the evaluation will be used to design strategies for more effective family involvement, and if necessary to revise this policy and procedure.

Date: 12.08

Title I Parental Involvement

- I. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in District programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:
 - A. Play an integral role in assisting their child's learning;
 - B. Are encouraged to be actively involved in their child's education at school; and
 - C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

- II. The Board of Directors adopts as part of this policy the following guidance for parent involvement. The District shall:
 - A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
 - B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance;
 - C. Build the schools' and parents' capacity for strong parental involvement;
 - D. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, State-run preschools;
 - E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I-related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
 - F. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

Legal References: PL 107-110, Section 1118(a)

Management Resources: *Policy News*, August 2003 No Child Left Behind Update
Policy News, June 2005 Title I Parental Involvement Policy
Policy News, October 2008 Family Involvement Policy

Adoption Date: 12/24/07
Revised: 10/8/07; 12/10/08

Title 1 Parent Involvement

- I. The Superintendent or designee shall ensure that the District's Title 1 Parent Involvement policy, plan and programs comply with the requirements of federal law.
 - A. The District will take the following actions to involve parents in the joint development of its district wide parental involvement plan:
 1. An annual meeting of parents of participating Title 1 students shall be held to explain the goals and purposes of the Title 1 program. The meeting will be held in the Fall trimester of each year. All parents of students who participate in the Title I program will be invited. The meeting will be set up and scheduled by the Title I Data Coordinator.
 2. Parents will be given the opportunity to participate in the development, operation and evaluation of the program. A Title I Part A family night will be conducted in the Fall trimester of each year. During that night, parents' options to participate will be explained.
 3. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. A Title I Part A Advisory Board, with representation from each building, will meet in January of each year.
 - B. The District will take the following actions to involve parents in the process of school review and improvement:
 1. Parents will be given the opportunity to review the school improvement plan during the Fall conference time. Parent feedback will be collected during the Fall conference through a parent survey.
 2. Parents will be encouraged to participate in the building self-review. Quarterly Title I Part A newsletters and announcements in the building newsletters will notify parents of these opportunities.
 - C. The District will provide the following coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities:
 1. Identify barriers to greater participation by parents in parental involvement activities;
 2. Use findings of the evaluation to design strategies for more effective parental involvement; and
 3. Revise, when necessary, the District and school parent involvement policies.
 - D. The District will coordinate and integrate parental involvement strategies with similar strategies under the following other programs, such as:
 - Learning Assistance Program;
 - Special Education; and
 - State-operated preschool programs.The District shall facilitate removing barriers to parental involvement by activities such as:
 1. Conducting joint parent meetings with other programs;
 2. Holding meetings at various times of the day and evening;
 3. Arranging for in-home conferences;
 4. Offer STARS credits for Kindergarten parents, local preschools and child care providers by introducing the West Valley School District Reading Curriculum.
 5. Title 1 funds may be used to facilitate parent attendance at meetings by payment of transportation and child care costs.
 - E. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy through a survey.
 - F. The District will build the schools' and parent's capacity for strong parental involvement through the following:
 1. The School District will, with the assistance of its Title I, Part A schools, provide information to parents of children served by the School District or school, as appropriate, in understanding topics such as the following:

- The State’s essential academic learning requirements,
- The State and local academic assessments including alternate assessments,
- How to monitor their child’s progress, and
- How to work with educators.

Information will be delivered to parents through additions to school newsletters, quarterly Title I Part A newsletters and by participation of the Title I Part A staff in fall and spring student conferences. In addition, parents will be provided with their student’s Learning Plan.

2. The School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, by:
 - a. Giving guidance as to how parents can assist at home in the education of their child;
 - b. Holding parent meetings at various times of the day and evening to provide parents:
 - Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - Opportunities to submit parent comments about the program to the District.
 - Opportunities to meet with the classroom and Title 1, Part A teachers to discuss their children’s progress.

G. School District personnel will work with teachers, principals and other staff, to reach out to, communicate with, and engage parents as equal partners. The District will provide:

1. An explanation of the reasons supporting their child’s selection for the program;
2. A description and explanation of the school’s curriculum;
3. Information in the academic assessment used to measure student progress;
4. Information on the proficiency levels students are expected to meet; and

Information will be delivered to parents through additions to school newsletters, the quarterly Title I Part A newsletter, and by participation of the Title I Part A staff in fall and spring student conferences. In addition, the parents of each student enrolled in the Title I Part A program will receive an annual update letter explaining the items indicated above.

H. The School District will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

1. Distribute the Title 1 Family Involvement policy on a annual basis to the parents of each student with the letter indicating the basis for that student’s participation in the Title I Part A program and in school newsletters, and
2. To the extent needed and practicable, distribute the Title 1 Family Involvement policy in multiple languages or formats.

II. School-Based Parent Involvement Policy

A. In addition to the District-wide policy on family involvement, each school offering Title I, Part A services will have a separate school building parent involvement policy.

The building-level Title I, Part A parent involvement policy will meet the following requirements:

- a. Each building in the District receiving Title 1, Part A funds shall jointly develop with and distribute to parents of students served in the program a written building-level policy, agreed upon by parents of Title I served students;
- b. The policy will outline how parents, school staff, and students share responsibility for student achievement in meeting academic standards;
- c. Parents will be notified of the policy in an understandable and uniform format and parents and students will sign a school compact;

- d. To the extent practicable, the policy will be provided in a language the parents can understand; and
- e. The policy will be evaluated with parents annually.

Revised: 8.03; 06.05; 10.08; 11.08; 12.08

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 during regular building hours. Regular building hours for elementary (Pre-K - Grade 5) teachers shall be 8:30 a.m. to 4:00 p.m. including a 30-minute duty-free lunch period. Regular building hours for secondary (Grade 6 - Grade 12) teachers shall be 7:30 am to 3:00 p.m. including a 30-minute duty-free lunch period. 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 parents, 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 is under the influence of drugs or alcohol or is 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.

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| 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 |
| | RCW 28A.635.090 | Interfering by force or violence - Penalty |
| | RCW 28A.635.100 | Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful - Penalty |
| | RCW 28A.605.020 | Parents' access to classroom or school sponsored activities |
| | WAC 180-16-240 | Supplemental program standards |

Adoption Date: 08.15.98

Visitors

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

- A. All visitors must register at the office upon their arrival at school.
- B. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the District. Military recruiters will be provided the same opportunities to meet with students as higher education and employer representatives.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- D. The purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
- E. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - 1. The visitor shall first discuss the matter with the principal;
 - 2. If it is not satisfactorily resolved, the visitor may request a meeting with the Superintendent. The latter shall promptly meet with the visitor, investigate the dispute and render a written decision, which shall be final, subject only to the citizen's right to raise an issue at a regular session of the Board.

Disruption at School Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted;
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office;
- C. A visitor's badge with the current date should be worn conspicuously;
- D. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to:
 - 1. meet with the teacher of his/her child;
 - 2. visit with his/her child; or
 - 3. remove his/her child from the school premises.
- E. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

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. any nonstudent at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school; and
- C. Any nonstudent at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school.

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.

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.

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 student's parents or guardians and 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. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Cross References: Board 3240 Student Conduct
Board 3241 Corrective Actions or Punishment

Legal References: RCW 9.41.280 Dangerous weapons on school grounds
RCW 9A.16.020 Use of force--when lawful
RCW 9.91.160 Personal Protection Spray devices
RCW 28A.600.420 Firearms on school premises, transportation, or facilities --
Penalty -- Exemptions

Public Law 107-110 Section 4141 Gun-free Schools Act

Management Resources: Policy News, August 2006 Weapons on School Premises
Policy News, August 1998 State Encourages Modification of Weapons
Policy
Policy News, October 1997 Legislature also addresses "look-alike"
firearms

Adoption Date: 10.13.98
Revised 9/06, 10/8/07

Use Of Tobacco On School Property

The Board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school District, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times.

Any use of tobacco products by staff, students, visitors and community members shall be prohibited on school District property. Possession or distribution of tobacco products by minors is prohibited. This shall include all District buildings, grounds and District-owned vehicles.

Notices advising students, District employees and community members of this policy shall be posted in appropriate locations in all District buildings and at other District facilities as determined by the Superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school District employees are responsible for the enforcement of the policy.

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| Cross References: | Board Policy 3200 | Student Rights and Responsibilities |
| | Board Policy 3241 | Classroom Management, Corrective Actions or Punishments |
| | Board Policy 5280 | Termination of Employment |

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| Legal References: | RCW 28A.210.310 | Prohibition on use of tobacco products on school property |
| | RCW 70.155.080 | Purchasing, obtaining or possession tobacco by minors—Civil infraction |

Adoption Date: 10.15.00
Revised 8.03

Complaints Concerning Staff Or Programs

Constructive criticism can be helpful to the District. At the same time, 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 provided for in policy 2020 (Curriculum Development and Adoption of Instructional Materials).

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

Adoption Date:

Complaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the Superintendent which describes the problem, and a suggested solution. The Superintendent should send copies to the principal and staff member.
- B. The principal and staff member shall respond to the Superintendent in writing or in person.
- C. The Superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
- D. If the matter is still not resolved, the Superintendent shall present the issue to the Board. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member. The Board shall attempt to make a final resolution of the matter. Any formal actions by the Board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the Superintendent shall give written notice to the staff member of his/her rights to a hearing.

COMPLAINT AGAINST A DISTRICT EMPLOYEE

To: Dr. Peter Ansingh, Superintendent

Date: _____

Name of employee(s) against whom
complaint is made: _____

Description of complaint (please include names, dates and places; use additional sheet if needed):

Have you discussed the
complaint with:

| | | |
|-------------|------------------------------|-----------------------------|
| Employee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Principal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Supervisor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|-------|-------|-------|-------|
| Name: | _____ | Date: | _____ |
| Name: | _____ | Date: | _____ |
| Name: | _____ | Date: | _____ |

Result of discussion(s): _____

How would complainant like this issue resolved? _____

I the complainant understand that:

- The School District may request further information about this complaint, and if such information is available, I shall present it upon request.
- A copy of this complaint will be given by the School District to the employee against whom this complaint is being made, and he/she will be given the opportunity to respond in writing to this complaint and that I will receive from the School District a copy of such response.
- If a hearing is held on this complaint, it will be held in executive session with press and public excluded, and I will be informed of the time, date and place such hearing will be held.

Name of Complainant: _____ Telephone #: _____

Address: _____

Signature of Complainant: _____

Contacts With Students

The schools may communicate information through students regarding school, school programs and non-school programs offered by nonprofit organizations that in the opinion of the principal have social, recreational or educational value to the students. Students shall be encouraged to participate in the presentation of educational programs to the community. The effect on students of such communications and participation shall be given paramount consideration. The principal shall establish appropriate safeguards to prevent the exploitation of students by individuals or groups.

Any nonprofit group that seeks to distribute information about its program shall submit a description to the Superintendent describing the relationship of the proposed activity to the educational program.

Cross Reference: Board Policy 4235 Public Performances

Adoption Date:

Public Performances

The Board recognizes the scholastic and social values that may be derived from student participation in various activities sponsored by community organizations.

Students may perform as a representative of the District, any school or other organization of the District subject to the approval of the principal. Permission and approval to perform as a representative of the school or District shall be contingent upon the principal's determination that such participation is in the best interests of the student, school and District.

The activity, program, performance or contest under consideration shall have educational value consistent with the goals and objectives of the District. Participation shall not result in exploitation of or liability to the student, school or District. Students shall not receive any remuneration for performing as representatives of the school or District.

Cross Reference: Board Policy 4230 Contacts with Students

Adoption Date:

Contests, Advertising And Promotions

Any club, association or other organization must have prior approval for students' participation in any contest, advertising campaign or promotion. Approval may be given by the Superintendent following recommendation by the teacher and principal. Criteria to be used are:

- A. The objectives of the contest, campaign, or promotion shall be consistent with the District's goals and policies;
- B. The proposed activity shall have educational value to the participants and be free of objectionable advancement of the name, product or special interest of the sponsoring group; and
- C. Participation by a student shall not interfere with his/her program of curricular or co-curricular activities.

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| Cross Reference: | Board Policy 3220 | Freedom of Expression |
| Legal Reference: | AGO 503.00 1995 No. 3 | Use of School Districts' Facilities by Student Groups for Religious Purposes |

Adoption Date: 12.29.00

Use Of School Facilities

The Board subscribes to the belief that public schools are owned and operated by and for its patrons. The public is encouraged to use 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. Priority for facility use will be given to West Valley School District residents. On 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. Community athletics programs that use District facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

School Groups include those citizens residing within the District that have organized for the sole purpose of promoting schools and conducting activities that result in the proceeds of such activities directly benefiting the students of the District, i.e., PTSA, Booster Clubs, Concerned Citizens for Better Schools. The District may waive any excess charges when a school group is using the facility outside of regular school hours provided that the school principal submits a signed endorsement indicating that (s)he accepts responsibility for opening and closing the facility and ensures that the school group adequately cleans the facility at the end of the activity. In the event that it is necessary for school custodians or maintenance personnel to clean and/or repair the facility after the use by a school group, said school group will be charged accordingly for the time and materials necessary.

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 or county sponsored recreation groups, polling places, political caucuses and governmental groups. When facilities are used outside of regular school hours, or the District incurs extra utility, cleaning or supervision costs, a fee, to be established by the superintendent, shall be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

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. The District shall charge a rental rate in excess of costs incurred, except that such excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau. Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities. Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the District. 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.

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 non-regular use at the prevailing rate charged by commercial facilities in the area.

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 the activity group or organization nor for the purposes it represents.

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|-------------------|-------------------------------------|---|
| Legal References: | RCW 28A.320.510 | Night schools, summer schools, meetings, use of facilities for |
| | RCW 28A.335.150 | Permitting use and rental of play-grounds, athletic fields, or athletic facilities |
| | RCW 28A.335.155 | Use of buildings for youth programs - Limited immunity |
| | AGO 1973 No. 26, Initiative No. 276 | School Districts--Use of school facilities for presentation of programs--Legislature--Elections |

Management Resources: *Policy News*, August 2009 Concussion and Head Injuries Legislation

Adoption Date: 12.29.00
Revision Date: 01.26.04; 09.09

West Valley School District No. 208
Use of School Facilities
Rules & Regulations – Schedule of Charges for Facilities/Field Use

Renter/User: Please take time to read the following rules and regulations regarding the use of West Valley School District facilities.

CONDITIONS

1. District facilities may be used for open meetings subject to the policies of the West Valley School District. District functions shall have priority over community requests for facility use.
2. A single application may be made for a series of meetings of the same organization. Facilities used shall be limited to people specified on the approved application. Facilities will not be made available for any use, which might result in undue damage or wear.
3. The District reserves the right to cancel any facility use permission when it deems such action is in the best interest of the District. Refunds will be made of any unused portion of payment.
4. The District reserves the right to reject any application when it believes it would be more appropriate for a commercial facility to be used.
5. Cancellations: The renter shall give the principal of the building and the District Facilities Office at least two (2) days notice of any cancellation of previously scheduled facility use. Failure to do so may result in the District assessing a fee.
6. **Sport Sign-up Dates: All applications for use of school facilities for sporting events will be accepted no earlier than 10:00 a.m. on the following dates:**
 - The Third Thursday in August (For September through December Sporting Event)
 - The First Thursday in December (For January through March sporting Event Use)
 - The Third Thursday in February (For April through June Sporting Event Use)
 - The Fourth Thursday in May (For June through August Sporting Event Use)

Groups with 50% or more participants who are West Valley School District residents will be given priority over groups who have a majority of participants residing outside the District. Date and time of application for Sporting Events will be a factor in scheduling use of District Facilities. All sporting event facility use forms will terminate at the end of each sport-season.

7. The School Facility Coordinator is responsible for scheduling the space and time of an event.
8. Sign up dates for all other events are not subject to the above sporting event sign up dates.
9. Facility Use Forms are required for all school activities (events or meetings) held prior to or after normal student hours.
10. All facility use requests must be submitted to the District Facilities Office for final approval by the Facilities Director **no less than ten days prior to the scheduled event.**
11. Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

REQUIREMENTS

1. **Clean Up Required:** Renters/Users are responsible for cleaning and putting areas used back in order prior to leaving the building. The custodian or school employee on duty does not do the cleanup unless the user has requested the service for which they will be charged a fee. Custodians are there solely to unlock spaces, provide equipment that was prearranged to be used by the group, and to generally oversee the facility.
2. **Damage:** All renters will be held responsible for any expense incurred by the District arising from the use of the facility. In the event of damage, it is expected that the renter agrees to pay the District's statement of amount due promptly.
3. **Decorations or Other Materials:** With prior approval from the building principal, decorations may be applied to walls or floor (tape or string only – no nails or screws) Renters are required to remove, at their expense, all decorations, materials, equipment, furnishing, or rubbish left after use of the facilities.
4. **Furniture and Equipment:** Special audio-visual equipment at the Junior High Auditorium will require hiring a District technician. Equipment requests, not covered in the fee schedule, may be assessed a fee or deposit by the building principal. Only District personnel can remove school furniture or equipment from school buildings.
5. **Gym Shoes:** Are required to be used in any District gymnasium.
6. **Kitchen Use:** Child Nutrition Staff are required to be on site when kitchen use is requested. Contact Child Nutrition Department @972-6040 for fee information and staff availability.

West Valley School District No. 208
Use of School Facilities
Rules & Regulations – Schedule of Charges for Facilities/Field Use

REQUIREMENTS
(CONTINUED)

7. **Facility/Field Use:** Any facility/field use may require a custodian to ensure that the facility/field is clean and ready to go for school at the end of the schedule activity.
8. **Liability Insurance Coverage:** Minimum \$1,000,000.00 coverage required. West Valley School District #208 to be named Certificate Holder on Certificate of Liability Insurance.
Certificates of Insurance are required by the District for the following entities:
 - For Profit Groups
 - Government Agencies
 - Non-Profit Groups
 - Private Citizens
 - School Districts (Involves only those Districts that are requesting use of District facilities for a function or activity that is not a function/activity hosted by the WVSD.)
9. **Non-Profit Status:** Copy of Renter's Current 501 C for Non-profit status must be attached to the completed facility use form.
10. **Supervision Required:** Satisfactory sponsorship and adequate adult supervision is a requirement. The renter or person named on the form shall supervise the groups or members at all times during the use of the facility. When appropriate the District may require the Renter/User to provide police and fire protection during an event.

RESTRICTIONS

1. **Games of chance and lotteries** are not allowed in school facilities. "Amusement games," as defined by state law, are permitted at school and PTA approved functions when licensed as required by law.
2. **No smoking**, alcohol, illegal substances, possession of firearms or unauthorized food in school facilities is allowed.

FEES

An appropriate fee will be charged to renters for use of District facilities in accordance with WVSD No. 208 Board Policy 4260. Additional charges may be assessed for facility use beyond the regular weekday work hours. Extra clean up needs discovered after events will be billed in accordance with the Schedule of Charges for Facility/Field Use below.

All fees (custodian or technician) will be invoiced by the Central Administrative Offices and shall be paid directly to the Central Administration Office. The only exception to this is Kitchen Fees, which are invoiced directly by the WVSD Child Nutrition Department.

SCHEDULE OF CHARGES FOR FACILITY/FIELD USE

| <i>CATEGORY</i> | REGULAR DAY RATE | SCHOOL CLOSED, HOLIDAY, OR WEEKEND RATE |
|--|-------------------------|--|
| SCHOOL SPONSORED ALL FACILITIES | NONE | NONE |
| NON-PROFIT GROUPS (Child/Govt. Groups) ELEMENTARY SCHOOL FACILITY | NONE | 4 Hours or Less \$62.00 Each Additional 4 Hours (Utilities Only) *\$12.00 |
| NON-PROFIT GROUPS (Child/Govt. Groups) SECONDARY SCHOOL FACILITY | NONE | 4 Hour or Less \$74.00 Each Additional 4 Hours (Utilities Only) *\$24.00 |
| FOR-PROFIT GROUPS ELEMENTARY & SECONDARY FACILITIES | \$25.00/HOUR | \$50.00/HOUR |

* A \$25.00 per hour fee will be charged for any additional Custodial time required.

Adopted: 12.29.00
 Revised: 6.5.07
 Page 2

Use of School Facilities

Application for use of school facilities shall be made to the Facilities Coordinator.
Professional fund raisers representing charities must provide evidence that the fund raiser:

- A. Is recognized by the Philanthropic Division of the Better Business Bureau;
- B. Is registered and bonded by the state of Washington; and
- C. Will give the charity at least sixty (60) percent of the gross revenues.

The Superintendent shall develop and recommend to the Board a fee schedule applicable for use of school facilities. The fee schedule shall be evaluated on a biennial basis.

Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs shall not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities shall hold the District free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the Superintendent and approved by the Board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities shall maintain accident and liability insurance for persons using District facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$1,000,000 dollars due to bodily injury or death of two or more persons in any incident. If use of the District's facilities is to be ongoing, the applicant shall provide evidence to the District once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The Superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the Board.

Because of the value of District's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.

A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities.

Approved: 09.09

West Valley School District #208 Application for Use of School Facilities

CUSTODIAN

Check All That Apply

- Custodian Requested to open/close doors during "Normal School Day". – No Fee
- Custodian Requested to open/close doors when School is Closed, Holiday, or Weekend – Fee
- Custodian Requested to clean facilities when School is Closed, Holiday, or Weekend – Fee
- Custodial Cart (Cleaning Supplies) User responsible for all clean-up

Note: All Facility Users are responsible for the following:

1. Adult supervision at all times at buildings or on fields.
2. Clean up prior to leaving the building or field.
3. Making arrangements with Building Principal or Athletic Director for equipment.
4. Report incidents, accidents, etc. to Custodian, Sub Custodian, Principal, Athletic Director or Facilities Director

Note: Custodians or other District personnel are not responsible for supervising events being held. Nor are they responsible for cleaning up after a user unless the user has requested the service for which they will be charged a fee. (See WVSD Policy 4260P)

JUNIOR HIGH AUDITORIUM - EQUIPMENT – TECHNICIAN

Check All That Apply

- Light/Sound Technician – Required when Using Jr. Hi. A/V Room – Fee
Technician Hired - _____
Note: Details of this request are the sole responsibility of the Renter and the Junior High Facilities Coordinator.

- Microphone – No Fee
- Projection Screen – No Fee

OTHER EQUIPMENT REQUESTS

Check All That Apply

- Chairs Nets Overhead Projectors Scoring Devices Tables Other _____

Note: Facility User is responsible for making arrangements with the Building Facility Coordinator/Principal or Athletic Director for all other equipment requests.

APPLICATION PRIORITY

Circle All That Apply

Applicant: School Function WVSD Staff WVSD Parent WVSD Patron Out of District

Participants*: Involves 50% or more WVSD Students Involves less than 50% WVSD Students

 Involves 50% or more WVSD Adults Involves less than 50% WVSD Adults

 Involves 50% or more WVSD Staff Involves Registrants not from WVSD

(*Rosters must be furnished upon request)

Hold Harmless Agreement

The renter agrees that he/she will be responsible to the Board of Directors of West Valley School District #208 for the use and care of the property, that the character of the activity will conform with that stated above, and that the rules and regulations concerning the use of school facilities will be observed.

The renter agrees to indemnify and hold harmless, the West Valley School District #208, and the District's appointed and elected officials and employees while acting within the scope of their duties, from and against all claims, demands, loss, or liability of any kind and character, including costs of defense, arising out of or in any way connected with the renter's use of the school facilities specified in this agreement.

**FIREARMS, TOBACCO, ALCOHOL, AND/OR ILLEGAL SUBSTANCE USE IS
PROHIBITED ON WEST VALLEY SCHOOL DISTRICT #208 PROPERTY**

WEST VALLEY SCHOOL DISTRICT #208-YAKIMA

LYSTEDT LAW CONCUSSION EDUCATION/COMPLIANCE REQUIREMENTS

FOR ALL YOUTH SPORTS GROUP

The Zachery Lystedt Law (HB1824), was signed into law on May 14, 2009 (amending RCW 4.24.660 and adding a new section to chapter 28A.600 RCW). It requires, as of July 26, 2009, that additional steps be taken regarding concussions in school athletic programs and private non-profit youth athletic programs using school district facilities.

This bill requires training and documentation which schools must adhere to. This pertains to private non-profit youth sports groups using school district facilities as well as school teams. As of July 26, 2009 all school AND non-profit youth athletic coaches, players, and their parents/guardians must meet these minimum requirements:

1. All coaches must be trained on the symptoms and risks of concussions and head injuries, including return-to-play protocol.
2. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and their parent(s)/guardian(s) prior to the first practice, without which they may not participate.
3. All athletes suspected of suffering a concussion or brain injury will be removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner, Physicians Assistants, and **Certified & Licensed** Athletic Trainers).
4. All private non-profit youth sports groups using school facilities shall:
 - a. Provide schools with written proof of insurance covering their youth athletes with limits required by the law {The West School District requires a minimum of \$1,000,000.00 coverage with the West Valley School District #208 to be named Certificate Holder on Certificate of Liability Insurance} and,
 - b. All coaches, players and parents of private non-profit youth teams shall have similar training yearly as outlined for school coaches, players, and parents prior to the start of any practice and,
 - c. The private, non-profit youth sports groups shall submit this statement of compliance along with their proof of insurance coverage prior to receiving access to school facilities.

WEST VALLEY SCHOOL DISTRICT

Compliance Statement for LYSTEDT LAW (RCW 4.24.660/chapter 28A.600 RCW).

Youth Sports-Head Injury Policies

This page must be on file in the Facilities Department Office (ANNUALLY) or accompany the WVSD Application for Use of School Facilities. Access to school facilities will not be granted until this page is returned and requirements of this application are complete and approved by the WVSD Facilities Department.

_____, a private non-profit sports organization, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by the Lystedt Law (RCW 4.24.660/chapter 28A.600 RCW).

Proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State is on file with the West Valley School District of not less than one million dollars (\$1,000,000).

Signed:

Representative of Private Non-Profit Organization

Position with organization

Date signed

Community Schools' Program

As a method of extending educational opportunities to the entire community through a fuller utilization of school facilities, a community schools' program may be established. The program shall be financed primarily by federal or state funds, participation fees, contributions, or some combination these sources.

The Superintendent shall establish and periodically present to the Board for review, an organizational plan and tentative program that shall assure that the program is responsive to the varying needs of citizens living in different sections of the community.

Legal Reference: RCW 28A.620.020 Community education programs--Restrictions

Adoption Date:

Political Relationships With Governmental Agencies

The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. School property and school time, supported by public funds, may not be used for political purposes.

District employees, when authorized by the Board or Superintendent, may provide information or communicate on matters pertaining to school District affairs or advocate the official position or interests of the District to any elected official or officer or employee of any agency. The District shall submit quarterly statements in compliance with requirements of the Public Disclosure Commission.

District employees who hold elective or appointive public office in an organization are not entitled to time off from their school duties for reasons incident to such offices except as such time may qualify under leave policies of the District.

The Superintendent is directed to establish procedures that are in compliance with the Public Disclosure Commission.

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| Cross Reference: | Board Policy 5224 Board Policy 5525 | Staff Participation in Political Activities Professional, Civic and Service Organizations |
| Legal Reference: | RCW 42.17.130 RCW 42.17.190 | Forbids use of public office or agency facilities in campaigns Legislative activities of state agencies and other units of government |

Adoption Date: 12.29.00

Political Relationships with Governmental Agencies

All "lobbying" activities on behalf of the school District shall be conducted under the direction of the Superintendent and/or Board. For purposes of this procedure, "lobbying" means attempting to influence the passage or defeat of any legislation or the adoption or rejection of any rule, standard, rate or other legislative enactment by any state agency.

The District shall file a quarterly report (PDC Form L-5) with the Public Disclosure Commission when "in person lobbying" exceeds four days or parts of days during any three month period in aggregate for all employees at the District. In person lobbying includes testifying at legislative committee hearings and state agency hearings on rules and regulations but does not include attendance merely to monitor or observe testimony and debate. Quarterly reports are due at the Public Disclosure Commission on or before April 30, July 31, October 31 and January 3.

District funds shall not be expended for dinners, entertainment or campaign contributions.

Improvement Districts And Licensing Of Business

The Board believes that the District should not affect a community's decision to form or not to form improvement Districts for purposes of upgrading utilities or roads.

The Board shall, therefore, consider petitions presented by the District patrons for formation of improvement Districts only after owners of more than fifty percent of the affected property (exclusive of District property) have approved such a plan.

The Board reserves the right to initiate action for development of improvement Districts when, in the opinion of the Board, it is in the best interest of the District.

The Board also believes the immediate environs of school sites should be conducive to educational activities and free of industrial or commercial activities which may create health and/or safety hazards for students or staff. The District goes on record opposing the licensing of a premises by the liquor control Board within 500 feet of a school building.

Legal References: RCW 66.24.010 Issuance, transferability --Conditions and restrictions--Notice to local authorities --Proximity to churches, schools, etc.

Adoption Date:

Relations with Law Enforcement Agencies

- A. A law enforcement officer shall contact the principal upon entering a school building.
- B. An officer may request and be granted such student information as address, telephone number, parents' names, date of birth and other directory information, if the parent or student over 18 years of age has not filed a written objection to the release of directory information. Student records protected by the federal Family Rights and Privacy Act may only be examined or released following written permission of a minor student's parent or an adult student, pursuant to a court order or subpoena, in response to a health or safety emergency, or in order to better serve the student in the juvenile justice system prior to adjudication.
- C. While the District encourages interrogations of students to take place off school premises, the principal shall permit a law enforcement officer to conduct any necessary questioning. The principal shall cooperate with the officer while he/she is conducting necessary investigations. The officer shall advise and afford a student the same legal rights as an adult and the right to have a parent present during questioning if the student is twelve years of age or younger.
- D. An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school will immediately notify the parent or guardian unless directed not to by the law enforcement officer.
- E. If a court has released a student on conditions related to school, including attendance, behavior or progress, the administration shall encourage the court to include as a condition of release the written permission of the adult student or parent of a minor student to release the student's records to the court or its designee.

Relations with Child Protective Agencies

- A. A child protective services worker shall contact the principal upon entering a school building.
- B. A child protective worker may request and be granted such information as address, telephone number, parents' names, date of birth and other directory information if the parent or student over 18 years of age has not filed a written objection to the release of directory information. Information contained in the student's cumulative folder and any supplementary records shall be available for inspection on evidence that a student is a ward of the state.

Student records protected by the federal Family Rights and Privacy Act may only be examined or released following written permission of a minor student's parent or an adult student, pursuant to a court order or subpoena, in response to a health or safety emergency, or in order to better serve the student in the juvenile justice system prior to adjudication.

- C. While the District encourages interviews of a student to take place off school premises, the principal shall permit a child protective worker to conduct any questioning when child abuse or neglect is involved outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Prior to commencing the interview, the child protective services or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes. Unless the child objects, the child protective services or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.
- D. A child protective worker is required to have a warrant in order for the school to release custody of the student. However, if the child protective worker is accompanied by a law enforcement officer, no warrant

shall be required. In the event a student is taken into custody, the school shall duly notify the parent or guardian unless directed not to by the law enforcement officer.

Relations with Health Department Officials

- A. A health department official shall contact the principal on entering a school building.
- B. A health department official may request and be granted such information as address and date of birth if the parent or student over 18 years of age has not filed a written objection to the release of directory information. Information contained in a student's cumulative folder and any supplementary records shall be available only with prior written consent of the parent or adult student pursuant to a court order or subpoena, in response to a health or safety emergency or in order to better serve the student in the juvenile justice system prior to adjudication.
- C. While the District encourages interviews of students to take place off school premises, the principal shall permit a health official to conduct a confidential interview with a student suspected of being a contact with an individual infected with a communicable disease when the interview is to be held during school hours, and the principal chooses not to release the student to travel to the health department.

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. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. 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.

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| Cross References: | Board Policy 3207 Board Policy 3240 Board Policy 3241 Board Policy 5281 Board Policy 6513 | Prohibition of Harassment, Intimidation and Bullying Student Conduct Classroom Management, Corrective Actions or Punishment Disciplinary Action or Discharge Workplace Violence Prevention |
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| Legal References: | RCW 28A.320.128 WAC 392-400 20 U.S.C. § 1232g 34 C.F.R. Part 99 | Notice and disclosure policies — Threats of violence — student conduct — Immunity for good faith notice — Penalty Pupils Family Educational Rights and Privacy Act FERPA Regulations |
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|-----------------------|--|--|
| Management Resources: | <i>Policy News</i> , February 2003 <i>Policy News</i> , February 2010 | Threats Policy Due in September Family Education Rights and Privacy Act Revisions |
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Revised: 02.03; 12.06; 02.10; 07.10

Notification of Threats of Violence or Harm

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Based on the significance and credibility of the threat, it shall be reported to law enforcement. Staff shall involve in-district multi-disciplinary professionals in evaluating the threat and the needs of the person making the threat. Consultation with or referrals to community-based professionals and services are encouraged where appropriate.

Under the Family Educational Rights and Privacy Act, the district may only release student records with parent or adult student permission or in a health or safety emergency. For that reason, the district will identify students who have made threats of violence or harm when notifying the subjects of the threats, under the following conditions:

- A. The parent or adult student has given permission to disclose the student's identity or other information to the subject of the student's threat.
- B. The identity of the student and the details of the threat are being disclosed to relevant district staff who have been determined to have legitimate educational interest in the information.
- C. The identity of the student or the details of the threat are being released because the release of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, school officials shall use their best judgment, and may take into account the "totality of the circumstances" pertaining to the safety or health of a student or other individuals.
- D. The district is responding to a court order or subpoena. The district must make a reasonable effort to notify the parents of the student or adult student of the subpoena in advance of complying, so that the family can seek protective action, unless the court order or subpoena expressly forbids such notification.

Relevant information about the threat that does not improperly identify a student shall be provided to the subject of the threat, and the subject shall be advised that if law enforcement has been involved in the matter, the law enforcement agency may have more information that can be shared with the subject.

To promote the safety of all concerned, the principal shall determine if classroom teachers, school staff, school security, and others working with the student(s) involved in the threat circumstance, should be notified. Subject to the confidentiality provisions cited above, principals shall consider all available information when determining the extent of information to be shared, including prior disciplinary records, official juvenile court records, and documented history of violence of the person who made the threat.

When considering the appropriate discipline for a student who has made a threat of violence or harm the student's prior disciplinary records shall be taken into account. Emergency expulsion shall be considered, based on the credibility and significance of the threat. Discipline shall only be imposed on students with disabilities consistent with policy and the legal requirements for special education.

If the threat by a student was significant and credible enough to warrant expulsion, the student may only be readmitted to the district through the readmission application process provided for in district policy. The readmission application process shall include meeting district readmission criteria established at the time of expulsion and should include completion of an assessment by an appropriate professional, with a report to the district, when the district determines such an assessment is necessary.

Discipline against district staff for making threats of violence or harm shall be consistent with district policy and procedure regarding staff discipline, and any relevant collective bargaining requirements.

Date: 2.03; 02.10; 07.10

Release Of Information Concerning Sexual And Kidnapping Offenders

Public agencies are authorized to release relevant and necessary information regarding sex and kidnapping offenders to the public when the release of the information is necessary for public protection. Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities, and decide when such information needs to be released to the public. The school District has a public safety role to play in the dissemination of such information to staff, parents, students and the community and will disseminate such information under the following conditions:

1. Receipt of a specific request from a law enforcement agency that information be disseminated to staff and/or students and parents. In every case where students are notified, parents will be notified as soon as possible.
2. Receipt of the actual documents to be distributed. The District may duplicate the documents, but they will be distributed in form received from the law enforcement agency.

Cross Reference: Board Policy 3143 District Notification of Juvenile Offenders

Legal Reference: RCW 4.24.550 Sex offenders--and kidnapping offenders -- Release of information to public--When authorized--Immunity

Adoption Date:

Cooperative Programs With Other Districts And Public Agencies

Whenever it appears to the economic, administrative and educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent shall prepare and present for the Board's consideration an analysis of each cooperative proposal. Cooperative programs between two or more small school Districts shall not affect the small school factor of participating schools.

Cooperative agreements shall comply with the requirements of the Inter-local Cooperation Act, with assurances that all parties to the agreement have the legal authority to engage in the activities contemplated by the agreement.

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|-------------------|-----------------|--|
| Legal References: | RCW 28A.225.250 | Voluntary, tuition free attendance programs among school Districts, scope--Rules and regulations |
| | RCW 39.34 | Inter-local Cooperation Act |
| | RCW 48.62 | Local Government Insurance |
| | WAC 392-135 | Finances--Inter-District Cooperation Programs |

Adoption Date:

Cooperation With Private And Parochial Schools And Day Care Agencies

The District shall cooperate with private and parochial schools, including day care agencies, both in federally-assisted programs and other aspects of District operations in ways that are permitted by law. The primary obligation of the District shall be to its students, and such cooperation shall not interfere with or diminish the quality of services offered to its students.

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| Legal References: | RCW 28A.150.350 | Part-time students--Defined--Enrollment authorized- Reimbursement for costs- Funding authority recognition-- Rules, regulations |
| | RCW 28A.235.120 | Lunchrooms --Establishment and operation-- Personnel for--Agreement for |
| | RCW 28A.205 | Educational Clinics |
| | WAC 392-163-040 | Non-public student involvement |
| | WAC 392-168-045 | Provision for private nonprofit school participation |

Adoption Date:

Election Activities

The District, as part of its mission to educate and instill civic virtue, will assure that public facilities are not to be used to assist in any candidate's campaign or to support or oppose any ballot measure, and will assure that the community is appropriately informed about District and education related ballot measures through objective and fair presentations of the facts related to those measures.

The Board will consider adopting resolutions expressing the Board's collective opinion on ballot measures (state and local, including District levy and bond measures) that impact the effective operation of the schools. Such a resolution will be considered at a Board meeting, the short title and proposition number of the ballot measure will be included in the meeting notice, and an equal opportunity will be provided for views on both sides of the issue to be expressed.

Prior to an election on a District ballot measure, the District will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the District will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The Superintendent is directed to develop procedures for implementing this policy and communicating the policy and procedures to staff.

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| Cross References: | Board Policy 2022 Board Policy 5252 | Electronic Information System (K-20 Network) Staff Participation in Political Activities |
| Legal References: | RCW 28A.320.090 RCW 42.17.130 WAC 390-05-271 WAC 390-05-273 | Preparing and distributing information on the District's instructional program, operation and maintenance - Limitation Forbids use of public office or agency facilities in campaigns General application of RCW 42.17.130 Definition of normal and regular conduct |

Revised: 10.05.01

PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908 • (360) 753-1111 • FAX (360) 753-1112

Toll Free 1-877-601-2828 • E-mail: pdcc@pdcc.wa.gov • Website: www.pdcc.wa.gov

Guidelines for School Districts in Election Campaigns

PUBLIC DISCLOSURE LAW RE: USE OF FACILITIES IN CAMPAIGNS

RCW 42.17.130

Forbids use of public office or agency facilities in campaigns.

No elective official nor any employee of his office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency: PROVIDED, That the foregoing provisions of this section shall not apply to the following activities:

- (1) Action taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
- (2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;
- (3) Activities which are part of the normal and regular conduct of the office or agency.

RCW 28A.320.090

Preparing and distributing information on District's instructional program, operation and maintenance--Limitation.

The board of directors of any school District shall have authority to authorize the expenditure of funds for the purpose of preparing and distributing information to the general public to explain the instructional program, operation and maintenance of the schools of the District: PROVIDED, That nothing contained herein shall be construed to authorize preparation and distribution of information to the general public for the purpose of influencing the outcome of a school District election.

WAC 390-05-271

General applications of RCW 42.17.130.

- (1) RCW 42.17.130 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.
 - (2) RCW 42.17.130 does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.
- WAC 390-05-273 Definition of normal and regular conduct.

Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17.130, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or

manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign

or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

Similar prohibitions on the use of public facilities by state employees and state officers are described in a memorandum from the Attorney General's Office regarding RCW 42.52 and available at www.wa.gov/ago/pubs.

BASIC PRINCIPLES

1. Public facilities may not be used to support or oppose a candidate or ballot proposition. RCW 42.17.130. Facilities include school District equipment, buildings, supplies, employee work time, and District publications. The statute includes an exception to the prohibition for "activities which are part of the normal and regular conduct of the office or agency."
2. School Districts are authorized by statute to prepare and distribute information to the general public to explain the instructional program, operation and maintenance of the schools of the District. This includes informing the community of the needs the District faces and needs students have that the community may not realize exist. RCW 28A.320.090 which authorizes the board of directors of any school District to expend funds for this purpose provides that nothing in that statute is to be construed as authorizing preparation or distribution of information to the general public for the purpose of influencing the outcome of a school District election.
3. School Districts are charged with education and instilling civic virtue.
4. School District employees do not forfeit their rights to engage in political activity because of their employment. Neither may District employees be subjected to coercion, pressure, or undue influence to participate in political activity or to take a particular position. Public officials and employees should make it clear that any participation is personal rather than officially sponsored.
5. Supervisory school personnel have a duty to know, apply, and communicate to their staffs the difference between acceptable information activities and inappropriate promotional activities in support District ballot measures 6. School directors are free to support school District ballot issues and engage in other political activities as long as such activities do not make use of District facilities, time or resources and do not either pressure or condone employees' use of District facilities, time or resources to support school District ballot issues.
6. School directors are free to support school District ballot issues and engage in other political activities as long as such activities do not make use of District facilities, time or resources and do not either pressure or condone employees' use of District facilities, time or resources to support school District ballot issues.
7. The PDC is charged with enforcing RCW 42.17.130. This requires consideration and analysis of activities, which may or may not be determined to be in violation of the statute. The PDC has, over the years, developed methods of considering and analyzing activities engaged in by school Districts and public offices. Among the factors considered are the normal and regular conduct of the District and the timing, tone, and tenor of activities as compared with ballot measure elections. As in any matter where intent is to be considered, hard and fast rules, which will be applicable to all situations, are difficult to establish. The combination of a number of activities into a coordinated campaign involving close coordination between District activities and citizens' committee activities which closely resembles traditional election campaign activities and which is targeted at and/or occurs close in time to a school District ballot measure election is likely to draw close scrutiny and careful consideration by the PDC as to whether a violation has occurred.
8. a. Historically, the PDC has routinely advised and held that with respect to election-related publications, one District wide objective and fair presentation of the facts per ballot measure is appropriate. In addition, if a District has also customarily distributed this information through means other than a District wide mailing (e.g. kid mail, regularly scheduled District or school newsletter, website, bilingual documents, or other format), that conduct has also been permitted under RCW 42.17.130 so long as the activity has been normal and regular for the District.

- b. The PDC will presume that every school District may distribute District wide an objective and fair presentation of the facts for each ballot measure. If the District distributes more than this District wide single publication, the District must be able to demonstrate to the PDC that this conduct is normal and regular for that District. In other words, the District must be able to demonstrate that for other major policy issues facing the District, the District has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure. Districts are urged to read the definitions of "normal and regular" at WAC 390-05-271 and WAC 390-05-273. Districts need to be aware, however, that in no case will the PDC view a marketing or sales effort related to a campaign or election as normal and regular conduct.

USE OF THE GUIDELINES

This document is intended to assist school Districts, employees, directors, and others in complying with the requirements of the Washington State statutes, regulations, and case law governing school Districts and election campaigns. As noted in the principles, hard and fast rules are difficult to establish for every fact pattern that may appear in the course of election campaigns. The "General Considerations" column in the chart applies to the entire category and is not limited to the specific bullet point immediately to the left of the general consideration. Situations may arise which are not squarely addressed by the guidelines or which merit additional discussion. The PDC urges Districts to review the guidelines in their entirety, and to consult with their own legal counsel and with the PDC. The PDC can be reached at 1-877-601-2828.

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Persons | Permitted | Not Permitted | General Considerations |
|---------------------------------------|--|--|--|
| Principals or Building Administrators | <ul style="list-style-type: none"> •May inform staff during non- work hours (1) of opportunities to participate in campaign activities. (2) •Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. •In the course of normal publications for the school, may distribute an objective and fair presentation of the facts (3) based on and expanded upon the information (4) prepared by the District in accordance with the normal and regular conduct of the school and the District. (5) | <ul style="list-style-type: none"> •Shall not pressure or coerce employees to participate in campaign activities. •Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures. •Shall not coordinate informational activities with campaign efforts, in a manner that makes the District appear to be supporting or opposing a ballot measure. | <ul style="list-style-type: none"> •Has there been communications with staff and with union representatives regarding the prohibition on the use of the school's internal mail or email system to support or oppose a ballot measure? •Is the distribution of this information consistent with the normal practices of the school (such as kid mail, newsletters, websites, or some other format)? |

1. Districts may set the definition of work hours for their employees. For example, to the extent that a District defines the lunch hour as a non- work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from District facilities are permitted during the lunch hour.

2. RCW 42.17.680(2) provides that “[n] o employer or labor organization may discriminate against an officer or employee in the terms or conditions of employment for (a) the failure to contribute to, (b) the failure in any way to support or oppose, or (c) in any way supporting or opposing a candidate, ballot proposition, political party, or political committee.”

3. Throughout these guidelines, the clause “objective and fair presentation of the facts” means that in addition to presenting the facts, the materials should present accurately the costs and other anticipated impacts of a ballot measure.

4. For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed District wide by the District’s central administration solely for the purposes of informing residents regarding an upcoming ballot measure. The District and a school may continue to distribute information consistent with the customary practices of the District and a school, including but not limited to kid mail, newsletters, websites, and multi- lingual documents. These publications may continue, but if they discuss the ballot measure, the information should be an objective and fair presentation of the facts.

5. For the purpose of these guidelines, the term “normal and regular” is defined in WAC 390- 05- 273 and clarified further by WAC 390- 05- 271.

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Persons | Permitted | Not Permitted | General Considerations |
|---|---|---|--|
| Principals or Building Administrators (continued) | <ul style="list-style-type: none"> •May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours. •May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. •May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. •May wear campaign buttons or similar items while on the job if the District's policy generally permits employees to wear political buttons. •May engage in campaign activities on their own time, during non- work hours and without using public resources. | <ul style="list-style-type: none"> •Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. | <ul style="list-style-type: none"> •Is the information provided an objective and fair presentation of the facts? •Is the activity consistent with the school's normal and regular course of business? •Do the materials accurately present the costs and other anticipated impacts of a ballot measure? |
| PTSAs | <ul style="list-style-type: none"> •May use school facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, non-discriminatory basis, and it is part of the normal and regular activity of the District. •May print and distribute a separate newsletter advocating support for the ballot measure so long as no District resources are used (such as kid mail, news-letters, websites, or some other format). | <ul style="list-style-type: none"> •Shall not use school facilities to produce materials that support or oppose a ballot measure, unless the District offers printing services on an equal access, non-discriminatory basis to others. •Shall not print and distribute materials promoting the ballot measure in the school newsletter. | |

Public Disclosure Commission
Guidelines for School Districts in Election Campaigns

| Persons | Permitted | Not Permitted | General Considerations |
|-----------------------|---|--|--|
| PTSA's (continued) | <ul style="list-style-type: none"> •May remind voters of upcoming election dates in the PTSA newsletter or in their part of the school newsletter. | <ul style="list-style-type: none"> •Shall not use a school or District-sponsored event to promote or oppose a candidate or a ballot measure. | |
| School Boards | <ul style="list-style-type: none"> •May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views. (6) | <ul style="list-style-type: none"> •Shall not pressure or coerce the superintendent to participate in campaign activities. •Shall not explicitly include passage of a ballot measure in the District's annual goals. | |
| School Board Members | <ul style="list-style-type: none"> •May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/ she is speaking on his/ her own behalf, and not on behalf of the District. If the board has adopted a resolution, the board member can then speak on behalf of the District.) | <ul style="list-style-type: none"> •Shall not direct District staff to perform tasks to support or oppose campaign activities or ballot measures. •Shall not use public facilities or resources in engaging in political activities. | <ul style="list-style-type: none"> •Is the board member using staff time, a public vehicle, or other public resources? •Has the board adopted a resolution? If yes, the board member can speak on behalf of the District. If not, has the board member made it clear that he or she is not speaking on behalf of the District? |
| Students | <ul style="list-style-type: none"> •Students may originate school projects for credit that promote or oppose candidates or ballot measures. •Students may use public resources to carry out school project promoting or opposing ballot measures, to the extent that such resources are regularly and routinely made available for other student projects. | <ul style="list-style-type: none"> •Student school projects supporting or opposing ballot measures shall not use public resources that are not regularly and routinely made available for other student projects. •Teachers shall not assign school projects to students that require creating or distributing materials to influence an election's outcome. | <ul style="list-style-type: none"> •Is the school project student-initiated? •Is the District using the student project to influence the outcome of an election? |

6. RCW 42.17.130(1) provides that action may be “taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view.”

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Persons | Permitted | Not Permitted | General Considerations |
|------------------------------------|--|---|---|
| Students (continued) | | <ul style="list-style-type: none"> •District employees and officials shall not use student projects to influence an election's outcome. | |
| Superintendents or Their Designees | <ul style="list-style-type: none"> •May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours. (7) •May fully participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during non-work hours and without the use of public resources. •May inform staff during non-work hours of opportunities to participate in campaign activities. •May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. •May wear campaign buttons or similar items while on the job if the District's policy generally permits employees to wear political buttons. •May place window signs or bumper stickers on their privately- owned cars, even if those cars are parked on school property during working hours. | <ul style="list-style-type: none"> •Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. •Shall not use public resources to promote or defeat a candidate or ballot measure. •Shall not pressure or coerce employees to participate in campaign activities. •Shall not use District resources to organize the distribution of campaign materials. | <ul style="list-style-type: none"> •Is the superintendent using public resources in a manner that promotes or opposes a candidate or a ballot measure? •Does the presentation accurately present the costs and other anticipated impacts of a ballot measure? •Does the District have a policy permitting employees to wear political buttons? |

7. Districts may set the definition of work hours for their employees. For example, to the extent that a District defines the lunch hour as a non- work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from District facilities are permitted during the lunch hour.

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Persons | Permitted | Not Permitted | General Considerations |
|------------------------------------|--|--|--|
| Superintendents or Their Designees | <ul style="list-style-type: none"> •Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. •May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. | | |
| Teachers or Other Employees | <ul style="list-style-type: none"> •May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours. •May inform staff during non-work hours of opportunities to participate in campaign activities •May engage in campaign activities on their own time, during non-work hours and without using public resources. •May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. •May wear campaign buttons or similar items while on the job if the District's policy generally allows employees to wear political buttons. •May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms, which are used only by staff or other authorized individuals. | <ul style="list-style-type: none"> •Shall not use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fund-raising). •Shall not pressure or coerce other employees to participate in campaign activities. •Shall not use District resources to organize the distribution of campaign materials | <ul style="list-style-type: none"> •Do the presentations accurately present the costs and other anticipated impacts of a ballot measure? •Is the employee acting on his or her own time, during non-work hours? •Is the employee using public resources in a matter that promotes or defeats a candidate or a ballot measure? •Does the District have a policy permitting employees to wear political buttons? |

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Persons | Permitted | Not Permitted | General Considerations |
|-----------------------------|--|--|---|
| Teachers or Other Employees | <ul style="list-style-type: none"> •May place window signs or bumper stickers on their cars, even if those cars are parked on school property during working hours. •May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. | | |
| Union Representatives | <ul style="list-style-type: none"> •May, during non- work hours, make available campaign materials to union members in lunchrooms and break rooms, which are used only by staff or other authorized individuals. •May distribute campaign materials at union sponsored meetings. •May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the District's policy and the collective bargaining agreements. | <ul style="list-style-type: none"> •Shall not use the school's internal mail or email system to communicate campaign-related information, including endorsements. •Shall not distribute promotional materials in classrooms or other public areas. | <ul style="list-style-type: none"> •Are campaign materials made available only in those areas as used solely by staff or other authorized individuals? •Does such distribution occur during non-work hours? |

Public Disclosure Commission
Guidelines for School Districts in Election Campaigns

| Activities and Resources | Permitted | Not Permitted | General Considerations |
|--------------------------|---|--|--|
| Equipment and Supplies | <ul style="list-style-type: none"> •District employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs. •District employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources. | <ul style="list-style-type: none"> •Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours. •Citizens' campaign committees and other community groups shall not use District equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures. | <ul style="list-style-type: none"> •Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure? |
| Meeting Facilities | <ul style="list-style-type: none"> •District meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and conditions available to other community groups, subject to the provisions of the District's policy. | | <ul style="list-style-type: none"> •Can community groups typically use school facilities? •Are facilities made available to all groups on the same terms? •Has the District adopted a policy regarding the distribution of campaign materials on District property? |
| Lists | <ul style="list-style-type: none"> •Lists of names (such as District vendors or parents) that a District has obtained or created in the course of transacting its regular public business are subject to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests. •Districts may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, non-discriminatory basis. | <ul style="list-style-type: none"> •Districts shall not sell copies of such lists (though they may charge a pre- established fee to recover the costs of providing copies of the lists). •If a list is generally available as a public record, it cannot be denied to a person or group on the grounds that it might be used in a campaign. | <ul style="list-style-type: none"> •Is the list obtained or created in the course of the District transacting its public business? •Are the fees charged no greater than necessary to cover the costs of providing copies? •Has the District complied with FERPA and District policy in responding to any public record requests? |

Public Disclosure Commission
Guidelines for School Districts in Election Campaigns

| Activities and Resources | Permitted | Not Permitted | General Considerations |
|---|---|--|---|
| Voting Information | <ul style="list-style-type: none"> •District personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. •Public facilities may be used to register people to vote and to do periodic poll checking. | <ul style="list-style-type: none"> •Districts shall not pressure or coerce employees to vote. •Districts shall not organize an effort to encourage staff to wear campaign buttons or display campaign materials | <ul style="list-style-type: none"> •Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure? |
| District Publications (Specific to Elections) | <ul style="list-style-type: none"> •Districts may develop an objective and fair presentation of the facts regarding District needs and the anticipated impact of a ballot measure, and may distribute it in the District’s customary manner. This information (8) may be printed in various languages and communicated in other formats as required by the ADA. •In the course of regular publications for the District, the District may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the District. | <ul style="list-style-type: none"> •Districts shall not distribute election-related information in a manner that targets specific subgroups. Targeting does not refer to mailing information to District constituencies such as parents, families within a service region, community leaders, or some other group, or to the District’s regular distribution list to provide information in a manner that is consistent with the normal and regular conduct of the District. •Districts shall not publicize information supporting or opposing a candidate or ballot measure. •Districts shall not use electioneering or promotional expressions such as “the levy will cost the average family a pizza a week” | <ul style="list-style-type: none"> •Does the information provide an objective and fair presentation of the facts? •Is the format, and style, including tone and tenor, of the information presented in an objective and fair manner? •Is the timing, format, and style, including tone and tenor, of the information presented in a manner that is normal and regular for the District? •Is the information distributed in a manner that is normal and regular for the District? •Do the materials accurately present the costs and other anticipated impacts of a ballot measure? |

8. For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed District wide by the District’s central administration solely for the purposes of informing residents regarding an upcoming ballot measure. The District and a school may continue to Public distribute information consistent with the customary practices of the District and a school, including but not limited to kid mail, newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information should be an objective and fair presentation of the facts.

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Activities and Resources | Permitted | Not Permitted | General Considerations |
|--|--|--|---|
| District Publications (Specific to Elections)(continued) | | | <ul style="list-style-type: none"> •Does the District typically distribute information by kid mail, newsletters, websites, or some other format? |
| District Publications (Regular) | <ul style="list-style-type: none"> •Districts may include all or part of the information regarding District needs and the anticipated impacts of a ballot measure in the District's regular publications, such as District and school newsletters. (For example, a school newsletter may specifically describe the projects and/ or programs planned for that school.) •Districts may inform staff and/ or parents of community meetings related to ballot measures if other such information is normally published in a newsletter or community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar or in the newsletter. •Districts may factually report school board support for a ballot measure, so long as it is the normal and regular conduct for the District. (For example, a community newsletter that ordinarily reports on board actions may report that the board adopted a resolution supporting the District's ballot measure.) •Districts may thank citizens for their support after an election in District publications. | <ul style="list-style-type: none"> •Districts shall not use internal memoranda or other District publications to encourage employees to participate in campaign activities. •Districts shall not publish materials supporting or opposing a candidate or ballot measure. | <ul style="list-style-type: none"> •Does the District routinely distribute such information? •Does the District normally inform staff and/ or parents of community activities and meetings? •Is the information presented in an objective and fair manner? •Is the District engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the school year? |

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Activities and Resources | Permitted | Not Permitted | General Considerations |
|--------------------------|--|---|---|
| Reader Boards/ Posters | <ul style="list-style-type: none"> •Information encouraging staff and members of the public to vote, or providing the dates of upcoming elections such as “vote on February ___”, may be posted, as long as such encouragement is customarily posted for elections other than just a District ballot measure. •Districts may thank citizens on their reader boards for their support after an election. •Union representatives/ employees may post campaign materials on a bulletin board, if such board is in an area that is only accessible to staff or other authorized individuals and if such activity is consistent with the District’s policy and collective bargaining agreements. | <ul style="list-style-type: none"> •Districts shall not display a “vote schools” sign or other promotional messages on reader boards or posters. •Signs advocating for or against candidates or ballot measures shall not be posted on District property in any area accessible to the general public or in classrooms. •Publicly owned vehicles shall not be used to carry or display political material. | |
| Surveys and Research | <ul style="list-style-type: none"> •Districts may conduct surveys and / or other community research, including demographic questions, to determine the community’s priorities, public perception of District performance, and/ or to inform the community about District programs and policies. | <ul style="list-style-type: none"> •Districts shall not conduct surveys to determine what taxation level the public would support. | <ul style="list-style-type: none"> •Has the school board passed a resolution authorizing a measure to be placed on the ballot? (If so, actions may be more closely scrutinized.) |

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Activities and Resources | Permitted | Not Permitted | General Considerations |
|---|---|--|--|
| Surveys and Research (continued) | <ul style="list-style-type: none"> •Districts may conduct community research (including but not limited to the use of questionnaires, surveys, work-shops, focus groups, and forums) to determine the community's priorities for both programs and/ or facilities and their associated total costs and projected dollars per thousand assessment. •The surveys and/ or other community research can be conducted before or after the school board has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny. •Districts may publish survey results if it is consistent with the normal and regular conduct of the District. | <ul style="list-style-type: none"> •Districts shall not conduct surveys designed to shore up support or opposition for a ballot measure. •Districts shall not target registered voters or other specific subgroups of District residents in conducting their election-related surveys. •Districts shall not use survey results in a manner designed to support or oppose a candidate or ballot measure. | <ul style="list-style-type: none"> •Does the election- related survey target specific subgroups? •Is the survey or community research consistent with normal and regular activities of the District? |
| Technology (websites, emails, computerized calling systems) | <ul style="list-style-type: none"> •A District may develop an objective and fair presentation of the facts and post that information on its website, including information regarding District needs and the anticipated impacts of a ballot measure. This information may be reformatted so that it is consistent with the manner in which the District customarily presents information on its website. | <ul style="list-style-type: none"> •District computers, email systems, telephones, and other information technology systems shall not be used to aid a campaign for or against a candidate or ballot measure. | <ul style="list-style-type: none"> •Are the materials developed an objective and fair presentation of the facts? |

Public Disclosure Commission
 Guidelines for School Districts in Election Campaigns

| Activities and Resources | Permitted | Not Permitted | General Considerations |
|---|--|--|--|
| Technology (websites, emails, computerized calling systems) | <ul style="list-style-type: none"> •District websites may permit viewers to make selections to learn about the anticipated impacts of a ballot measure for a specific school, or otherwise allow readers to explore issues in greater or lesser detail. •Districts may update the information on their websites in a manner that is customary for the District. •Staff may respond to inquiries regarding a ballot measure in an objective and fair manner, via email or by telephone if it is part of their normal and regular duties. | <ul style="list-style-type: none"> •Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate or ballot measure. •District websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure. | <ul style="list-style-type: none"> •Is the District engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the school year? •Do the materials accurately present the costs and other anticipated impacts of a ballot measure? •Has there been communications with staff and with union representatives regarding the prohibition on the use of the school's technology to support or oppose a ballot measure? |

Note on Timing of Activities: A particular activity may be subject to the scrutiny of the Public Disclosure Commission depending in part on whether it is a part of the “normal and ordinary” conduct of a District or a school. Generally, activities that occur after a school board has passed a resolution authorizing a measure to be placed on the ballot will be subject to greater scrutiny by the Public Disclosure Commission than those occurring before such a resolution has been passed.

Note on District Policies: The application of these guidelines is also subject to each District’s own policies as adopted by the school board.

Adopted: 8/28/01