

## **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. 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.

### **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 as soon as possible after the close of each school year. 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 Policy 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: July 19, 2000**

### **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. Students 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 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;
- D. Budget information, including student enrollment, classroom staff, support staff, administrative staff, and special levy expenditures.

### **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 Policy 4020 Confidential Communications

**Adoption Date: July 19, 2000**

## 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 deciding 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. 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.

Cross References: Board Policy 2121 Substance Abuse Program  
3231 Student Records  
4040 Public Access to District Records

Legal References: RCW 26.44.030 Reports--Duty and authority to make  
WAC 246-100-071 Responsibility for reporting to and cooperating with  
the local health department

**Adoption Date: July 19, 2000**

## **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 42.17, the district shall make available for public inspection and copying all district records, or portions, except those which contain the following information:

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

- D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal (RCW 42.17.310(l)(g)).
- E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the district in connection with any district action (RCW 42.17.310(l)(i));
- F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts -- RCW 42.17.310(l)(j);
- G. Records or portions of records the disclosure of which would violate personal rights of privacy--RCW 42.17.260(1) and RCW 42.17.310(2);
- H. Records or portions of records the disclosure of which would violate governmental interests--RCW 42.17.310(2);
- I. The residence addresses and telephone numbers of staff members and volunteers held in personnel records, rosters, and mailing lists(1)RCW 42.17.310 (i)(u).
- J. Personally identifiable information for special education students WAC 392-172-422.

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

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

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.

---

Cross Reference: Board Policy 3231 Student Records

Legal Reference: Ch. 42.17 RCW Disclosure - Campaign - Finances - Lobbying --  
Records

**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. The superintendent's designee 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.

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 superintendent or to the student record's custodian at the district office.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the district office.

With respect to those records which the superintendent has designated in writing as "open to inspection," the student record's custodian 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 superintendent.

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 nondisclosable 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 superintendent 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 superintendent may 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 superintendent and student records 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.

## **SAFE AND ORDERLY LEARNING ENVIRONMENT**

### **Contacts With Staff**

The learning environment and the staff's time for students shall be as free from interruption as possible. Brief telephone messages shall be recorded so as to permit the staff member to return the call when free.

Certificated staff shall be available for consultation with students and patrons one-half hour before and after school time. Students and patrons are urged to make appointments with staff to ensure 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 ensure 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 commit or inciting another to commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official, classified or certificated staff member or invitee of the school district, the superintendent or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the superintendent or staff member shall immediately call for the assistance of a law enforcement officer.

Legal Reference:	RCW 28A.635.020	Willfully disobeying school administrative personnel or refusing to leave public property, violations, when--Penalty
	28A.635.030	Disturbing school, school activities, or meetings
	28A.635.090	Interfering by force or violence with any administrator, teacher or student unlawful

28A.635.100 Intimidating any administrator, teacher or student  
28A.605.020 Parents' access to classroom or school sponsored  
activities

WAC 180-16-240 Supplemental program standards  
180-44-050 School day as related to the teacher

**Adoption Date: July 19, 2000**

### **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.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- D. If 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 superintendent will investigate the dispute and render a 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 noncustodial parents should be readily accessible to direct staff about what to do if a noncustodial 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.

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

---

Cross References:	Board Policy	3240 Student Conduct 3241 Corrective Actions or Punishment
Legal References:	RCW 9.41.280	Dangerous weapons on school grounds

**Adoption Date: July 19, 2000, Rev. 2-13-01**

### **USE OF TOBACCO ON SCHOOL PROPERTY**

The Washington Clean Indoor Air Act was adopted “in recognition that tobacco smoke in closely confined places may create a danger to the health of some citizens of this state.” The Griffin Board of Directors declares that the Griffin School District shall be deemed as a “tobacco free area.” The use of any tobacco is prohibited on all portions of the Griffin school site and in all vehicles belonging to the District, at all times.

Notices advising district employees and patrons of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent. Employee and student handbooks shall include notice that using tobacco on school property is prohibited. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References:	Board Policy 3200	Rights and Responsibilities
	3241	Classroom, Corrective Action, or
	5280	Punishment
		Termination of Employment
Legal References:	RCW 28A.210.310	Prohibition on use of tobacco products on
		school property

**Adoption Date: July 19, 2000**



Most issues can be resolved by informed discussions involving the citizen(s) who raise(s) the issue and the staff member(s) most directly involved. If the matter is not resolved at this level, the principal or supervisor shall attempt to resolve the issue through a conference with the citizen(s).

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 or department level, the citizen(s) should file a written complaint with the superintendent which describes the problem, and a suggested solution. The superintendent will send copies to the principal or supervisor and staff member if the complaint is directed at a staff member.
- B. The principal or supervisor will attempt to resolve the issue and will report what has been done to the superintendent.
- C. In the event the matter is not resolved, the citizen(s) may request the superintendent attempt to effect a resolution using whatever means he/she deems appropriate.
- D. If the matter is not resolved, the citizen(s) may request the superintendent 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.

### **CONTACTS WITH STUDENTS**

The schools may communicate information through students regarding schools, school programs and nonschool 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.

**Adoption Date: July 19, 2000**

### **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.

---

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

**Adoption Date: July 19, 2000, Rev. 11-20-01**

## USE OF SCHOOL FACILITIES

In the belief that the schools should be considered a part of the community, it is the policy of the Griffin School District to make facilities available for community use, under necessary regulations, when such use is not in conflict with school operation.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization nor the purposes they represent.

The right to authorize use of school facilities shall be retained by the Superintendent. Such use will be only at such times as the facilities required are free from District curricular and co-curricular activities.

Fees: The facilities of the District are available for use by any responsible, non-discriminatory, community organization with the user to pay for expenses and services incurred or provided. A schedule of rates for facility use will be developed and revised as necessary. The schedule shall be based upon the following:

There shall be no charge for the use of District facilities for school-sponsored organizations or activities.

Class A - Community Use: Groups such as municipal bodies, youth recreation groups and non-profit civic organizations will be charged a nominal fee to cover the costs of the District. If the group charges admission, takes a silver offering or sells articles of merchandise for the express purpose of defraying expenses, rental fees as described for Class B will be charged. Where, in the determination of the Superintendent with authorization to rent District facilities, there shall be no expense incurred either directly or indirectly to the District the fee for organizations in this category may be Waived.

Class B - "Modified Commercial": Non-commercial or non-profit organizations shall be subject to rates established for Class B, which shall include all direct and indirect expenses that are incurred by the District. This rate shall also apply to use by private educational groups, such as schools of dance and music serving students of the District or religious organizations which may be approved as "temporary" users of District facilities.

Legal References: Chapter 316, Laws of 1999 School district facilities--Liability immunity

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

RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for

28A.335.150 Permitting use and rental of play-grounds, athletic fields, or athletic facilities

**Adoption Date: July 19, 2000**

**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.

Applicants for use of school facilities may be required to 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 \$100,000 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.

The superintendent possesses the authority to make the decision on use of school facilities by a group.

Because of the value of district's playing fields to the community's total recreational opportunity, the district may permit use of the fields by 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.

## **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.

---

Legal Reference:	RCW 42.17.130	Forbids use of public office or agency facilities in campaigns
	42.17.190	Legislative activities of state agencies and other units of government

**Adoption Date: July 19, 2000, Rev. 11-20-01**

## **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.



**RELATIONS WITH THE LAW ENFORCEMENT, FIRE DEPARTMENT, CHILD PROTECTIVE AGENCIES AND THE COUNTY HEALTH DEPARTMENT**

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

The district shall strive to develop and maintain cooperative working relationships with law enforcement. The superintendent may meet with law enforcement, the local fire department, child protective authorities and health department officials to establish agreed upon procedures for cooperation between law enforcement, child protective, health and school authorities. Such procedures should address the handling of child abuse and neglect allegations and cases, the handling of bomb threats, arrests by law enforcement officers on school premises, the availability of law enforcement personnel for crowd control purposes, the processes for investigating possible criminal activity involving students, reporting of communicable disease cases and investigations, and other matters that affect school and law enforcement cooperation. Such procedures shall be made available to affected staff and periodically revised.

Cross Reference: Board Policy 3231 Student Records

Legal References: RCW 28A.635.020 Wilfully disobeying school administrative personnel or refusing to leave public property, violations, when--Penalty  
26.44.050 Taking child into custody without court order  
26.44.110 Written statement required  
26.44.115 Notice required

**Adoption Date: July 19, 2000**

- 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 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.
- 4. 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.
- 5. 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. 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. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel.

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

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

Cross References:	Board Policy 3240	Student Conduct
	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 5281	Disciplinary Action or Discharge

Legal References:	RCW 28A.320.128	Notice and disclosure policies--Threats of violence--student conduct--Immunity for good faith notice--Penalty
	WAC 180-40	Pupils
	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act
	34 C.F.R. Part 99	FERPA Regulations

**RELEASE OF INFORMATION CONCERNING  
SEXUAL AND KIDNAPING 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 should 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: July 19, 2000

## ELECTION ACTIVITIES

The district, as part of its mission to educate and instill civic virtue, will ensure that public facilities are not to be used to assist in any candidate's campaigning or to support or oppose any ballot measure, and will ensure 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 discussion 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.

Cross References:	Board Policy 2022	Electronic Information System (K-20 network)
	Board Policy 5252	Staff Participation in Political Activities
Legal References:	RCW 28A.320.090	Preparing and distributing information on the district's instructional program, Operation and maintenance – Limitation
	WAC 390-05-271	General application of RCW 42.17.130
	WAC 390-05-273	Definition of normal and regular conduct

**Adoption Date:** March 20, 2002