

TABLE OF CONTENTS
Community Relations - Series 4000

Communications with the Public

Public Information Program4000

Staff Communications and Responsibilities4010

Confidential Communications4020

Public Access to District Records.....4040

Endorsement of Educational Materials.....4050

Distribution of Materials.....4060

Public Participation in the Schools

Citizen’s Advisory Committees and Task Forces.....4110

School Support Organizations4120

 Procedure4120P

Title 1 Parent Involvement.....4130

Public Access to Schools, Staff and Students

Safe and Orderly Learning Environment.....4200

Regulation of Dangerous Weapons on School Premises.....4210

Use of Tobacco on School Property4215

Complaints Concerning Staff or Programs4220

Contacts with Students.....4230

Public Performances4235

Contests, Advertising and Promotions.....4237

Use of School Facilities4260

 Procedure4260P

Community Schools’ Program.....4265

Relations With Other Agencies And Schools

Political Relationships with Governmental Agencies.....4300

Improvement Districts and Licensing of Business	4301
Relations with the Law Enforcement, Child Protective Agencies and the County Health Department	4310
Notification of Threats of Violence or Harm.....	4314
Release of Information Concerning Sexual and Kidnapping Offenders	4315
Cooperative Program with Other Districts and Public Agencies.....	4320
Cooperation with Private and Parochial Schools and Day Care Agencies.....	4330
Election Activities.....	4400



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 as soon as possible after the close of each school 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 report shall include but not be limited to:

- A. Criteria used for staff evaluation;
- B. Results of district-wide achievement testing;
- C. Budget information, including student enrollment, classroom staff, support staff, administrative staff, and special levy expenditures.

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.

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: November 22, 2005
Quincy School District



STAFF COMMUNICATIONS AND 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.



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. 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.

Legal References: RCW 26.44.030

Reports — Duty and authority to
make

Adoption Date: November 22, 2005
Quincy School District



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.

Requests for Inspection and Copying

In accordance with RCW Chapter 42.56, upon written request, 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 USC 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 42.17.070;
- 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, telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of dependents of employees or volunteers of a public agency; or
- K. Personally identifiable information for special education students -- WAC 392-172-422.

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. On request, the district shall make copies of public records for a per-page fee of fifteen cents plus the actual cost of postage and an envelope, if any.

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

If a record contains both disclosable and nondisclosable information, the district shall disclose the record with the nondisclosable portion deleted and provide a written explanation of the statutory basis 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.

Legal Reference:

RCW 42.17 Disclosure - Campaign - Finances - Lobbying – Records

RCW 42.56 Public Records Act

Adoption Date: July 13, 2006

Revision Date: February 12, 2008

Quincy School District



ENDORSEMENT OF EDUCATIONAL MATERIALS

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: November 22, 2005
Quincy School District



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 a 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.

Adoption Date: November 22, 2005
Quincy School District



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.



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: November 22, 2005

Quincy School District



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.
 - 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 9.46.0311]. However, a nonprofit organization must obtain IRS recognition as a tax exempt association regardless of gross income.

Adoption Date: February 13, 2007
Quincy School District



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 1 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)

Adoption Date: November 22, 2005
Revision Date: January 13, 2009
Quincy School District



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 before and after school time. Students and patrons are urged to make appointments with staff to assure an uninterrupted conference.

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

Visitors

The board welcomes and encourages visits to school by 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.

Legal Reference:	RCW 28A.635.020	Wilfully 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

20 U.S.C. § 9528

No Child Left Behind Act, Military
Recruiter Provision

Adoption Date: November 22, 2005

Revision Date: January 13, 2009

Quincy School District



REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

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

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

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

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

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

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

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

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.

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

School officials shall notify the 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.

Legal References: RCW 9.41.280
RCW 9A.16.020
RCW 9.91.160
RCW 28A.600.420

Dangerous weapons on school grounds
Use of force — when lawful
Personal Protection Spray devices
Firearms on school premises, transportation, or facilities —
Penalty — Exemptions

Adoption Date: November 22, 2005
Revision Date: September 9, 2008
Quincy School District



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.

Legal References: RCW 28A.210.310
 RCW 70.155.080

Prohibition on use of tobacco
products on school property
Purchasing, obtaining or possessing
tobacco by Minors — Civil
infraction

Adoption Date: November 22, 2005
Quincy School District



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.

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

The following guidelines 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 departmental level, the citizen must file a written complaint with the superintendent which describes the problem and specifies a suggested solution. The superintendent shall send copies to the supervisor and staff member.
- B. The supervisor 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 and, as the Superintendent deems appropriate, the staff member and supervisor.
- 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 (closed) session. The board shall make final determination of the matter and may uphold the superintendent's decision without hearing the complaint. Any formal action by the board must take place at an open meeting. The decision of the board shall be final.

Complaints regarding instructional materials should be pursued in the manner provided for in Policy 2020 (Curriculum Development and Adoption of Instructional Materials).

Legal References: RCW 28A.405.300

Chapter 42.30 RCW

Adverse change in contract status of
certificated employee —
Determination of probable cause
— Notice — Opportunity for
hearing
Open Public Meetings Act

Adoption Date: November 22, 2005

Revision Date: January 13, 2009

Quincy School District



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.



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.

While students may perform in traditional musical events during the holiday season, a school-sponsored group shall not perform or make such presentations in a worship service.

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.

Adoption Date: November 22, 2005
Quincy School District



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.

Legal Reference: AGO 9503.00 1995 No. 3

Use of School Districts' Facilities by
Student Groups for Religious
Purposes

Adoption Date: November 22, 2005
Quincy School District



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. 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. For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

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.

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 nonregular 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.

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

Adoption Date: November 22, 2005
Quincy School District



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: November 22, 2005
Quincy School District



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
	RCW 42.17.190	Legislative activities of state agencies and other units of government

Adoption Date: November 22, 2005
Quincy School District



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: November 22, 2005
Quincy School District



RELATIONS WITH LAW ENFORCEMENT, 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 relationship with law enforcement. The superintendent shall meet with law enforcement, 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.

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

Adoption Date: November 22, 2005
Quincy School District



NOTIFICATION OF THREATS OF VIOLENCE OR HARM

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

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

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

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

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

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

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

<p>Legal References:</p> <p>RCW 28A.320.128</p> <p>WAC 392-400</p> <p>20 U.S.C. § 1232g</p> <p>34 C.F.R. Part 99</p>	<p>Notice and disclosure policies — Threats of violence — student conduct — Immunity for good faith notice — Penalty</p> <p>Pupils</p> <p>Family Educational Rights and Privacy Act</p> <p>FERPA Regulations</p>
--	--

Adoption Date: November 22, 2005
Quincy School District



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:

- A. 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.
- B. 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.

Legal Reference: RCW 4.24.550

Sex offenders — and kidnapping
offenders — Release of
information to public — When
authorized — Immunity

Adoption Date: November 22, 2005
Quincy School District



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 Interlocal Cooperation Act, with assurances that all parties to the agreement have the legal authority to engage in the activities contemplated by the agreement.

<p>Legal References:</p> <p>RCW 28A.225.250</p> <p>Chapter 39.34 RCW</p> <p>Chapter 48.62 RCW</p> <p>Chapter 392-135 WAC</p>	<p>Voluntary, tuition free attendance programs among school districts,scope--Rules and regulations</p> <p>Interlocal Cooperation Act</p> <p>Local Government Insurance</p> <p>Finances — Interdistrict Cooperation Programs</p>
--	---

Adoption Date: November 22, 2005
Quincy School District



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.

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 Centers

Adoption Date: November 22, 2005
Quincy School District



ELECTION ACTIVITIES

The district, as part of its mission to educate and instill civic virtue, will assure that public facilities are not 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.

Legal References:	RCW 28A.320.090	Preparing and distributing information on the district’s instructional program, operation and maintenance — Limitation
	RCW 42.17.130	Forbids use of public office or agency facilities in campaigns
	WAC 390-05-271	General application of RCW 42.17.130
	WAC 390-05-273	Definition of normal and regular conduct

Adoption Date: November 22, 2005

Quincy School District