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PUBLIC INFORMATION PROGRAM

The district will strive to maintain effective two-way communication channels with the public. Such channels will 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 will establish and maintain a communication process within the school system and between it and the community. Such a public information program will 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 will 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 will not endorse political candidates. Neither staff nor students will be asked to disseminate campaign materials from the schools nor will any of the district's facilities or communications services be used to disseminate such material. The superintendent will identify staff who have significant public information responsibilities and establish guidelines for their work. The guidelines will address such matters as authority for making releases and the nature and content of bulletins to parents.

Staff Communications with the Public

Staff share the responsibility for communicating and interpreting the district mission, its policies, programs, goals and objectives to members of the community. Staff will 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 will strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of the district. Confidential information about students or other staff will be released only as permitted by statute and district policies and procedures.

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 will 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 will 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 will 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 model policy #2106, Program Compliance. When the district is not in compliance, such deviations will be incorporated into the annual report.

Cross Reference:	Board Policy 2106	Program Compliance
	Board Policy 4020	Confidential Communications
Legal References:	RCW 28A.150.230	Basic Education Act of 1977
Management Resources:	Policy News	October 2011 Policy Manual Revisions

Public Information Program

Principals are encouraged to initiate media coverage of their school programs and activities. The superintendent will 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 will 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 will 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 will be secured before allowing an individual to photograph and conduct an interview that would "single out" any special education student or identify a student whose parents have signed a form to withhold directory information.
- D. During regular school hours, all media representatives must report to the building office for identification and authorization before going to any part of the building or contacting any individual.
- E. Staff members will secure authorization from the principal before contacting the media on behalf of the school. This will not preclude a staff member from contacting the media as a private individual.

Annual District Report

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

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

STAFF COMMUNICATIONS

Staff Communications with the Community

Staff shares the responsibility for communicating and interpreting the district mission, its policies, programs, goals and objectives to members of the community. Staff will 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 will 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 will be released only as permitted by statute and district policies and procedures.

Cross Reference: Board Policy 4020 Confidential Communications

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 will 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 will exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
- E. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Educational Rights and Privacy Act (FERPA).
- F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

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

Legal References:	RCW 26.44.030	Reports--Duty and authority to make—Duty of receiving agency
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PUBLIC ACCESS TO DISTRICT RECORDS

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to school district records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, "school district records" is a broad term that includes any writing containing information relating to the conduct of the District or the performance of any District governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. Included within these definitions are digital and electronic forms of communication, including emails, text or messages through any medium or application, pages, postings, and comments from any District-operated or District-sponsored website. The District will retain public records in compliance with state law and regulations.

The definition of "school district records" does not include records that are not otherwise required to be retained by the District and are held by volunteers who do not service in an administrative capacity, have not been appointed by the District to a District board, commission, or internship, and do not have a supervisory role or delegated District authority.

Because of the tremendous volume and diversity of records continuously generated by a public school district, the Board has declared by formal resolution that trying to maintain a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District. Additionally, the Board hereby finds that it would be unduly burdensome to calculate the costs of producing public records, given the multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of District supplies and labor.

The Superintendent will develop—and the Board will periodically review—procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and shall oversee the District's compliance with this policy and state law.

Cross References: 3231 - Student Records

Legal References: Chapter 5.60 RCW Witnesses Competency
 Chapter 13.04.155(3) RCW Notification
 Chapter 26.44.010 RCW Declaration of purpose.
 Chapter 26.44.030(9) RCW Reports
 Chapter 28A.605.030 RCW Student education records
 Chapter 28A.635.040 RCW Examination questions — Disclosing — Penalty.
 Chapter 40.14 RCW Preservation and destruction of public records
 Chapter 42.17A RCW –Campaign Disclosure and Contribution
 Chapter 42.56 RCW Public Records Act
 WAC 392-172A Rules for the provision of special education
 Public Law 98-24, Section 527 of the Public Health Services Act, 41 USC § 290dd-2
 20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)
 20 U.S.C. § 1400 et. seq. Individuals with Disabilities Education Act (IDEA)
 42 U.S.C. § 1758(b)(6)
 34 CFR Part 300—Assistance to States For The Education Of Children With Disabilities
 45 Cfr Part 160—164—General Administrative Requirements

Management Resources:

2015 – December Issue
2015 – April Issue
2012 - April Issue
2010 - February Issue
Policy News, June 2006
Policy News, October 2005
Washington State Office of the Attorney General – Open Government Training
Washington State Office of the Attorney General – Model Rules on Public Disclosure

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Purpose of these Procedures and General Principles

These procedures have been established by the Superintendent and published pursuant to Board Policy 4040 and RCW 42.56.040 to explain the process for public access to school district records and to provide guidance in how the District will respond to such requests.

School district records relating to the conduct of operations and functions of the District that have been prepared, owned, used, or retained by the District in any format are, in fact, *public records* to which members of the public may request access consistent with this procedure.

When processing such requests, the District will provide the fullest assistance to the requestor and provide a response in the most timely manner possible.

District Public Records Officer

Public Records Officer

For the most timely and efficient response, requests for school district records should be directed in writing to the Public Records Officer listed below, whose responsibilities include serving as a point of contact for members of the public in this process and overseeing the District's compliance with the Washington Public Records Act, Chapter 42.56 RCW, and Policy 4040.

The current Public Records Officer of the District may be reached at the District's Central Administrative Building as follows:

701 E Ave. Granger, WA 98932
Phone: 509-854-1515
Fax: 509-854-1126

Information regarding contacting the Public Records Officer is also available at the District website at [www.gsd.wednet.edu].

Public Records Officer Training

Consistent with state law, the Public Records Officer shall complete trainings related to the Washington Public Records Act and public records retention no later than ninety (90) days after assuming the responsibilities of the Public Records Officer. After the initial training(s), the Public Records Officer must complete refresher training at intervals of no more than four years as long as he or she remains the District's Public Records Officer. Training must address particular issues related to the retention, production, and disclosure of electronic documents, including updating and improving technology information services.

Availability of Public Records

Hours for Inspection

Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 7:30 a.m. to 4:00 p.m. Records must be inspected at the offices of the District.

Organization of Records

The District will maintain its records in a reasonable, organized manner and take reasonable actions to protect records from damage and disorganization. A requestor shall not take District records from District offices without the permission of the Public Records Officer or designee. During the inspection of records, a District employee will typically be present to protect records from damage or disorganization.

The District will also maintain a log of public records requests that have been submitted to and processed by the District. This log shall include, but not be limited to, the following information for each request: The identity of the requestor if provided, the date the request was received, the text of the original request, a description of the records produced in response to the request, a description of the records redacted or withheld and the reasons therefor, and the date of the final disposition of the request.

Information Online

A variety of records and information are available on the District website at [www.gsd.wednet.edu] Requestors are encouraged to view the documents available on the website prior to submitting a records request.

Making a Request for Public Records

Request to Public Records Officer

Any person wishing to inspect or copy public records of the District shall make the request in person during the District's normal office hours, or in writing by letter, fax, or email addressed to the Public Records Officer and including the following information:

- Name, address, telephone number, and email address of requestor;
- Identification of the public records adequate for the Public Records Officer or designee to locate the records; and
- The date the request is submitted to the District.

The District recommends using its Public Records Request Form when submitting a request for records. This form is available for use by requestors at the District's central office and online at [www.gsd.wednet.edu]

Identifiable Records

A request under the Washington Public Records Act, Chapter 42.56 RCW and District Policy 4040 must seek an identifiable *record or identifiable records*. A request for all or substantially all of the records prepared, owned, used, or retained by the District is not a valid request for identifiable records. General requests for information from the District that do not seek identifiable records are also not covered by Policy 4040. A request for all records discussing a particular topic or containing a particular keyword or name will not be considered a request for all of the District's records.

Requesting Electronic Records

The process for requesting electronic public records is the same as for requesting paper public records. However, to assist the District in responding to a request for electronic records, a requestor should provide specific search terms that will allow the Public Records Officer or designee to locate and assemble identifiable records responsive to the request.

Creating New Records

The District is not obligated by law to create a new record to satisfy a records request for information. The District may choose to create a record depending on the nature of the request and the convenience of providing the information in a new document, such as when data from multiple locations is requested and can be more easily combined into a single new record.

Copies of Records

If the requestor wishes to have copies of the records made instead of inspecting them, he or she shall make this clear in the request and make arrangements to pay for copies of the records or a deposit.

Requests Not in Writing

The Public Records Officer or designee may accept informal requests for public records by telephone or in person. To avoid any confusion or misunderstanding, however, requestors should be mindful that a request reduced to writing is always the preferred method. If the Public Records Officer or designee receives a request by telephone or in person, the Public Records Officer will confirm his or her understanding of the request with the requestor in writing.

Processing of Public Records Requests

Order of Processing Requests

The District will typically process requests in the order received. However, requests may also be processed out of order if doing so allows the most requests to be processed in the most efficient manner.

Central Review

Records requests not made to the Public Records Officer of the District will be forwarded by building level administrators, program administrators, or other staff receiving the request to the Public Records Officer for processing.

Five-Day Response

Within five (5) business days of receipt of a request, the Public Records Officer will do one or more of the following:

1. Provide copies of the record(s) requested or make the record available for inspection—or, in the alternative, provide an internet address and link to the District's website where the specific record can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the internet) ; or
2. Acknowledge that the District has received the request and provide a reasonable estimate of the time it will require to fully respond; or
3. Acknowledge that the District has received the request, and ask the requestor to provide clarification for a request that is unclear, while providing to the greatest extent possible a reasonable estimate of the time the District will require to respond to the request if it is not clarified; or
4. Deny the request (although no request will be denied solely on the basis that the request is overbroad).

If the requestor fails to respond to the District's request for clarification within 30 days and the entire request is unclear, the District may close the request and not further respond to it. If the requestor fails to respond to the District's request for clarification within 30 days, and part of the request is unclear, the District will respond to the portion of the request that is clear and may close the remainder of the request. In unusual circumstances, the District may also seek a court order enjoining disclosure pursuant to law.

The District may deny a bot request that is one of multiple requests from the requestor within a twenty-four hour period if the District establishes that responding to the multiple bot requests would cause excessive interference with the District's other essential functions. The District may deem a request to be a bot request when the District reasonably believes the request was automatically generated by a computer program or script.

If the District does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the Public Records Officer to determine the reason for the failure to respond.

Purpose of Request

The District may inquire into the purpose for which a record is requested and may use the answer to aid in gathering responsive records and determining whether the public has a legitimate interest in obtaining the information. However, a requester is not required to provide a purpose and the District may not decline to furnish the records solely because the requester refuses to furnish a purpose for the request.

Protecting Rights of Others

In the event that the requested records contain information that may affect rights of others and may be arguably exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others. The notice may make it possible for the others to contact the requestor and ask him or her to revise the request, or, if necessary, seek a court order to prevent or limit the disclosure. The notice to the affected persons may also include a copy of the request.

Records Exempt from Disclosure

Some records are exempt from disclosure, in whole or in part, under a specific exemption contained in chapter 42.56 RCW or another statute which exempts or prohibits disclosure of specific information or records.

If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state in writing the specific exemption (and statutory section) which applies and provide a brief explanation of how the exemption applies to the record being withheld or redacted. This exemption and explanation will be provided to the requestor in a withholding index or log.

If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted in the withholding index or log.

List of Laws Exempting or Prohibiting Disclosure

Pursuant to RCW 42.56.070 (2), these rules contain a list of laws—other than those specifically listed in the Washington Public Records Act, Chapter 42.56 RCW—which may exempt disclosure of certain public records or portions of records. The District has identified the following laws:

- The Family Educational and Privacy Rights Act (FERPA), 20 USC § 1232g (regarding student educational records);
- Washington State Student Education Records Law, RCW 28A.605.030;
- The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et. seq. and 34 C.F.R. Part 300 (protecting the confidentiality of personally identifying information contained in student records of students with disabilities).
- Privileged communications and attorney work product, such as set forth in Chapter 5.60 RCW;
- Criminal Records Privacy Act (CRPA), Chapter 10.97, RCW;
- Information on students receiving free or reduced lunch, 42 USC § 1758(b)(6);
- Health Insurance Portability and Accountability Act (HIPPA), 45 CFR parts 160-164 (regarding health care information privacy and security);
- Abuse of Children – Protection and Procedure, RCW 26.44.010; RCW 26.44.030(9);
- Notification of Juvenile Offenders, RCW 13.04.155(3);
- Examination question for teachers or pupils prior to the examination, RCW 28A.635.040;
- Public Law 98-24, Section 527 of the Public Health Services Act, 41 USC § 290dd-2 (confidentiality of alcohol and drug abuse patient records);
- United States and Washington Constitutional provisions including, but not limited to, the right of privacy and freedom of association.

In addition to these exemptions, RCW 42.56.070 (9) prohibits providing access to lists of individuals requested for commercial purposes, and the District may not do so unless specifically authorized or directed by law.

The above list is for informational purposes only and is not intended to cover all possible exemptions from the public records law. The above list includes only exemptions which may be in addition to those set forth in Chapter 42.56 RCW. Under appropriate circumstances, the District may rely upon other legal exemptions which are not set forth above or contained within the public disclosure law.

Inspection of Records

Consistent with other demands, and without unreasonably disrupting District operations, the District shall promptly provide for the inspection of nonexempt public records. No member of the public may remove a document from the viewing area without the permission of the Public Records Officer, nor may he or she disassemble or alter any document. The requestor shall indicate which documents he or she wishes the District to copy. There is no cost to inspect District records.

Providing Copies of Non-Electronic Records

After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying.

Providing Electronic Records

When a requestor requests records in an electronic format, the Public Records Officer or designee will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record.

Providing Records in Installments

When the request is for a large number of records, the Public Records Officer or designee has the right to provide access for inspection and copying in installments. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one or more of the installments, the Public Records Officer or designee may stop searching for the remaining records and close the request as discussed further below.

Completion of Inspection

When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee will indicate that the District has completed a diligent search for the requested records and made any located nonexempt records available for inspection.

Closing Withdrawn or Abandoned Request

The requestor must claim or review the assembled records within thirty (30) days of the District's notification to him or her that the records are available for inspection or copying. The District should notify the requestor in writing of this requirement and inform the requestor that he or she should contact the District to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and refile the assembled records.

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that the District has closed the request.

Later Discovered Documents

If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

Costs of Providing Records, Waiver of Costs, and Agreements Regarding Costs

Cost of Printed Copies and Mailing

The cost of providing photocopies or printed copies of electronic records is 15 cents per page. Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the District may instead charge a flat fee of two dollars to provide the records.

If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments. Payment may be made by cash, check, or money order payable to the District.

The District may also charge actual costs of mailing, including the cost of the shipping container or envelope.

The Public Records Officer or designee may require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before any copies are made. The requestor will be allowed to revise the request in order to reduce the applicable charges.

Customized Service Charge

A customized service charge may be imposed if the District estimates that the request would require the use of information technology expertise to prepare data compilations, or to provide customized electronic access services when such compilations and customized access services are not used by the District for other District purposes. The customized service charge may reimburse the District up to the actual cost of providing the services in this paragraph.

The District will not assess a customized service charge unless it has notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice will also provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.

Cost for Electronic Records

The cost for providing electronic records is as follows:

1. Ten cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records;
2. Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
3. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically; and
4. The actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

The District will take reasonable steps to provide the records in the most efficient manner available to the District in its normal operations;

Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more, than two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments.

The Public Records Officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before charges are imposed under this procedure. The requestor will be allowed to revise the request in order to reduce the applicable charges.

The District will not impose copying charges for access to or downloading of records that the District routinely posts on its website prior to the receipt of a request, unless the requestor has specifically requested that the District provide copies of such records through other means.

Deposits

Before beginning to make the copies, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor, including the cost of a customized service charge according to the provision above.

Waiver

The Public Records Officer may waive any charge assessed for a request. On behalf of the District, the Public Records Officer may also enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this Procedure, or in response to a voluminous or frequently occurring request.

INTERNAL REVIEW OF DENIALS OF PUBLIC RECORDS

Petition for Internal Administrative Review of Denial of Access

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request.

Consideration of Petition for Review

The Public Records Officer shall immediately consider the petition and shall either affirm or reverse the denial within two business days following the receipt of the petition, or within such other time as the District and the requestor mutually agree to.

REPORTING COSTS OF PRODUCING PUBLIC RECORDS

The District will provide the information specified in RCW Chapter 40.14 to the Joint Legislative Audit and Review Committee as required by law.

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.

Cross References:	Board Policy 2340 Board Policy 3220	Religious-related activities and practices Freedom of Expression
Management Resources:	Policy News, April 2005	Distribution of Materials

DISTRIBUTION OF MATERIALS

Individuals seeking distribution of information about its program will submit to the superintendent a statement of the recreational or educational value to students. Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the statement "The district does not sponsor this event and the district assumes no responsibility for it.

The district or the school will not distribute materials that:

- A. Are obscene, lewd, or vulgar;
- B. Are libelous;
- C. Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual or ethnic slurs;
- D. Promote commercial enterprises;
- E. Promote the violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- F. Proselytize or disparage religious beliefs.

The building administrator will review and determine whether the materials are approved for distribution to students. Any further review will be by the superintendent/designee whose decision is final.

CITIZENS' ADVISORY COMMITTEES AND TASKS 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 will study school matters and submit their findings and recommendations to the superintendent and/or board. This committee will be formed by authorization of the board. Such authorization will include a description of the responsibilities and reporting relationships and will specify the duration of the committee's existence.

CITIZENS' ADVISORY COMMITTEE

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

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

SCHOOL-SUPPORT ORGANIZATIONS

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

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

Legal References: RCW 9.46.0321 Bingo, raffles, amusement games-No license required, when.

Management Resources: 2017 - July Issue

SCHOOL-SUPPORT ORGANIZATIONS

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

- A. Local booster clubs and PTOs 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, entertainment, exhibitions, expositions, parties, performances, picnics, sales, social gatherings, theaters, and variety shows [RCW 19.09.020 (13)].
 - 2. A nonprofit corporation may operate bingo activities, raffles, and amusement games under requirements regulated by the Washington State Gambling Commission [RCW 9.46].
 - 3. A charitable organization involved in sales and benefits grossing over \$5,000 must obtain IRS recognition.
- F. When bingo, raffles, and amusement games are conducted, the State Gambling Act controls the endeavor. Certain gambling activities may be conducted by nonprofit organizations without a gambling permit under certain conditions. To operate without a gambling permit, a nonprofit must be recognized by the IRS and/or contributions to the group must be considered tax deductible. In addition, the nonprofit must have been organized and operating for at least 12 months before operating the gambling activity, and be able to prove that it has made significant progress towards accomplishing its stated purposes during the 12 consecutive months before operating the gambling activity.

A nonprofit organization may hold an unlimited number of members-only raffles if the combined gross revenue (money taken in) from these raffles does not exceed \$5,000 during a calendar year. In addition to members-only raffles, a nonprofit may offer two unlicensed raffle, bingo, or amusement game events to the public each year and must notify its local police agency at least five days before conducting the event. [RCW 9.46.0321](#)

SCHOOL-FAMILY PARTNERSHIP

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.

The board of directors adopts as part of this policy the following guidance for parent involvement. The district will:

- A. Put into operation programs, activities and procedures for the involvement of parents in all of its 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, (i.e., ECEAP, WSMC, etc.);
- 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 all schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

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

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

INTRODUCTION

The Board recognizes that parent involvement contributes to the achievement of academic standards by all students. The intent of this procedure is to create and maintain a district-wide climate conducive to parent and family involvement and to develop and sustain partnerships that support student learning and positive child and youth development in all schools. The Board views the education of students as a cooperative effort among school, parents and community.

Definitions

The term “parent” or “family” is used to denote parents, extended family, guardians, or other persons with whom a Granger Public Schools student lives. “Parent” or “family” may include community members or other concerned adults involved in the student’s life, pursuant to state and federal laws surrounding confidentiality. “School-Family Partnership” is defined as the collaborative interaction between educators and families in activities that promote student learning and positive child and youth development at home, in school, and in the community, including but not limited to regular, two-way, and meaningful communication between parents and school personnel; outreach to families; parent education; volunteering; school decision-making; and advocacy.

District Parent Involvement Advisory Committee

The superintendent will oversee the implementation of this policy and procedure. Planning and oversight will take the following forms:

- A. The superintendent will establish a standing District Parent Involvement Advisory Committee to advise the superintendent in the implementation of the School-Family Partnerships Policy at the school building and district levels.
- B. The District Parent Involvement Advisory Committee will be comprised of parents who reflect the diversity of Granger Public Schools families, school staff and administrators.

Implementation

Effective implementation of the School-Family Partnership Policy requires the active participation of parents, family members, school staff, and central administrators.

- A. District Level
 1. The District Parent Involvement Advisory Committee will create a district-wide School-Family partnership plan to provide support and technical assistance to schools in order to help them integrate and institutionalize family involvement practices.
The plan should include a framework, guidelines, measurable outcomes and learning opportunities for all staff. The plan should pay particular attention to the involvement of all families regardless of race, creed, color, religion, marital status, national origin, gender, sexual orientation, age or disability. The District Parent Involvement Advisory Committee will present their proposed plan to the superintendent for review and implementation.
 2. The superintendent will develop and maintain an efficient and coordinated district-wide communication system.
The communication system will keep families informed of district news, school programs, academic matters, community partnerships, involvement opportunities, and where to go for additional information.
Information will be provided in a timely manner; in multiple formats, including the Internet; and to the extent feasible, in the languages most prevalent in the district.

B. School Building Level

1. All schools will include parents or family members from diverse groups in school governance and in their student's intervention planning.
2. All schools will involve parents in developing, implementing and sustaining inclusive, culturally appropriate school-family partnership practices that support student achievement. Those practices will be described in the school improvement plan and will include goals, strategies, measurable outcomes, and methods of evaluation.
3. All schools will convene an annual parent meeting and invite and encourage all family members to attend. This annual meeting will be held to explain the goals and purposes of the federal and state programs. In addition to the required annual meeting, additional parent meetings will be held at various times of the day and evening throughout the year. These meetings will offer parents opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. Schools will respond to these suggestions as soon as practicably possible. All parent meetings will be documented with an agenda, minutes and sign-in sheets.
4. All schools will ensure that families have access to a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, explanations of state-required tests and test scores, and access to materials, training, and community resources available to parents to work with their children to improve student learning and positive child and youth development.
5. All schools will provide information to parents about programs, events, and their student's academic progress on a regular basis. Information will be provided to parents in a timely manner and to the extent practicable, in multiple formats (including the Internet) and in languages spoken in students' homes.
6. All schools will coordinate parent and family involvement plans and strategies with partner community based organizations serving their students and families.

C. Title I Schools

Schools that receive Title I funds have special obligations to increase parental involvement in the school and in education, and are required to jointly develop with parents school-parent compacts that outline how parents, school staff, and students will share responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the academic standards set by the Granger Public Schools. The compact will include:

1. Achievement goals for the student.
2. Roles of the student, parents or guardians, and teachers in the plan.
3. Communication procedures regarding student accomplishments.
4. Plan review and adjustment process.

The school will also communicate with parents through a student/parent handbook that will:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective environment.
2. Describe the ways in which each parent will be responsible for supporting their child's learning (e.g., monitoring attendance, homework and television watching; volunteering in their child's school; participating in decisions relating to the education of their child; and making positive use of extracurricular time).
3. Address the importance of communication between teachers and parents on an ongoing basis by offering, at a minimum:
 - a. Bi-annual student led parent/teacher conferences.
 - b. Frequent reports to parents on their children's progress.
 - c. Reasonable access to staff.
 - d. Opportunities to volunteer and participate in their child's class, and time to observe classroom activities.

Accountability

1. Schools will report progress toward meeting the goals of the School-Family Partnership plan each semester to the District Parent Involvement Advisory Committee.

2. On an annual basis, the District Parent Involvement Advisory Committee will assess the effectiveness of the School-Family Partnership plan and will develop recommendations to the superintendent on modifications to this procedure. This assessment will include measures of parent and family involvement, barriers to greater involvement, utilization of school and community resources, and effect on student achievement.
3. The superintendent and the District Parent Involvement Advisory Committee will present to the board, at least annually, a report of progress toward meeting the goals of the School-Family Partnership plan and recommendations for amending the plan.

Reference: Leave No Child Behind Act of 2001 *1118, *9101(31), (32)

SAFE AND ORDERLY LEARNING ENVIRONMENT

Contacts with Staff

The learning environment and the staff's time for students will be free from interruption. Except in emergencies, staff will not be interrupted in their work. Brief messages will be recorded so as to permit the staff member to return the call when free. Certificated staff will be available for consultation with students and community members as per the time schedule of each building. Students and community members are urged to make appointments with staff to assure an uninterrupted conference. No one will solicit funds or conduct private business with staff on school time and premises.

Visitors

The board welcomes and encourages visits to school by parents/guardians, community members, and interested educators. The superintendent will establish guidelines governing school visits to insure orderly operation of the educational process and the safety of students and staff.

Disruption of School Operations

The superintendent or staff member in charge will direct a person to leave immediately if any person is:

- A. Under the influence of controlled substances, including marijuana (cannabis) or alcohol; or
- B. Is disrupting or obstructing any school program, activity, or meeting; or
- C. Threatens to do so or is committing, threatening to imminently commit; or
- D. 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.

If such a person refuses to leave, the superintendent or staff member will immediately call for the assistance of a law enforcement officer.

Cross References:	Board Policy 3124 Board Policy 3510	Removal/Release of student during school hours Associated Student Bodies
Legal References:	RCW 28A.635.020 RCW 28A.635.030 RCW 28A.635.090 RCW 28A.635.100 RCW 28A.605.020 20 USC § 7908	Willfully disobeying school administrative Disturbing school, school activities, or meetings—Penalty Interfering by force or violence—Penalty Intimidating by threat of force or violence unlawful—Penalty Parents' access to classroom or school sponsored activities No Child Left Behind Act, Military Recruiter Provision

Management Resources: Policy & Legal News, February 2013 Policy Revisions

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 will 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 will 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 will give reasons for the action.
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:
 1. The visitor will first discuss the matter with the principal;
 2. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent.

The latter will promptly meet with the visitor, investigate the dispute and render a written decision, which will 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 will exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member will contact the school office which may, in turn, report the disturbance to a law enforcement officer.

New Use of Force Addendum to Policy 4210 For the Granger School District

1. Any person employed by or in a volunteer status with the Granger School District and is trained in the GAP Defense System SHALL adhere to training given and applicable Washington State Law in regards to the use of force.
2. Granger School District staff SHALL be trained in the use of an aluminum or other types of metal bats for the purpose of immediate protection of students, staff or any persons on school property during an event of any kind that jeopardizes the safety of any persons on school property whether be by human or animal.
3. Granger School District staff SHALL be authorized under the direction of the current Superintendent, to use any force necessary with any weapon opportunity based on GAP Training, to include issued metal bats as trained, to protect students, staff or any other persons where there is an immediate threat of serious bodily injury or death while on Granger School District Property.
4. Granger School District staff SHALL be in compliance with Washington State Law in regards to the use of force and deadly force. All staff SHALL adhere to RCW 9A.16.050 when applying force that could be potentially deadly.

RCW 9A.16.050

Homicide – By other person – When justifiable

Homicide is justifiable when committed either:

In the lawful defense of the slayer, or his or her husband, wife, parent, child, brother, or sister, or of any other person in his or her presence or company, when there is reasonable ground to apprehend a design on the part of the person slain to commit a felony or to do some great personal injury to the slayer or to any such person, and there is imminent danger of such design being accomplished; or,

In the actual resistance of an attempt to commit a felony upon the slayer, in his or her presence, or upon or in a dwelling, or other place of abode, in which he or she is.

The purchase and issuing of metal bats

5. The Granger School District shall purchase and supply metal bats and make available to all personnel at the discretion of the current Superintendent, a metal bat similar to what the staff trained on, for the sole purpose of defending students, staff and other persons on school property in the event of a potentially deadly threat.
6. Anyone issued a metal bat for self-defense shall successfully complete GAP Training on the proper handling of bats for self-defense and shall show competence prior to issuance.
7. All issued metal bats SHALL be kept out of sight, but easily accessible, unless during training or an event that deems it necessary to deploy the metal bat.
8. The current Superintendent has the authority to deny any staff member the right to be issued a metal bat for any reason deemed pertinent at the time, whether for disciplinary reasons or any other reason without recourse by the staff member.
9. The issued metal bats SHALL stay on Granger School District property at all times unless otherwise authorized by the current Superintendent.
10. All metal bats purchased by the Granger School District shall remain property of the Granger School District and will be turned into the current Superintendent at the separation of employment or transfer out of the Granger School District of any staff member.
11. At no time will any staff member use the bat in a dangerous or reckless manner that could endanger students, staff members or any other persons on Granger School District property.
12. At no time will the issued metal bats be used for sporting events, games or any other event other than what they are intended for in the GAP Training unless authorized by the current Superintendent of the Granger School District.
13. Only one metal bat will be issued per trained and authorized staff member unless otherwise authorized by the current Superintendent.

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 unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

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.

Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly 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 will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

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.

Personal Protection Spray

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. No one eighteen years or older may 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.

Cross References:	Board Policy 3240 Board Policy 3241	Student Conduct Corrective Actions or Punishment
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
Management Resources:	Policy News Policy News Policy News	August 2006 Weapons on School premises August 1998 State encourages modification of weapons policy October 1997 Legislature also addresses "look alike" firearms

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

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 use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum, or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will 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.

Cross References:	Board Policy 3200	Student Rights and Responsibilities
	Board Policy 3241	Classroom Management, Corrective Actions or Punishments
	Board Policy 3416	Medication at School
	Board policy 5201	Drug-Free Schools
	Board Policy 5280	Termination of Employment

Legal References:	RCW 28A.210.310	Prohibition on use of tobacco products on school property
	RCW 70.155.080	Purchasing, obtaining or possessing tobacco by Minors
	RCW 28A.210.260	Public and Private Schools
	RCW 28A.210.270	Public and Private Schools

Management Resources:	Policy News, December 2010	Addressing the Use of "Electronic" Cigarettes
	Policy News, October 2010	Electronic Cigarettes
	Policy News, February 2014	Use of Tobacco and Nicotine Substance

Effective Communication

In compliance with federal and state law, all District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons with hearing, vision, and/or speech disabilities. When communicating in this context with students, families, applicants, participants, members of the public, and their companions with disabilities, the District will take appropriate steps to ensure that any communications are as effective as communications with persons who have no disabilities. Such steps will include furnishing in a timely manner appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, programs, activities, meetings, or services conducted or sponsored by the District. The information contained within the District's website is a service will be accessible to all individuals with disabilities.

When an IDEA-eligible or a Section 504-eligible student's disability impacts his/her hearing, vision or speech, the school will apply both a FAPE (free and appropriate public education) analysis and the effective communication requirements of the Americans with Disabilities Act of 1990 (Title II) in determining how to meet the student's communication needs and how to formulate the student's individual education program (IEP).

For families, applicants, participants, members of the public, and their companions, the District's website will provide information on how to request auxiliary aids and services, ask related questions, or raise concerns. When necessary and upon request, such information will also be provided in an accessible format for the requestor at no cost. A form for requesting auxiliary aids and services will be available on the District website, at the District office and attached as an appendix to the implementing procedure for this policy. When determining an appropriate auxiliary aid or service, the District or school will give primary consideration to the auxiliary aid or service specifically requested by the person with a disability.

For purposes of this policy, "auxiliary aids and services" include a wide range of services, devices, technologies, and methods for providing effective communication, and may include:

1. Effective methods of making aurally-delivered information available to individuals who are deaf or hard of hearing, such as:
 - qualified interpreters (on-site or through video remote interpreting services)
 - note-takers
 - real-time computer-aided transcription services ("CART")
 - written materials
 - the exchange of written notes
 - telephone handset amplifiers
 - assistive listening devices
 - assistive listening systems
 - telephones compatible with hearing aids
 - closed caption decoders
 - open and closed captioning, including real-time captioning
 - voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices
 - videotext displays
 - accessible electronic and information technology

2. Effective methods of making visually-delivered information available to individuals with visual impairments, such as:
 - qualified readers
 - taped texts
 - audio recordings
 - Brailled materials and displays
 - screen reader software
 - magnification software
 - optical readers
 - secondary auditory programs (SAP)
 - large print materials
 - accessible electronic and information technology
3. Effective methods of enabling a person with a speech disability to communicate with the school or District personnel, such as:
 - a word or letter board
 - writing materials
 - spelling to communicate
 - a qualified sign-language interpreter
 - taped texts
 - a computer
 - a portable device that writes and/or produces speech
 - telecommunication devices
4. Acquisition or modification of equipment or devices; and
5. Other similar services and actions.

Auxiliary aids and services will be provided for any school-initiated program, activity, meeting, or service, which may include:

- Parent/teacher conferences
- ESE/IEP/504 meetings
- Conferences or hearings involving student corrective action
- Planning meetings
- Interviews for District employment
- Staff Meetings
- Interactive meetings regarding accommodations
- Graduation ceremonies
- Field Trips
- School Performances or Sporting Events
- Board Meetings
- Website information, including on-line information regarding curriculum, policies, and Board materials and agendas.
- Reports of student grades and academic progress
- Parental alerts regarding school closures or events

The Superintendent is granted the authority to develop procedures in order to implement this policy.

Cross References: 2161 – Special Education and Related Services for Eligible Students
 2162 – Education of Students with Disabilities under Section 504 of the
 Rehabilitation Act of 1973
 3210 - Nondiscrimination

Legal References: Chapter 28A.642 RCW Discrimination prohibition
 Chapter 49.60 RCW Discrimination – Human rights commission
 WAC 392-400-215 Student rights
 42 U.S.C. §§ 12131-12134 Americans with Disabilities Act of 1990 (ADA)
 (Title II)
 28 C.F.R. part 35 - Nondiscrimination on the basis of disability in state and
 local government services
 29 U.S.C. § 794 Section 504 of the Rehabilitation Act of 1973
 34 C.F.R. part 104 Section 504 of the Rehabilitation Act of 1973
 20 U.S.C. §§ 1400-1419 Individuals with Disabilities Education Act (IDEA),
 Part B
 34 C.F.R part 300 - Assistance to states for the education of children with
 disabilities

Management Resources: 2016 – March Issue

Form – Effective Communication

GRANGER SCHOOL DISTRICT

EFFECTIVE COMMUNICATION REQUEST FORM*

Please note: The district needs as much advanced notice as possible to ensure that reasonable accommodations are met. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a scheduled program, activity or event. If aids or services are needed for a meeting of the Board of Directors, please contact the office of the Superintendent directly at 509-854-1515.

Date of request: _____

Request Type: *(Please check all that apply)*

- Assistive Listening Aid or Service
- Assistive Vision Aid or Service
- Assistive Speech Aid or Service
- Other _____

Contact Persons:

	Name	Email, Phone or Website (preferred communication)
Individual making request		
Building manager (Principal) where event will take place		
Event Contact Person		

Event Details: *Please attach any relevant supporting information (i.e., event flyer or brochure).*

Event Name:	
Event Date:	
Start and End Time:	
Event Description (i.e., lecture, seminar, meeting, sports event):	
Location (i.e., building, facility, off-campus school-sponsored activity):	
Other relevant details:	

Please return this completed form to: Granger School District 701 "E" Ave Granger, WA 98932

*This document is available in alternative format upon request.

PROCEDURE EFFECTIVE COMMUNICATION

The District is committed to ensuring that all District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons who have impaired hearing, vision or speech. The following procedure is intended to assist the District in taking appropriate steps to ensure that, related to such programs, activities, meetings, or services, any communication with students, families, applicants, participants, members of the public, and their companions with disabilities are as effective as communications with persons who have no disabilities. There is no fee or charge for the District to provide appropriate auxiliary aids or services.

Requesting Communication Aids or Services for a Program, Activity, or Event

Individuals who may need an auxiliary aid or service to participate in and enjoy the benefits of a program, activity, meeting, or event should contact the school or District office as soon as possible and no later than forty-eight (48) hours before a scheduled program or activity so that the District can make necessary arrangements. The District will make reasonable efforts to accommodate any requests made less than forty-eight (48) hours in advance of a program, activity, meeting, or event. For auxiliary aids or services specifically during a meeting of the Board of Directors, the request should be made directly to the office of the Superintendent.

The District's website provides information on how to request auxiliary aids and services, ask related questions, or raise concerns. The following is the site for this information: [[http://: www.gsd.wednet.edu](http://www.gsd.wednet.edu)]
If a person with a disability cannot access this format, this information will also be provided in an accessible format when necessary and upon request.

A form for requesting auxiliary aids and services is on the District website. While it is not required that this form be used to make such a request, this written form will minimize miscommunication and help the District understand the specific auxiliary aids or services being requested. District staff will also assist a requestor in filling out this form, when necessary. A copy of the form is attached to this procedure as an appendix.

Determining an Appropriate Auxiliary Aid or Service

When the District provides an auxiliary aid or service necessary to ensure effective communication, the aid or service must be provided in an accessible format, in a timely manner, and in such a way as to protect the privacy and independence of any person with a disability. Determining an appropriate auxiliary aid or service must be individualized and made on a case-by-case basis, considering the communication used by the person with a disability; the nature, length and complexity of the communication involved; the content and the context in which the communication is taking place; the number of people involved in the communication; and the expected or actual length of time of the interaction(s). During this process, the District or school will give primary consideration to the auxiliary aid or service specifically requested by the person with a disability. "Primary consideration" means that the District will provide an opportunity for the person with the disability (or an appropriate family member) to request the aid or service that he or she thinks is needed to provide effective communication.

The District or school will honor the choice of the person with a disability unless:

1. the District or school can prove that an alternative auxiliary aid or service provides communication that is equally as effective as communication provided to a student without a disability; or
2. the District determines that such aid or service would result in a fundamental alteration in the nature of the service, program, or activity, or would result in an undue financial and administrative burden to the District.

If the District refuses to provide a particular auxiliary aid or service for the reasons stated in number (2.) above, such determination must be made by the Superintendent or the Superintendent's designee who has the authority to make budgetary and spending decisions, after considering all resources available for use by the District in the funding and operation of the service, program, or activity. This determination must be issued in writing with the reasons for concluding that a requested auxiliary aid or service would cause such alteration or burden. Nevertheless, the District must take other steps that would not result in such an alteration or burden, but would still ensure that, to the maximum extent possible, the individual with a hearing, vision, or speech disability can participate in and receive the benefits or services provided by the District's program or activity.

If the District provides an auxiliary aid or service that is different than what is requested by the individual with a disability, the District will make a reasonable effort to provide notice to the requester in advance of the program, activity, meeting, or activity.

The District recognizes that communication and circumstances can change or evolve over time. If the communication with the person with a disability takes place over an extended period of time, the District or school should reassess the effectiveness of communications and seek regular feedback from the person with a disability.

Timely Manner

The District will determine an appropriate auxiliary aid or service as soon as possible following a request by a person with a disability, and will likewise provide the auxiliary aid or service as soon as practicable. The District or school personnel working with the person with a disability (or an appropriate family member) will keep that person informed of when the auxiliary aid or service will be provided.

Interpreters

For purposes of this policy, a "qualified interpreter" means an interpreter who, via a video remote interpreting (VRI) service or an on-site appearance, is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include sign language interpreters, oral transliterators, and cued-language transliterators. Interpreters certified to provide interpretation in court proceedings or during the delivery of health services are presumptively qualified to provide such services.

Title II of the Americans with Disabilities Act expressly prohibits the school or District from requiring an individual with a disability to bring another person to interpret for him or her. The District is prohibited from relying upon a person who accompanies a child or adult with a hearing, vision, or speech disability to interpret or facilitate communication except under two circumstances:

1. In an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available, the school or the District may ask either a minor child or an adult to interpret or facilitate communication. In no other circumstances will the school or the District rely on a minor child to interpret or facilitate communication with a person with a disability.
2. Where the individual with the hearing, vision, or speech disability specifically makes the request, an accompanying adult may interpret or facilitate communication if the accompanying adult agrees to provide the assistance and the school's reliance on the accompanying adult is appropriate under the circumstances.

Complaints and Compliance

The District has an ADA Coordinator who monitors the District's obligations and compliance with Title II, and who is charged with investigating complaints of disability discrimination. Informal or formal complaints of disability discrimination should be made pursuant to the processes contained in Procedure 3210P (Nondiscrimination). Questions and concerns relating to communication with persons with hearing, vision, and/or speech disabilities may be directed to:

Granger School District
ADA Coordinator for Title II
701 "E" Ave Granger, WA 98932
(509) 854-1515

Complaint and Compliance

Any person can bring questions or complaints about the District's obligations and/or compliance with Title II to the District's attention as soon as possible. Informal or formal complaints should be made pursuant to the processes contained in Procedure 3210P (Nondiscrimination). Questions and concerns relating to communication with persons with hearing, vision, and/or speech disability may be directed to:

*Granger School District
701 "E" Ave Granger, WA 98932
(509)854-1515*

LANGUAGE ACCESS PLAN

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. To that end, the Board of Directors requires the District to implement and maintain a language access plan tailored to the District's current LEP parent population.

At a minimum, the District's language access plan will incorporate the procedures that accompany this policy and address:

Parent Identification

The District will accurately and in a timely manner identify LEP parents and provide them information in a language they can understand regarding the language service resources available within the District.

Oral Interpretation

The District will take reasonable steps to provide LEP parents competent oral interpretation of materials or information about any program, service, and activity provided to non-LEP parents and to facilitate any interaction with district staff significant to the student's education. The District will provide such services upon request of the LEP parent(s) and/or when it may be reasonably anticipated by District staff that such services will be necessary.

Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

Staff Guidance

All school administrators, particularly those who have the most interaction with the public such as registrars and enrollment staff, certificated staff and other appropriate staff as determined by the superintendent, will receive guidance on meaningful communication with LEP parents, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District and other information deemed necessary by the superintendent to effectuate the language access plan.

Appropriate district staff, as determined by the superintendent, will also receive guidance on the interaction between this policy and the District's policy on effective communication with students, families, and community members with disabilities.

The superintendent is authorized to establish procedures and practices for implementing this policy.

Cross references: 3210 Nondiscrimination
 4129 Family Involvement
 4217 Effective Communication

Legal references: Chapter 28A.642 RCW Discrimination prohibition
 Chapter 49.60 RCW Discrimination – Human Rights Commission
 Chapter 392-400 WAC Discipline
 WAC 392-400-215 Student rights
 Title VI of the Civil Rights Act of 1964

Management resources: 2016 – July Issue
 [OSPI website: *Interpretation and Translation Services*](#)

LANGUAGE ACCESS PLAN

The following procedures are intended to implement Policy 4218, establish meaningful, two-way communication between the District and parents with limited English proficiency (LEP), and promote access for such parents to the programs, services, and activities of the District.

A. Definitions

1. Persons with **“limited English proficiency”** (“LEP”) are individuals who are unable to communicate effectively in English either verbally or in writing, or both, because their primary language is not English and they have not developed fluency in the English language. A person with LEP may have difficulty in one or more of four domains of language: speaking, listening, reading, and writing. Staff are urged to remember that LEP may be context-specific—e.g., a parent may have sufficient English language skills to understand, communicate and/or exchange basic information with a teacher, but they may not have sufficient skills to communicate detailed, specific information needed in a particular context, like an IEP meeting, a 504 meeting, or a student discipline hearing.
2. **“LEP parent(s)”** refers to the parent(s) or guardian(s) of a student or students enrolled in the District who have limited English proficiency, even if the student is proficient in English. This term does not include family members of the student other than their parent(s) or guardian(s).
3. **“Primary language”** means the primary language spoken by a student’s parent or guardian, or the predominant language spoken in the student’s home. Parents may have more than one primary language and/or dialect.
4. **“Language services”** refers to a broad spectrum of services used or required to facilitate communication and understanding between speakers of different languages, and typically includes interpretation and translation services.
5. **“Interpretation”** means the act of contemporaneous communication between a speaker of English and a speaker of another language wherein the words of one person are communicated to others orally in a different language.

The District will take reasonable steps to utilize interpreters who have demonstrated language proficiency through certification or who are employed by a particular vendor or service contracted to provide interpretation services.

6. **“Translation”** means the written communication between a speaker of English and a speaker of another language where in the written words of one person are communicated to others in writing in a different language.

B. Parent Identification

1. Upon student enrollment and periodically through a student’s education, schools will utilize a survey to identify parents who need language access services and the languages in which they may need assistance. The survey will be translated into the most commonly known languages spoken in the district and will be included in the standard enrollment packet provided to all District parents.

2. Schools must determine within thirty (30) days of a student's enrollment the primary language spoken by the parent of each student enrolled in the school, and if such language is not English, whether the parent requires language services in order to communicate effectively with the school or District.
3. Schools will maintain an appropriate and current record of the primary language spoken by a student's parents, and such record will be available to the District.

C. Interpretation and Translation Services

1. Each school and District office will, consistent with this policy and procedure, provide free oral interpretation services to all parents who require language services in order to communicate effectively during any interaction with the District significant to the student's education. Additionally, each school and District office will provide free translation of vital documents as required below in Section 8.
2. All interpretation and translation will be provided by competent and fluent speakers of that language as demonstrated by certification or similar means. The District will take reasonable steps to ensure that interpreters and translators have the knowledge in both languages of any specialized terms or concepts to be used in the communication at issue, and that they have been trained in the role of an interpreter or translator, the ethics of interpreting and translating, and the need to maintain confidentiality.

In the event that the District cannot provide an interpreter that is either certified or employed by a vendor to provide interpretation services after taking all reasonable steps to do so, the District must still take reasonable steps to ensure that the interpreter utilized is trained regarding the role of an interpreter, the ethics of interpreting and translating, and the need to maintain confidentiality.

3. Parents may voluntarily choose to decline the District's offer of an interpreter and choose instead to rely on an adult friend/companion or relative for language and interpretation services, but school staff may not suggest this as an alternative to providing appropriate language and interpretation services.

Students and other minor children under the age of 18 may not serve as interpreters for school staff and parents during any formal or informal meeting or process.

4. The District will facilitate staff access to appropriate interpretation and translation services in order to communicate with LEP parents consistent with federal and/or state law and this policy and procedure. If no interpreter can be present, District staff should utilize a language bank, resource line or online service to communicate with parents.
5. The following interpretation and translation services are currently available in the District:
[District note: Please call 509-854-1515 for a list of interpretation and translation services available within the District, with instructions for accessing them].
District staff will be informed of when and how to access interpretation and translation services available within the District and the administrator responsible for ensuring the availability of such services. *[District note: "District staff may contact, 509-854-1515 by phone with questions or concerns, or to obtain information or assistance regarding interpretation and translation services."]*

6. District administrators, including those involved with registration and enrollment, certificated staff and other appropriate staff as determined by the superintendent, will receive guidance and information regarding:
 - a. the rights of LEP parents under state and federal law to language access services provided by the District;
 - b. the importance of meaningfully and effectively communicating with LEP parents;
 - c. the most effective ways to communicate with LEP parents regarding the District's available language services;
 - d. the importance of utilizing competent translation and interpretation services when communicating with LEP parents;
 - e. the availability of translation and interpretation services within the District, whether through in-person interpretation, telephonic services, online services, or video-conferencing;
 - f. the mechanisms and processes for accessing translation and interpretation services when working with LEP parents, including ensuring the correct language service is being accessed, checking LEP parent understanding once interpretation has commenced, and proper vetting of translations for audience-appropriate content; and
 - g. the process for reporting concerns or complaints.
7. **Interpretation Services:** Whenever requested by a parent or whenever school staff or District officials can reasonably anticipate that interpretation services are necessary to meaningfully communicate with parents regarding important information about their child's education or school activities, the District will provide interpretation services in accordance with this procedure.

Such interpretation services may be provided either at the location where the parent is seeking to communicate or by electronic means, such as telephone or video conferencing.

Upon three days' notice that such services are required, the District will provide interpretation services at public meetings organized or sponsored by the District (e.g., board meetings).

8. **Translation of Vital District Documents:** The District will identify vital documents which are distributed or electronically communicated to all or substantially all parents containing important information regarding a student's education, including but not limited to:
 - a. registration, application, and selection;
 - b. academic standards and student performance;
 - c. safety, discipline, and conduct expectations;
 - d. special education and related services, Section 504 information, and McKinney-Vento services;

- e. policies and procedures related to school attendance;
- f. requests for parent permission in activities or programs;
- g. opportunities for parents to access school activities, programs, and services;
- h. student/parent handbook;
- i. the District's Language Access Plan and related services or resources available;
- j. school closure information; and
- k. any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

The District will provide a written translation of vital documents for each LEP group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. If the District is unable to translate a document due to resource limitations or if a small number of parents require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand, such as through oral interpretation of the document.

Written translations of vital documents by machine/computer translation programs will not be used or issued to LEP parents without prior review by a District-approved translator.

All documents and information posted or issued by the District for parents should contain a notice in appropriate language(s) that free translation and/or interpretation services are available and how to request a free translation or interpretation of the document.

9. **Translation of Student-Specific Documents:** The District will take all reasonable steps to provide parents, in a language they can understand, a translation of any document that contains individual, student-specific information regarding, but not limited to, a student's:
- a. health;
 - b. safety;
 - c. legal or disciplinary matters; and
 - d. entitlement to public education, eligibility for special education services, placement in the English Language Learner Program (ELL), the Highly Capable Program, accelerated courses such as Advanced Placement, or any other non-standard academic program.
10. **Alternatives to Translation:** When translation for a document otherwise required to be translated is unavailable or cannot be done, such as in an emergency situation, a school or District office will provide an attached notice to parents in appropriate language(s) that free translation and/or interpretation services are available and how to request a free translation or interpretation of the document.

D. Providing Information to Parents

1. District staff and parents will be annually notified of this policy. Staff will be regularly provided written guidance regarding how and when interpretation and translation services should be accessed and such guidance will be updated as needed to reflect available services.
2. Parents will also be annually notified regarding the process for filing complaints through the District's nondiscrimination policy and procedure if they believe that such services have not been appropriately provided.
3. The District will take steps to ensure that, at the time of enrollment, information regarding available interpretation and translation services and the District's complaint process is provided to any parent (s) when there is reason to believe that the student's parent(s) may have LEP (e.g., results of home language survey, a parent's request for an interpreter). The District will take reasonable steps to provide information required by this section in the primary language spoken predominantly in the home.
4. Schools and District offices will post in a conspicuous location at or near the primary entrance to the school or office a sign in primary languages spoken in the District concerning the rights of parents to translation and interpretation services and how to access such services.
5. To the extent practicable, the District website will provide information in designated languages concerning the rights of parents to translation and interpretation services under federal and state law and how to access such services.

E. The Collection and Analysis of LEP Data

1. The District will periodically collect and analyze data related to LEP so as to assemble a list of primary languages spoken predominantly in the homes of students and their parents. Such information will help to ensure the provision of appropriate language access services and assist the District in effectively planning and budgeting for services necessary to communicate with students and their parents.
2. Such data may be collected by parent surveys.

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 will act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member will be referred to the superintendent for investigation.

The superintendent will develop procedures to handle complaints concerning staff or programs. Complaints regarding instructional materials should be pursued in the manner provided for in policy 2020 (Curriculum Development and Adoption of Instructional Materials).

Legal References:	RCW 28A.405.300	Adverse change in contract status of certificated
	RCW 42.30	Open Public Meetings Act

COMPLAINTS CONCERNING STAFF OR PROGRAMS

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal will attempt to resolve the issue through a conference with the citizen and the staff member. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

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

COMPLAINT AGAINST A SCHOOL DISTRICT EMPLOYEE

Date: _____

To: Superintendent, Granger School District No. 204

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

Description of complaint: (include names, dates and places)

Have you discussed the complaint with?

	Yes	Name	Date
•Employee	_____	_____	_____
•Principal	_____	_____	_____
•Supervisor	_____	_____	_____

Result(s) of discussion(s) _____

I understand that:

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

Signature(s)

Address(es)

(You may use additional pages to describe your complaint more fully if you so desire.)

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 will 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 will not perform or make such presentations in a worship service. The activity, program, performance or contest under consideration will have educational value consistent with the goals and objectives of the district. Participation will not result in exploitation of or liability to the student, school or district. Students will not receive any remuneration for performing as representatives of the school or 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 will be consistent with the district's goals and policies;
- B. The proposed activity will 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 will not interfere with his/her program of curricular or co-curricular activities.

Cross Reference: Board Policy 3220
Legal Reference: AGO 1995, No. 3

Freedom of Expression
Use of School District's Facilities by Student Groups for Religious Purposes

USE OF SCHOOL FACILITIES

The board subscribes to the belief that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will 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 will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups. Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities. 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

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, 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. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps, and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

Nonprofit/Private Groups

Nonprofit/Private groups and organizations may 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 may charge a rental rate in excess of costs incurred. 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.

Commercial Enterprises

Commercial enterprises includes profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area. District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization nor for the purposes it represents.

Cross References:

Policy 3422 Student Sports – Concussion and Head Injuries

Legal References:

RCW 4.24.660	Liability of school districts under contracts with youth programs
RCW 28A.230.180	Access to campus and student information directories by official recruiting representatives
RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities for.
RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities.
RCW 28A.335.155	Use of buildings for youth programs — Limited immunity.
20 USC Sec. 7905	Boys Scout of America Equal Access Act
34 CFR Sec. 108.6	Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth
AGO 1973 No. 26	School districts — Use of school facilities for presentation of programs — Legislature — Elections

Management Resources:

Policy and Legal News, February 2014	Other updates/corrections
Policy and Legal News, July, 2013	Equal access to K-12 campuses law goes into effect
Policy and Legal News, June 2013	Use of School Facilities policy clarification
Policy News, December 2011	Changes in WSSDA's Policy Reference Manual
Policy News, August 2009	Concussion and Head Injuries Legislation

USE OF SCHOOL FACILITIES

Application for use of school facilities will 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 will develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule will be evaluated on a biennial basis. Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs will 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 will 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 will be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities will 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 will provide evidence to the district once every thirty days that the insurance remains in effect. Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board. Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use will 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 will make reasonable effort to obtain restitution for the damage. A custodian or other authorized staff member must be on the premises when any nonschool group is using school facilities.

**GRANGER SCHOOL DISTRICT NO. 204
701 "E" AVENUE GRANGER, WA 98932-9711
BUILDING USE PERMIT FACILITIES USE FORM**

RENTER: Please sign original and return to Granger School District.
(Requests made by district employees to use school facilities for School Purposes do not require signature of Hold Harmless Agreement. Fill out this first page only).

Date(s) Requested _____ Facility/Area(s) Requested _____

Contact Person(s) _____ Phone _____

Sponsoring Organization/Affiliation _____

Mailing Address _____

Purpose of Facility Use _____

Charge for Admission: Yes ___ No ___ \$ _____

Police/Security protection necessary: Yes ___ No ___

Police/Security protection arranged: Yes ___ No ___

Unlock doors at _____ am/pm Lock doors at _____ am/pm

THE FOLLOWING INFORMATION TO BE COMPLETED BY DISTRICT PERSONNEL:

Proof of insurance submitted: Yes ___ No ___

District staff required: Yes ___ No ___

_____ (position) _____ hours @ \$ _____ per hour = _____

Keys issued _____ To _____ Date _____

By _____ Date of Return _____

Facility rental fee _____ Total amount paid \$ _____ Receipt number _____ Date: _____

GRANGER SCHOOL DISTRICT APPROVAL:

_____ By _____ By _____
_____ Building Principal _____ Date _____ Building Principal

Date _____ By _____ By _____

Activities Director _____ Date _____ Food Service Supervisor _____ Date _____

By _____
Superintendent _____ Date _____

**HOLD HARMLESS AGREEMENT
with Granger School District #204
701 "E" Street Granger, WA 98932
(509) 854-1515**

We, the undersigned, having been permitted by the Board of Directors of Granger School District No. 204 to hold scheduled meetings and/or activities that have been previously arranged with the district superintendent, in school buildings or on school property, do hereby agree to the following:

1. Granger School District No. 204 or its board of directors will not be liable for any damages, either to person or property, sustained by us, individually or collectively, either caused by defects occurring on the premises, or caused by defects in any buildings situated on said premises.
2. We, as users of school facilities for non-school related meetings or activities, agree to defend and hold the school district, or its agents, harmless from any and all claims suffered on the premises or arising out of the use of the premises or facilities.
3. We pledge not to use nor allow use of alcoholic beverages, tobacco, or drugs on school property including district owned vehicles.
4. We will be responsible to the School Board for use and care of the building.
5. We will contact the building principal for any specific house rules.
6. The character of the activity will conform with that stated on the application.
7. We will be responsible for keeping persons attending confined to the rooms/areas rented.
8. We will be responsible for any outside cleanup necessitated by our group. A custodian charge will be made if such services are needed for said cleanup.
9. Any furniture which is moved by the organization must be replaced before leaving the building.
10. Persons using gyms for basketball, etc., must be in gym shoes.
11. Smoking is not allowed in the building or on any school property, including district owned vehicles.

Signed this _____ day of _____, _____.

Name of Organization

Contact Person

Alternate Contact Person

IN ACCORDANCE WITH STATE LAW, GRANGER SCHOOL DISTRICT NO. 204 IS
A TOBACCO, ALCOHOL, DRUG, AND GUN FREE ZONE.

<p>MAINTENANCE OFFICE USE ONLY Heating and Cooling Set: Yes/No Irrigation Schedule Reviewed: Yes/No Custodial Notified & Reviewed: Yes/No</p>
--

Distribution: Applicant____ Building Principal(s) ____ Maintenance Department ____
Activities Director ____ Food Service ____ Date: _____

**GRANGER SCHOOL DISTRICT NO. 204
Compliance Statement for HB 1824, Youth Sports – Head Injury Policies
(attach to any building/facility use request form)**

_____ requests the use of the Granger School District facilities for the following dates:

Facility:

Date(s):

_____, a private non-profit youth sports group, verifies that all coaches, athletes, and their parents/guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.

Attached is a Proof of Insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$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.

Signed: _____
Representative of Private Non-Profit Youth Sports Group Date

*Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district and/or designee.

DISTRITO ESCOLAR DE GRANGER NO. 204
701 "E" AVENUE GRANGER, WA 98932-9711
SOLICITUD DE USO DE INSTALACIONES ESCOLARES

INQUILINO: Favor de firmar forma original y devolver a 701 "E" Avenue, Granger, WA 98932.
(Solicitudes hecho por empleados del distrito para uso de instalaciones escolares para Propósitos Escolares no requiere firmar el Acuerdo de Eximir de Responsabilidad. Solo tiene que llenar esta primera página.)

Fecha(s) solicitadas Instalación/Área(s) solicitadas

Contacto/Persona(as) Responsable(s) _____ Teléfono _____

Organización/Afiliación Patrocinadora _____

Dirección de correo _____

Propósito para uso de
instalaciones _____

Cobrarán admisión: Sí _____ No _____ \$ _____

Protección de policía/seguridad necesaria: Sí _____ No _____

Protección de policía/seguridad arreglada: Sí _____ No _____

Abrir puertas a _____ am/pm Echar llave a puertas a _____ am/pm

THE FOLLOWING INFORMATION TO BE COMPLETED BY DISTRICT PERSONNEL:

Prueba de seguridad entregada: Sí _____ No _____

Requiere personal escolar: Sí _____ No _____

_____ (posición) _____ horas @ \$ _____ por hora = _____

Llaves prestadas _____ A _____ Fecha _____

Por _____ Fecha de devolver _____

Cargo para uso de instalaciones _____

Cantidad total pagado \$ _____ Número de recibo _____ Fecha: _____

APROBACIÓN DEL DISTRITO ESCOLAR DE GRANGER:

POR _____
Director de la escuela Fecha

POR _____
Director de la escuela Fecha

POR _____
Director de Actividades Fecha

POR _____
Supervisor de departamento de cocina Fecha

POR _____
Superintendente Fecha

**ACUERDO DE EXIMIR DE RESPONSABILIDAD
con el Distrito Escolar de Granger #204
701 "E" Street Granger, WA 98932
(509) 854-1515**

Nosotros, quienes firmamos abajo, habiendo recibido permiso del Consejo del Distrito Escolar de Granger No. 204 para tener las juntas y/o actividades que previamente han sido arreglados con el superintendente del distrito, en las instalaciones o propiedad escolar, acordamos a lo siguiente:

1. El Distrito Escolar de Granger No. 204 ni su Consejo serán responsables por daños a persona(s) o propiedad, sostenido por nosotros, individualmente o colectivamente, ya sea causado por defectos que se producen en las instalaciones, o causada por defectos en los edificios situados en dicho inmueble.
2. Nosotros, como usuarios de las instalaciones escolares para reuniones o actividades no relacionados a la escuela, nos comprometemos a defender y mantener el distrito escolar, o sus agentes, de cualquier y todo reclamo sufrido en las instalaciones o que surjan de la utilización de los locales o instalaciones.
3. Nosotros nos comprometemos a no usar ni permitir el consumo de bebidas alcohólicas, tabaco o drogas en la propiedad escolar, incluso en los vehículos del distrito.
4. Nosotros seremos responsables ante el Consejo Escolar para el uso y cuidado del edificio.
5. Nosotros comunicaremos con el director de la escuela respecto a las normas del uso específico de las instalaciones.
6. El carácter de la actividad se ajustará a la indicada en la solicitud.
7. Nosotros seremos responsables de mantener a las personas que asisten a limitarse a los salones o zonas de alquiler.
8. Nosotros seremos responsables de cualquier limpieza que fuera necesario por nuestro grupo. Un cargo de custodia se hará si esos servicios son necesarios para dicha limpieza.
9. Cualquier mueble que se mueve por la organización debe ser puestos en su lugar original antes de abandonar el edificio.
10. Las personas que utilicen los gimnasios para baloncesto, etc., deben llevar puesto zapatos de gimnasia.
11. No se permite fumar en el edificio o en cualquier propiedad de la escuela, incluidos los vehículos de propiedad del distrito.

Firmado este día _____ de _____, _____.

Nombre de la Organización

Nombre del Contacto

Nombre de Contacto alternativa

DE ACUERDO CON LA LEY ESTATAL, EL DISTRITO ESCOLAR DE GRANGER NO. 204 ES UNA ZONA LIBRE DE TABACO, ALCOHOL, DROGAS O ARMAS.

USO PARA OFICINA DE MANTENIMIENTO Heating and Cooling Set: Yes/No Irrigation Schedule Reviewed: Yes/No Custodial Notified & Reviewed: Yes/No

Distribution: Applicant _____ Building Principal(s) _____ Maintenance Department _____

Activities Director _____ Food Service _____ Date: _____

DISTRITO ESCOLAR DE GRANGER NO. 204

Declaración de Cumplimiento de la ley HB 1824, Deportes Juveniles – Pólizas sobre heridas cerebrales
(adjunte esta forma a la forma pidiendo permiso para uso de instalaciones en el distrito)

_____ está pidiendo el uso de instalaciones en el Distrito Escolar de Granger para las siguientes fechas:

Instalaciones

Fecha(s):

_____, un grupo privado sin fines lucrativos de Deportistas Jóvenes, verifica que todos los **entrenadores, atletas y sus padres/guardianes** han cumplido con las pólizas obligatorias para el manejo de conmoción cerebral y heridas a la cabeza instituidas por la ley HB 1824 sección 2. Adjunto hay Prueba de Aseguranza bajo la póliza sobre accidentes y responsabilidad otorgado por una compañía aseguradora que tiene autoridad de hacer negocios en el estado de Washington y que cubre lesión o daño con por lo menos \$50,000 debido a lesiones corporales o fallecimiento de una persona, o por lo menos \$100,000 debido a lesiones corporales o fallecimiento de dos personas o mas.

Firmado: _____

Representante del Grupo Privado Sin fines Lucrativos de Deportistas Jóvenes

Fecha

*Nota: Access a las instalaciones del distritos no se les otorgara sin haber primero cumplido con todos los requisitos de esta aplicación y sin haber sido aprobado por el distrito escolar.

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 will be financed primarily by federal or state funds, participation fees, contributions, or some combination these sources.

The superintendent will establish and periodically present to the board for review, an organizational plan and tentative program that will 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

**DISTRICT RELATIONSHIPS WITH LAW ENFORCEMENT
AND OTHER GOVERNMENT AGENCIES**

District staff bear the primary responsibility for maintaining proper order and conduct in the schools. Staff will 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 controlled substances (including marijuana/cannabis) or the scheduling of events where large crowds may be difficult to handle, law enforcement or other government agencies will be called upon for assistance. Information regarding major violations of the law will be communicated to the appropriate law enforcement agency.

The district will strive to develop and maintain cooperative working relationships with law enforcement. The superintendent will 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, law enforcement and other agency cooperation. Such procedures will be made available to affected staff and periodically revised.

Cross Reference:	Policy 3226	Interviews/Interrogations of Students on School Premises
	Policy 3231	Student Records
	Policy 3432	Emergencies
	Policy 3414	Infectious Diseases

Legal References:	RCW 26.44.030	Interviews of children
	RCW 28A.635.020	Willfully disobeying school administrative
	RCW 26.44.050	Abuse or neglect of child—Duty of law enforcement
	RCW 26.44.110	Written statement required
	RCW 26.44.115	Notice required

Management Resources:	Policy & Legal News,	New interviews/interrogations of students July 2013
	Policy & Legal News,	Clarification that controlled substances April 2013
	Policy News,	Compliance Office Provides FERPA Update, April 2001
	Policy News,	FERPA limits student records access, February 1998

NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. Parents will be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans. Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff will 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 will be communicated by the principal to teachers and staff, including security personnel.

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

Cross References:	Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Board Policy 3240	Student Conduct
	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 5281	Disciplinary Action or Discharge
	Board Policy 6513	Workplace Violence Prevention

Legal References:	RCW 28A.320.128	Notice and disclosure policies
	WAC 392-400	Pupils
	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act
	34 C.F.R. Part 99	FERPA Regulations

Management Resources:	Policy News, February 2010	Family Education Rights and Privacy Act Revisions
	Policy News, February 2003	Threats Policy Due in September

NOTIFICATION OF THREATS OF VIOLENCE OR HARM

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

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

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

Relevant information about the threat that does not improperly identify a student will be provided to the subject of the threat, and the subject will be advised that if law enforcement has been involved in the matter, the law enforcement agency may have more information that can be shared with the subject. To promote the safety of all concerned, the principal will determine if classroom teachers, school staff, school security, and others working with the student(s) involved in the threat circumstance, should be notified. Subject to the confidentiality provisions cited above, principals will consider all available information when determining the extent of information to be shared, including prior disciplinary records, official juvenile court records, and documented history of violence of the person who made the threat.

When considering the appropriate discipline for a student who has made a threat of violence or harm the student's prior disciplinary records will be taken into account. Emergency expulsion will be considered, based on the credibility and significance of the threat. Discipline will only be imposed on students with disabilities consistent with policy and the legal requirements for special education. If the threat by a student was significant and credible enough to warrant expulsion, the student may only be readmitted to the district through the readmission application process provided for in district policy. The readmission application process will include meeting district readmission criteria established at the time of expulsion and should include completion of an assessment by an appropriate professional, with a report to the district, when the district determines such an assessment is necessary.

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

**RELEASE OF INFORMATION CONCERNING
SEXUAL AND KIDNAPPING OFFENDERS**

Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities. Law enforcement agencies 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 sex offender documents to be distributed. The district may duplicate the sex offender documents, but they will be distributed in the 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

Management Resources: Policy News, August 1998 State encourages modification of weapons policy
 Policy News, October 2010 Release of sex offender information

**COOPERATIVE PROGRAMS WITH OTHER DISTRICTS,
PUBLIC AGENCIES, PRIVATE SCHOOLS AND CHILDCARE 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 will prepare and present for the board's consideration an analysis of each cooperative proposal. Cooperative programs between two or more small school districts will not affect the small school factor of participating schools.

Cooperative agreements will 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.

Private and Parochial Schools and Childcare Agencies

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

Legal References:	RCW 28A.150.350	Part-time students—Defined—Enrollment
	RCW 28A.160.120	Agreements with other governmental entities for
	RCW 28A.205	Education Centers
	RCW 28A.225.250	Compulsory school attendance and admission—
	RCW 28A.235.120	Meal programs—Establishment and operation—
	Chap. 39.34	Interlocal Cooperation Act
	Chap 48.62	Local Government Insurance
	WAC 392-135	Finances--Interdistrict Cooperation Programs

Management Resources: Policy News, October 2011 Policy Manual Revisions

**COOPERATION WITH PRIVATE AND PAROCHIAL SCHOOLS
AND DAY CARE AGENCIES**

The district will 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 will be to its students, and such cooperation will 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
	RCW 28A.205	Educational Clinics

ELECTION ACTIVITIES

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

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

Prior to an election on a district ballot measure, the district will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the district will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues. The superintendent is directed to develop procedures for implementing this policy and communicating the policy and procedures to staff.

Cross References:	Board Policy 2022 Board Policy 5252	Electronic Information System (K-20 Network) Staff Participation in Political Activities
Legal References:	RCW 28A.320.090 RCW 42.17.130 WAC 390-05-271 WAC 390-05-273	Preparing and distributing information on the district's instructional program, operation and maintenance - Limitation Forbids use of public office or agency facilities in campaigns General application of RCW 42.17.130 Definition of normal and regular conduct
Management Resources:	Policy News, August 2001 PDC issues election guidelines for schools	

GUIDELINES FOR SCHOOL DISTRICTS IN ELECTION CAMPAIGNS

Public Disclosure Law Re: Use of Facilities In Campaigns: Revised September 28, 2006

Use of The Guidelines

These guidelines are meant to aid and assist in compliance with the law. This document is an educational tool that is an expression of the Commission's view of the meaning of RCW 42.17.130 and relevant administrative rules and case law involving local government and election campaign activity. It is intended to provide guidance regarding the Commission's approach and interpretation of how the statutory prohibition on the use of public facilities for campaigns impacts activities that may be contemplated by government employees and other persons who may seek to utilize those public facilities. Readers are strongly encouraged to review the statute and rules referenced in these guidelines. For ease of reference, the majority of this interpretation is in chart form. In part, the chart identifies categories of persons, some possible activities, and some general considerations. These illustrative examples in the columns of the chart are not intended to be exhaustive.

For example, the categories of persons identified are, in many cases, illustrative only and simply identify groups of persons more likely to undertake or consider undertaking the activity mentioned in the adjacent columns. If an activity is described as being viewed as "permitted", it is viewed as permitted for all agency personnel otherwise having the authority under law or agency policy to undertake that action, not just the persons identified in the chart or in a particular column. The same approach is applied to the "not permitted" column.

Further the remarks in the chart's "general considerations" column have relevance for the entire section and are not limited to the specific bullet point immediately to the left of the general consideration. As noted in the Basic Principles section below, hard and fast rules are difficult to establish for every fact pattern involving agency facilities that may occur. *School districts are directed to Guidelines for School Districts in Election Campaigns, interpretation 01-03. Situations may arise that are not squarely addressed by the guidelines or that merit additional discussion. The PDC urges government agencies to review the guidelines in their entirety and to consult with their own legal counsel and with the PDC. The PDC can be reached at pdc@pdc.wa.gov, 360-753-1111 or toll free at 1-877-601-2828.

RCW 42.17.130: Use of public office or agency facilities in campaigns – Prohibition – Exceptions

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

- A. Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to fire districts, public hospital districts, library districts, park districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
- B. A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;
- C. Activities which are part of the normal and regular conduct of the office or agency.

NOTES: Finding – Intent – 2006 c 215: “(1) The Legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions. (2) The Legislature intends to affirm and clarify the state’s long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions.” [2006 c 215 § 1.]

WAC 390-05-271: General applications of RCW 42.17.130.

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

WAC 390-05-273: Definition of normal and regular conduct.

Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17.130, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use. Similar prohibitions on the use of public facilities by state employees and state officers are described in a memorandum from the Attorney General’s Office regarding RCW 42.52 and available at www.wa.gov/ago/pubs/publicfundsmemo062800.htm.

BASIC PRINCIPLES

- A. Public facilities may not be used to support or oppose a candidate or ballot proposition. RCW 42.17.130. Facilities include school district equipment, buildings, supplies, employee work time, and district publications. The statute includes an exception to the prohibition for "activities which are part of the normal and regular conduct of the office or agency."
- B. The Public Disclosure Commission holds that it is not only the right, but the responsibility of local government to inform the general public of the operational and maintenance issues facing local agencies. This includes informing the community of the needs of the agency that the community may not realize exist. Local governments may expend funds for this purpose provided that the preparation and distribution of information is not for the purpose of influencing the outcome of an election.
- C. Public employees do not forfeit their rights to engage in political activity because of their employment. Neither may agency employees be subjected to coercion, pressure, or undue influence to participate in political activity or to take a particular position. Public officials and employees should make it clear that any participation is personal rather than officially sponsored.
- D. Supervisory school personnel have a duty to know, apply, and communicate to their staffs the difference between acceptable information activities and inappropriate promotional activities in support of local government ballot measures.
- F. Local elected officials are free to support school district ballot issues and engage in other political activities as long as such activities do not make use of district facilities, time or resources and do not either pressure or condone employees' use of district facilities, time or resources to support school district ballot issues.
- G. The PDC is charged with enforcing RCW 42.17.130. This requires consideration and analysis of activities, which may or may not be determined to be in violation of the statute. The PDC has, over the years, developed methods of considering and analyzing activities engaged in by school districts and public offices. Among the factors considered are the normal and regular conduct and the timing, tone, and tenor of activities as compared with ballot measure elections. As in any matter where intent is to be considered, hard and fast rules, which will be applicable to all situations, are difficult to establish.

The combination of a number of activities into a coordinated campaign involving close coordination between district activities and citizens' committee activities which closely resembles traditional election campaign activities and which is targeted at and/or occurs close in time to a school district ballot measure election is likely to draw close scrutiny and careful consideration by the PDC as to whether a violation has occurred.

- H. Historically, the PDC has routinely advised and held that with respect to election-related publications, one district-wide objective and fair presentation of the facts per ballot measure is appropriate. In addition, if an agency* has also customarily distributed this information through means other than a jurisdiction-wide mailing (e.g. regularly scheduled newsletter, website, bilingual documents, or other format), that conduct has also been permitted under RCW 42.17.130 so long as the activity has been normal and regular for the government agency.

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

8. The PDC attributes publications or other informational activity of a department or subdivision as the product of the local agency as a whole.
9. Providing an objective and fair presentation of facts to the public of ballot measures that directly impact a jurisdiction's maintenance and operation, even though the measure is not offered by the jurisdiction, may be considered part of the normal and regular conduct of the local agency. The agency must be able to demonstrate that for other major policy issues facing the jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.
10. State law provides certain exemptions from the prohibition on the use of public office or agency facilities in campaigns for an elected legislative body, an elected board, council or commission of a special purpose district, and elected officials that are not afforded appointed officials. RCW 42.17.130 (1) and (2) apply only to these elected bodies and elected officials.**

* Agency means any county, city, town, port district, special district, or other state political subdivision

** See Chapter 215, Laws of 2006 and AGO 2005 No. 4

Persons	Permitted	Not Permitted	General Considerations
Agency* Administrators (County Administrator, City Manager, Executive Director, Fire Chief, PUD Manager, Etc.)	<ul style="list-style-type: none"> • May inform staff during non-work hours¹ of opportunities to participate in campaign activities.² • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • In the course of normal publications for the agency, may distribute an objective and fair presentation of the facts³ based on and expanded upon the information⁴ prepared by the agency in accordance with the normal and regular conduct of the agency.⁵ 	<ul style="list-style-type: none"> • Will not pressure or coerce employees to participate in campaign activities. • Will not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures. • Will not coordinate informational activities with campaign efforts, in a manner that makes the agency appear to be supporting or opposing a ballot measure. 	<ul style="list-style-type: none"> • Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's internal mail or email system to support or oppose a ballot measure? • Is the distribution of this information consistent with the normal practices of the agency (such as newsletters, websites, or some other format)?

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

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

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

4 For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed to persons within the governmental jurisdiction by that agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information needs to be an objective and fair presentation of the facts.

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

Persons	Permitted	Not Permitted	General Considerations
Agency Administrators (continued)	<ul style="list-style-type: none"> • May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons. • May engage in campaign activities on their own time, during non-work hours and without using public resources. 	<ul style="list-style-type: none"> • Will not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. 	<ul style="list-style-type: none"> • Is the information provided an objective and fair presentation of the facts? • Is the activity consistent with the agency's normal and regular course of business? • Do the materials accurately present the costs and other anticipated impacts of a ballot measure?
Community Groups	<ul style="list-style-type: none"> • May use agency facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, nondiscriminatory basis, and it is part of the normal and regular activity of the jurisdiction. 	<ul style="list-style-type: none"> • Will not use agency facilities to produce materials that support or oppose a ballot measure. 	

*Agency means any county, city, town, port district, special district, or other state political subdivision.

Persons	Permitted	Not Permitted	General Considerations
Local Elected Legislative Body*	<ul style="list-style-type: none"> • May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views.⁶ 	<ul style="list-style-type: none"> • Will not pressure or coerce agency management to participate in campaign activities. • Will not explicitly include passage of a ballot measure in the agency’s annual goals. 	

⁶ RCW 42.17.130(1) provides that action may be “taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;”.

* The term “elected” modifies the term “body,” connoting that the body itself must be elected. We therefore conclude that bodies composed in any of the three ways you suggest in your question are not elected bodies for purposes of RCW 42.17.130. Bodies containing a combination of elected or appointed members, bodies whose members serve ex officio by virtue of being elected to another office, or informal groups of elected officials from different jurisdictions are not “elected” for purposes of this analysis. (AGO 2005 No. 4 Page 4)

Persons	Permitted	Not Permitted	General Considerations
<p>Local Government Elected Officials</p>	<ul style="list-style-type: none"> • May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. If the elected legislative body has adopted a resolution, the official can then speak on behalf of the agency.) • May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility. 	<ul style="list-style-type: none"> • Will not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures. • Will not use public facilities or resources to engage in political activities. 	<ul style="list-style-type: none"> • Is the elected official using staff time, a public vehicle, or other public resources? • Has the agency adopted a resolution? If yes, the elected official can speak on behalf of the agency. If not, has the elected official made it clear that he or she is not speaking on behalf of the agency?

Persons	Permitted	Not Permitted	General Considerations
Appointed Officials (Boards, Commissions, and similar appointed positions)	<ul style="list-style-type: none"> • May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. An appointed official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. • May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility. 	<ul style="list-style-type: none"> • Will not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures. • Will not use public facilities or resources to engage in political activities. • Will not use public facilities to express a collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition. • Will not use public facilities to make a statement at a press conference or responding to an inquiry in support or opposition to any ballot proposition. 	<ul style="list-style-type: none"> • Is the appointed official using staff time, a public vehicle, or other public resources? • Has the appointed official made it clear that he or she is not speaking on behalf of the agency?
Management Staff or Their Designees	<ul style="list-style-type: none"> • May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.⁷ • May fully participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during non-work hours and without the use of public resources. 	<ul style="list-style-type: none"> • Will not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. • Will not use public resources to promote or defeat a candidate or ballot measure. 	<ul style="list-style-type: none"> • Is the management staff using public resources in a manner that promotes or opposes a candidate or a ballot measure? • Does the presentation accurately present the costs and other anticipated impacts of a ballot measure?

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

Persons	Permitted	Not Permitted	General Considerations
Management Staff or Their Designees (continued)	<ul style="list-style-type: none"> • May inform staff during non-work hours of opportunities to participate in campaign activities. • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons. • May place window signs or bumper stickers on their privately-owned cars, even if those cars are parked on government property during working hours. • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 	<ul style="list-style-type: none"> • Will not pressure or coerce employees to participate in campaign activities. • Will not use agency resources to organize the distribution of campaign materials. 	<ul style="list-style-type: none"> • Does the agency have a policy permitting employees to wear political buttons?

Persons	Permitted	Not Permitted	General Considerations
Agency Employees	<ul style="list-style-type: none"> • May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours. • May inform staff during non-work hours of opportunities to participate in campaign activities. • May engage in campaign activities on their own time, during non-work hours and without using public resources. • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally allows employees to wear political buttons. • May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms that are used only by staff or other authorized individuals. 	<ul style="list-style-type: none"> • Will not use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fundraising). • Will not pressure or coerce other employees to participate in campaign activities. • Will not use agency resources to organize the distribution of campaign materials. 	<ul style="list-style-type: none"> • Do the presentations accurately present the costs and other anticipated impacts of a ballot measure? • Is the employee acting on his or her own time, during non-work hours? • Is the employee using public resources in a matter that promotes or defeats a candidate or a ballot measure? • Does the agency have a policy permitting employees to wear political buttons?
Agency Employees (continued)	<ul style="list-style-type: none"> • May place window signs or bumper stickers on their cars, even if those cars are parked on government agency property during working hours. 		

Persons	Permitted	Not Permitted	General Considerations
	<ul style="list-style-type: none"> May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 		
Union Representatives	<ul style="list-style-type: none"> May, during non-work hours, make available campaign materials to union members in lunchrooms and break rooms that are used only by staff or other authorized individuals. May distribute campaign materials at union-sponsored meetings. May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the agency's policy and the collective bargaining agreements. 	<ul style="list-style-type: none"> Will not use the agency's internal mail or email system to communicate campaign-related information, including endorsements. Will not distribute promotional materials in public areas. 	<ul style="list-style-type: none"> Are campaign materials made available only in those areas used solely by staff or other authorized individuals? Does such distribution occur during non-work hours?
Activities and Resources	Permitted	Not Permitted	General Considerations
Equipment and Supplies	<ul style="list-style-type: none"> Agency employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs. Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources. 	<ul style="list-style-type: none"> Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) will not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours. Citizens' campaign committees and other community groups will not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings 	<ul style="list-style-type: none"> Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?

Activities and Resources	Permitted	Not Permitted	General Considerations
		regarding ballot measures.	
Meeting Facilities	<ul style="list-style-type: none"> Agency meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and conditions available to other community groups, subject to the provisions of the agency's policy. 		<ul style="list-style-type: none"> Can community groups typically use agency facilities? Are facilities made available to all groups on the same terms? Has the agency adopted a policy regarding the distribution of campaign materials on agency property?
Meeting Facilities (continued)	<ul style="list-style-type: none"> Use of agency meeting facilities is permitted when the facility is merely a "neutral forum" where the activity is taking place, and the public agency in charge of the facility is not actively endorsing or supporting the activity that is occurring. 		<ul style="list-style-type: none"> Is the meeting facility customarily made available on an equal access, nondiscriminatory basis for a variety of uses?
Lists	<ul style="list-style-type: none"> Lists of names (such as agency vendors or customers) that a agency has obtained or created in the course of transacting its regular public business are subject to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests. Agencies may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, 	<ul style="list-style-type: none"> Agencies will not sell copies of such lists (though they may charge a pre-established fee to recover the costs of providing copies of the lists). If a list is generally available as a public record, it cannot be denied to a person or group on the grounds 	<ul style="list-style-type: none"> Is the list obtained or created in the course of the agency transacting its public business? Are the fees charged no greater than necessary to cover the costs of

Activities and Resources	Permitted	Not Permitted	General Considerations
	nondiscriminatory basis.	that it might be used in a campaign.	providing copies? <ul style="list-style-type: none"> Has the agency complied with established policy in responding to any public record requests?
Voting Information	<ul style="list-style-type: none"> Agency personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. Public facilities may be used to register people to vote and to do periodic poll checking. 	<ul style="list-style-type: none"> Agencies will not pressure or coerce employees to vote. Agencies will not organize an effort to encourage staff to wear campaign buttons or display campaign materials. 	<ul style="list-style-type: none"> Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?

Activities and Resources	Permitted	Not Permitted	General Considerations
Agency Publications (Specific to Elections)	<ul style="list-style-type: none"> Agencies may develop an objective and fair presentation of the facts regarding agency needs and the anticipated impact of a ballot measure, and may distribute it in the agency’s customary manner. This information⁸ may be printed in various languages and communicated in other formats as required by the ADA. In the course of regular publications for the agency, the agency may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the agency. 	<ul style="list-style-type: none"> Agencies will not distribute election-related information in a manner that targets specific subgroups. Targeting does not refer to mailing information to agency constituencies such as community leaders, or some other group, or to the agency’s regular distribution list to provide information in a manner that is consistent with the normal and regular conduct of the agency. Agencies will not publicize information supporting or opposing a candidate or ballot measure. 	<ul style="list-style-type: none"> Does the information provide an objective and fair presentation of the facts? Is the timing, format, and style, including tone and tenor, of the information presented in a manner that is normal and regular for the agency? Is the information distributed in a manner that is normal and regular for the agency?

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

Activities and Resources	Permitted	Not Permitted	General Considerations
Agency Publications (Specific to Elections) (continued)			<ul style="list-style-type: none"> Do the materials accurately present the costs and other anticipated impacts of a ballot measure? Does the agency typically distribute information by newsletters, websites, or some other format?
Agency Publications (Regular)	<ul style="list-style-type: none"> Agencies may include all or part of the information regarding agency needs and the anticipated impacts of a ballot measure in the agency's regular publications, such as agency and department newsletters. (For example, a department newsletter may specifically describe the projects and/or programs planned for that department.) Agencies may inform staff and/or parents of community meetings related to ballot measures if other such information is normally published in a newsletter or community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar or in the newsletter. 	<ul style="list-style-type: none"> Agencies will not use internal memoranda or other agency publications to encourage employees to participate in campaign activities. Agencies will not publish materials supporting or opposing a candidate or ballot measure. 	<ul style="list-style-type: none"> Does the agency routinely distribute such information? Does the agency normally inform staff and/or parents of community activities and meetings?

Activities and Resources	Permitted	Not Permitted	General Considerations
Agency Publications (Regular) (continued)	<ul style="list-style-type: none"> Agencies may factually report jurisdictional support for a ballot measure, so long as it is the normal and regular conduct for the agency. (For example, a community newsletter that ordinarily reports on governmental actions may report that the jurisdiction adopted a resolution supporting a ballot measure.) Agencies may thank citizens for their support after an election in agency publications. 		<ul style="list-style-type: none"> Is the information presented in an objective and fair manner? Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the year?
Reader Boards/Posters	<ul style="list-style-type: none"> Information encouraging staff and members of the public to vote, or providing the dates of upcoming elections such as “vote on February ____”, may be posted, as long as such encouragement is customarily posted for elections other than just an agency’s ballot measure. Agencies may thank citizens on their reader boards for their support after an election. 	<ul style="list-style-type: none"> Agencies will not display a “Vote for” sign or other promotional messages on reader boards or posters. Signs advocating for or against candidates or ballot measures will not be posted on agency property in any area accessible to the general public. 	
Reader Boards/Posters	<ul style="list-style-type: none"> May post objective and fair information at an agency or at a future site regarding 	<ul style="list-style-type: none"> Publicly owned vehicles will not be used to carry or display political 	

Activities and Resources	Permitted	Not Permitted	General Considerations
(Continued)	anticipated improvements to be funded by a ballot measure that is specific to that agency or site.	material.	
Surveys and Research	<ul style="list-style-type: none"> • Agencies may conduct surveys and/or other community research, including demographic questions, to determine the community’s priorities, public perception of performance, and/or to inform the community about agency programs and policies. • Agencies may conduct community research (including but not limited to the use of questionnaires, surveys, workshops, focus groups, and forums) to determine the community’s priorities for both programs and/or facilities and their associated total costs and projected dollars per thousand assessment. 	<ul style="list-style-type: none"> • Agencies will not conduct surveys to determine what taxation level the public would support. • Agencies will not conduct surveys designed to shore up support or opposition for a ballot measure. 	<ul style="list-style-type: none"> • Has the elected legislative body passed a resolution authorizing a measure to be placed on the ballot? (If so, actions may be more closely scrutinized.) • Does the election-related survey target specific subgroups?
Surveys and Research (continued)	<ul style="list-style-type: none"> • The surveys and/or other community research can be conducted before or after the governing body has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny. • Agencies may publish survey results if it is consistent with the normal and regular conduct of the agency. 	<ul style="list-style-type: none"> • Agencies will not target registered voters or other specific subgroups of the jurisdiction in conducting their election-related surveys. • Agencies will not use survey results in a manner designed to support or oppose a candidate or ballot measure. 	<ul style="list-style-type: none"> • Is the survey or community research consistent with normal and regular activities of the agency?
Technology (websites, emails, computerized	<ul style="list-style-type: none"> • An agency may develop an objective and fair presentation of the facts and post 	<ul style="list-style-type: none"> • Agency computers, email systems, telephones, and other information 	<ul style="list-style-type: none"> • Are the materials developed an objective and fair presentation of the

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

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

Note on Agency Policies: The application of these guidelines is also subject to each jurisdiction’s own adopted policies.

Revised by the Commission 09.28.2006

Revised: 02.27.2012