### COMMUNICATIONS WITH THE PUBLIC
- Public Information Program ................................................................. 4000
  - Procedures ......................................................... 4000P
- Staff Communications Responsibilities ................................................. 4010
- Confidential Communications ............................................................ 4020
- Public Access to District Records ....................................................... 4040
  - Procedures ......................................................... 4040P
- Distribution of Materials ........................................................................ 4060
  - Procedures ......................................................... 4060P

### PUBLIC PARTICIPATION IN THE SCHOOLS
- Citizen’s Advisory Committees and Task Forces ...................................... 4110
  - Procedures ......................................................... 4110P
- School Support Organizations ................................................................. 4120
  - Procedures ......................................................... 4120P
- School-Family Partnerships ........................................................................ 4130
  - Procedures ......................................................... 4130P

### PUBLIC ACCESS TO SCHOOLS, STAFF, AND STUDENTS
- Safe and Orderly Learning Environment ................................................ 4200
  - Procedures ......................................................... 4200P
- Regulation of Dangerous Weapons on School Premises ........................... 4210
- Use of Tobacco and Nicotine Substances ................................................. 4215
- Complaints Concerning Staff or Programs .............................................. 4220
  - Procedures ......................................................... 4220P
- Public Performances ................................................................................. 4235
- Contests, Advertising, and Promotions .................................................... 4237
- Use of School Facilities 4260
  - Procedures ......................................................... 4260P
- Community Schools Program .................................................................. 4265

### RELATIONS WITH OTHER AGENCIES AND SCHOOLS
- District Relationships with Law Enforcement and other Government Agencies ........................................ 4310
- Notification of Threats of Violence or Harm ............................................ 4314
  - Procedures ......................................................... 4314P
- Release of Information Concerning Sexual and Kidnapping Offenders ................. 4315
- Cooperative Program with Other Districts and Public Agencies ................. 4320
- Cooperation with Private and Parochial Schools and Day Care Agencies ........... 4330
- Election Activities ................................................................................... 4400
  - Procedures ......................................................... 4400P
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

Revised: 12.20.2011
**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
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.

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. 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

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Revised: 06.12; 05.15; 04.25.2016
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 on 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

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.

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.

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 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’s Public Records Request 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. General requests for information from the District that do not seek identifiable records are not covered by Policy 4040. Similarly, 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 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. Seek clarification of the request; or
4. Deny the request (although no request will be denied solely on the basis that the request is overbroad).

In unusual circumstances, the District may also seek a court order enjoining disclosure pursuant to law. 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 requestor refuses to furnish a purpose for the request.
Procedure 4040P
Community Relations

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

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 and 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.

Processing of Public Records Requests for Electronic 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.

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.
Cost for Electronic Records
The cost of electronic copies of records shall be $2.50 for information provided by CD or DVD. There will be no charge for smaller requests which can be fulfilled by e-mailing electronic records to a requestor. The Public Records Officer or designee may also require the payment of the costs of the CD or DVD before providing that installment. The District may also charge actual costs of mailing, including the cost of the shipping container.

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.
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 Religious-related activities and practices
Board Policy 3220 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.
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.
   4. When bingo, raffles, and amusement games are conducted, the State Gambling Act controls. These activities, under the State Gambling Act, may be conducted by nonprofit organizations without a gambling permit under certain conditions specified in law [RCW 9.46.030(3)]. However, a nonprofit organization must obtain IRS recognition as a tax-exempt association regardless of gross income.
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

Revised: 10.24.2011
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 Removal/Release of student during school hours
Board Policy 3510 Associated Student Bodies

Legal References:
RCW 28A.635.020 Willfully disobeying school administrative
RCW 28A.635.030 Disturbing school, school activities, or meetings—Penalty
RCW 28A.635.090 Interfering by force or violence—Penalty
RCW 28A.635.100 Intimidating by threat of force or violence unlawful—Penalty
RCW 28A.605.020 Parents' access to classroom or school sponsored activities
20 USC § 7908 No Child Left Behind Act, Military Recruiter Provision


Adopted: 11.21.2002
Revised: 05.28.2013
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.
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  
Student Conduct  
Board Policy 3241  
Corrective Actions or Punishment

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

Management Resources:  
Policy News  
August 2006 Weapons on School premises  
Policy News  
August 1998 State encourages modification of weapons policy  
Policy News  
October 1997Legislature also addresses “look alike” firearms

Adopted: 11.21.02
Revised: 10.24.11; 09.26.16
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

Adopted: 02.22.11
Revised: 04.28.14; 09.26.16
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
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

Adoption Date: 6.27.16
Revised Dates:
**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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email, Phone or Website (preferred communication)</th>
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<tbody>
<tr>
<td>Individual making request</td>
<td></td>
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<tr>
<td>Building manager (Principal) where event will take place</td>
<td></td>
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<tr>
<td>Event Contact Person</td>
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**Event Details:** Please attach any relevant supporting information (i.e., event flyer or brochure).

<table>
<thead>
<tr>
<th>Event Name:</th>
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<tbody>
<tr>
<td>Event Date:</td>
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<tr>
<td>Start and End Time:</td>
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<tr>
<td>Event Description (i.e., lecture, seminar, meeting, sports event):</td>
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<tr>
<td>Location (i.e., building, facility, off-campus school-sponsored activity):</td>
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<tr>
<td>Other relevant details:</td>
<td></td>
</tr>
</tbody>
</table>

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

*This document is available in alternative format upon request.*

Adoption Date: 06.27.16
Revised Dates:
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]
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 cured-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
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
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?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>•Employee</td>
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<td>•Principal</td>
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<tr>
<td>•Supervisor</td>
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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
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, 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.
**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).

<table>
<thead>
<tr>
<th>Date(s) Requested</th>
<th>Facility/Area(s) Requested</th>
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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 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.

<table>
<thead>
<tr>
<th>MAINTENANCE OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>Heating and Cooling Set: Yes/No</td>
</tr>
<tr>
<td>Irrigation Schedule Reviewed: Yes/No</td>
</tr>
<tr>
<td>Custodial Notified &amp; Reviewed: Yes/No</td>
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Distribution: Applicant_____ Building Principal(s) ____ Maintenance Department ____
Activities Director ____ Food Service ___ Date: _______
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.
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.)

<table>
<thead>
<tr>
<th>Fecha(s) solicitadas</th>
<th>Instalación/Área(s) solicitadas</th>
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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 seguranza 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 __________________________________________ POR __________________________________________

Director de la escuela Fecha Director de la escuela Fecha

POR __________________________________________ POR __________________________________________

Director de Actividades Fecha Supervisor de departamento de cocina Fecha

POR __________________________________________

Superintendente Fecha
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 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.

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 puesto 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:

<table>
<thead>
<tr>
<th>Instalaciones</th>
<th>Fecha(s):</th>
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______________________________, 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 of 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

Policy News, February 2003: Threats Policy Due in September

Adopted: 10.24.2011
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

Adopted: 11.21.2002
Revised: 10.24.2011
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

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

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

Management Resources:
- Policy News, August 2001
- PDC issues election guidelines for schools
GUIDELINES FOR SCHOOL DISTRICTS IN ELECTION CAMPAIGNS


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
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<th>Persons</th>
<th>Permitted</th>
<th>Not Permitted</th>
<th>General Considerations</th>
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<tr>
<td><em><em>Agency</em> Administrators</em>*</td>
<td>- May inform staff during non-work hours of opportunities to participate in campaign activities.</td>
<td>- Will not pressure or coerce employees to participate in campaign activities.</td>
<td>- 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?</td>
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<td>(County Administrator, City Manager, Executive Director, Fire Chief, PUD Manager, Etc.)</td>
<td>- Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.</td>
<td>- Will not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures.</td>
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<td>- In the course of normal publications for the agency, may distribute an objective and fair presentation of the facts prepared by the agency in accordance with the normal and regular conduct of the agency.</td>
<td>- Will not coordinate informational activities with campaign efforts, in a manner that makes the agency appear to be supporting or opposing a ballot measure.</td>
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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.
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<tr>
<td><strong>Agency Administrators</strong></td>
<td>• May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours.</td>
<td>• Will not use public resources to operate a speakers’ bureau in a manner that may be viewed as promoting a ballot measure.</td>
<td>• Is the information provided an objective and fair presentation of the facts?</td>
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<td>(continued)</td>
<td>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</td>
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<td>• Is the activity consistent with the agency’s normal and regular course of business?</td>
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<td>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</td>
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<td>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</td>
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<td>• May wear campaign buttons or similar items while on the job if the agency’s policy generally permits employees to wear political buttons.</td>
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<td></td>
<td>• May engage in campaign activities on their own time, during non-work hours and without using public resources.</td>
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<td>Community Groups</td>
<td>• 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.</td>
<td>• Will not use agency facilities to produce materials that support or oppose a ballot measure.</td>
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*Agency means any county, city, town, port district, special district, or other state political subdivision.*
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<tr>
<td>Local Elected Legislative Body*</td>
<td>• 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</td>
<td>• Will not pressure or coerce agency management to participate in campaign activities.</td>
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<td>• Will not explicitly include passage of a ballot measure in the agency’s annual goals.</td>
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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)
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| **Local Government Elected Officials** | • 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.) | • 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. | • 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? |
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<th>Persons (Boards, Commissions, and similar appointed positions)</th>
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| **Appointed Officials** | • 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. | • 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. | • 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** | • 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 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. | • 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. | • 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.
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| Management Staff or Their Designees (continued) | • 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. | • Will not pressure or coerce employees to participate in campaign activities.  
• Will not use agency resources to organize the distribution of campaign materials. | • Does the agency have a policy permitting employees to wear political buttons? |
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| **Agency Employees** | • 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. | • 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. | • 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? |
<p>| <strong>Agency Employees</strong> | • May place window signs or bumper stickers on their cars, even if those cars are parked on government agency property during working hours. | | |</p>
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<td>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</td>
<td>• Will not use the agency’s internal mail or email system to communicate campaign-related information, including endorsements.</td>
<td>• Are campaign materials made available only in those areas used solely by staff or other authorized individuals?</td>
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<td>• Union Representatives</td>
<td>• Will not distribute promotional materials in public areas.</td>
<td>• Does such distribution occur during non-work hours?</td>
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<td>• 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.</td>
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<td>• May distribute campaign materials at union-sponsored meetings.</td>
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<td>• 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.</td>
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<td>Equipment and Supplies</td>
<td>• 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.</td>
<td>• 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.</td>
<td>• Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?</td>
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<td>• Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources.</td>
<td>• 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</td>
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| Meeting Facilities       | • 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. | | • 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) | • 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. | | • Is the meeting facility customarily made available on an equal access, nondiscriminatory basis for a variety of uses? |
| Lists                    | • 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, | • 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 | • 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 |
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<td>nondiscriminatory basis.</td>
<td>that it might be used in a campaign.</td>
<td>providing copies?</td>
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<td>• Has the agency complied with established policy in responding to any public record requests?</td>
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**Voting Information**

- 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.
- 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.
- Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?
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| Agency Publications (Specific to Elections) | • 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 information 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. | • 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. | • 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? |

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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.
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<td>Agency Publications (Specific to Elections) (continued)</td>
<td>• 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.)</td>
<td>• Agencies will not use internal memoranda or other agency publications to encourage employees to participate in campaign activities.</td>
<td>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</td>
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<td>• 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.</td>
<td>• Agencies will not publish materials supporting or opposing a candidate or ballot measure.</td>
<td>• Does the agency typically distribute information by newsletters, websites, or some other format?</td>
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<td>• Does the agency routinely distribute such information?</td>
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<td><strong>Agency Publications (Regular) (continued)</strong></td>
<td>- 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.)&lt;br&gt;- Agencies may thank citizens for their support after an election in agency publications.</td>
<td></td>
<td>- Is the information presented in an objective and fair manner?&lt;br&gt;- 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?</td>
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<td><strong>Reader Boards/Posters</strong></td>
<td>- 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.&lt;br&gt;- Agencies may thank citizens on their reader boards for their support after an election.</td>
<td>- Agencies will not display a “Vote for ____” sign or other promotional messages on reader boards or posters.&lt;br&gt;- Signs advocating for or against candidates or ballot measures will not be posted on agency property in any area accessible to the general public.</td>
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<tr>
<td><strong>Reader Boards/Posters</strong></td>
<td>- May post objective and fair information at an agency or at a future site regarding</td>
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<td>- Publicly owned vehicles will not be used to carry or display political</td>
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<td>anticipated improvements to be funded by a ballot measure that is specific to that agency or site.</td>
<td>material.</td>
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<tr>
<td>Surveys and Research</td>
<td>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.</td>
<td>Agencies will not conduct surveys to determine what taxation level the public would support.</td>
<td>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.)</td>
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<td>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.</td>
<td>Agencies will not conduct surveys designed to shore up support or opposition for a ballot measure.</td>
<td>Does the election-related survey target specific subgroups?</td>
</tr>
<tr>
<td>Surveys and Research (continued)</td>
<td>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.</td>
<td>Agencies will not target registered voters or other specific subgroups of the jurisdiction in conducting their election-related surveys.</td>
<td>Is the survey or community research consistent with normal and regular activities of the agency?</td>
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<td>Agencies may publish survey results if it is consistent with the normal and regular conduct of the agency.</td>
<td>Agencies will not use survey results in a manner designed to support or opposes a candidate or ballot measure.</td>
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<td>Technology (websites, emails, computerized)</td>
<td>An agency may develop an objective and fair presentation of the facts and post</td>
<td>Agency computers, email systems, telephones, and other information</td>
<td>Are the materials developed an objective and fair presentation of the</td>
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<td>calling systems</td>
<td>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.</td>
<td>technology systems will not be used to aid a campaign for or against a candidate or ballot measure.</td>
<td>facts?</td>
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<tr>
<td>Technology (websites, emails, computerized calling systems) (continued)</td>
<td>• 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.</td>
<td>• 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.</td>
<td>• 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?</td>
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**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