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PUBLIC INFORMATION PROGRAM

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

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

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

The board is a nonpartisan public body and as such shall not endorse political candidates. Neither staff nor students 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.

Public Information Program

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

A. Media representatives shall be supplied factual information with the request that they not publish or broadcast any facts which are injurious to staff or students or which would serve no constructive purpose.

B. Media representatives should be kept fully informed on all aspects of the program so that any reporting shall be done on the basis of a complete and accurate overview.

C. Student should be informed that they have the right to deny an interview or photograph. A release form signed by a parent shall be secured before allowing an individual to photograph and conduct an interview that would "single out" any special education student or identify a student whose parents have signed a form to withhold directory information.

D. During regular school hours, all media representatives must report to the building office for identification and authorization before going to any part of the building or contacting any individual.

E. Staff members shall secure authorization from the principal before contacting the media on behalf of the school. This shall not preclude a staff member from contacting the media as a private individual.

Annual District Report

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

A. 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.

Date: 112001

CONFIDENTIAL COMMUNICATIONS

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

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

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

Cross References: Board Policy 2140 Guidance and Counseling
Board Policy 2121 Substance 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

Adoption Date: 112001
School Name: Naselle-Grays River Valley

PUBLIC ACCESS TO DISTRICT RECORDS

Full access to information concerning the administration and operations of the district will be afforded to the public as provided by the Public Disclosure Law. At the same time, the district recognized the right of individuals to privacy and of the desirability of efficient administration of the district. Public access to district records will be afforded according to the procedures developed by the superintendent and periodically reviewed by the board.

“School district records” include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district that is prepared, owned, used, or retained by the district. “School district records” do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons. A “writing” as defined by the Public Records Act means handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication on representation.

The superintendent or designee will serve as “public records coordinator” with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, he/she will authorize the inspection and copying of the district's records only in accordance with the criteria set forth in this policy.

In accordance with RCW Chapter 42.17, the district will make available for public inspection and copying all district records, or portions, except those which contain the following information:

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

D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event will disclosure be denied for more than three years after the appraisal (RCW 42.17.310(l)(g)).

E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended except that a specific record will not be exempt when publicly cited by the district in connection with any district action (RCW 42.17.310(l)(i));

F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts -- RCW 42.17.310(l)(j);

G. Records or portions of records the disclosure of which would violate personal rights of privacy--RCW 42.17.260(1) and RCW 42.17.310(2);

H. Records or portions of records the disclosure of which would violate governmental interests--RCW 42.17.310(2);

I. The residence addresses, telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of employees or volunteers at a public agency held in personnel records, rosters, and mailing lists — RCW 42.56.250 (3);

J. The names, dates of birth, residential addresses and telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of dependents of employees and volunteers of a public agency;

K. Personally identifiable information for special education students – WAC392-172A; and

L. The annual declaration of intent filed by parents for a child to receive home-based instruction – RCW42.56.320.

If the district denies any request, in whole or in part, for inspection and copying of records, the district will provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies. No request will be denied solely on the basis that the request is overbroad.

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

The district may inquire into the purpose for which a record is requested and may use the answer to aid in determining whether the public has a legitimate interest in obtaining the information, but the district may not decline to furnish the records for public inspection and copying solely because the requester refuses to furnish a reason for the request.

The district may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise disclosable when he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

The coordinator will inform any employee and appropriate collective bargaining unit representative when a record naming the employee has been requested. The employee and representative will be informed of the district's intended response to the request.

Electronic Records

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

Cut-Off

Whenever applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendare

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year records may be “cut-off” on December 31, and a new file established on January 1; all fiscal year records may be “cut-off” only upon the completion of an action or event, such as termination of a contract, final payment of a contract, or termination of employment. Regardless of the duration of the retention period, records series should be kept in the office files after “cut-off” only as long as is necessary to satisfy: (1) active reference; (2) audit, when required; and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center or to an appropriate alternative format including electronically for the remainder of the retention period.

Cross Reference:	Board Policy 3231	Student Privacy
Legal Reference:	Chapter 40.14 RCW	Preservation and destruction of public records
	Ch. 42.17 RCW	Disclosure — Campaign — Finances — Lobbying — Records
	Chapter 42.56 RCW	Public Records Act
	WAC 392-172A	Rules for the provision of special education
	20 U.S.C. 1232g	Federal Education Rights Privacy Act (FERPA)

Management Resources:

Policy News, April 2012	Public Records
Policy News, February 2010	Federal Education Rights and Privacy Act revisions
Policy News, June 2006	Public Records Act
Policy News, October 2005	Public Disclosure

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School District Name: Naselle-Grays River Valley
Revised: 08.98; 10.05; 05.06; 02.10; 04.12
Classification: Priority

Public Access to District Records

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

Public Records Custodian

At each facility where district records are kept, the superintendent's designee shall serve as public records custodian and will be responsible for the maintenance of district records in accordance with district policy. The custodian will permit access to, and copying of, district records by the public with authorization from the superintendent who is the public records coordinator. The public records coordinator will be listed in the district directory and student/parent handbook.

Display Of Descriptions, Policies And Procedures

The public records coordinator will compile, prominently display and make available the following for inspection and copying by the public at the district's central office or electronically:

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

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

Index Of Certain Records

The coordinator is responsible for the preparation, maintenance and making availability for inspection and copying by the public of current indexes of the following records:

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

The indexes described above will be kept at the district's central office.

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

Requests For Inspection And Copying

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

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

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

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

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

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

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

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

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

Staff will provide full assistance to members of the public making inquiries or requests related to district records. Staff will locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection. Staff may respond to a request by providing the requester with an Internet address and link on the district's website where the requested information can be found. However, if the requester indicates that he/she cannot access the records through the internet, the district will provide the records another way.

Staff may request a clarification of any request that is unclear and need not respond if the request is not clarified. On request, the district will make copies of public records for a per-page fee of fifteen cents and the actual cost of postage and an envelope, if any. Determining the actual cost of copying is excessively burdensome; therefore, the district is using the statutorily determined fifteen cents per page charge. The district may require a deposit not to exceed 10 percent of the estimated cost of providing copies of a request and may charge per installment. The district may stop filling a request if an installment is not claimed.

A staff member may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

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

Date: 07.98; 10.05; 04.12

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Community Relations

CITIZENS' ADVISORY COMMITTEES AND TASK FORCES

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

Adoption Date: 112001
School District Name: Naselle-Grays River Valley

Citizens' Advisory Committee

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

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

SCHOOL-SUPPORT ORGANIZATIONS

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

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

Adoption Date: 112001
School District Name: Naselle-Grays River Valley

School-Support Organizations

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

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

Date: 112001

Title I Parent and Family Engagement

The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, the board adopts the following policy, which describes how the district will involve parents and family members of Title I students in developing and implementing the district's Title I programs.

District-Wide Parent and Family Engagement

The district will do the following to promote parent and family engagement:

- A. The district will involve parents and family members in jointly developing the district's Title I plan by holding annual meetings, giving parents an opportunity to review the plan and inviting parent comments. An advisory team will help define the annual goals.
- B. The district will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the district in the planning and implementing of effective parent and family involvement activities to improve student academic achievement and school performance.
- C. The district will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all Title I schools. At that meeting, the following will be identified:
 1. Barriers to greater participation by parents in Title I activities;
 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 3. Strategies to support successful school and family interactions.

The district will use the findings from the annual evaluation to design evidence-based strategies for more effective parental involvement and to revise this policy if necessary.

The district will facilitate removing barriers to parental involvement by doing the following conducting joint parent meetings with other programs and holding meetings at various times of the day and evening. Title I funds may be used to facilitate parent attendance at meetings by payment of transportation and childcare costs).

- D. The district will involve parents of Title I student in decisions about how the Title I funds reserved for parent and family engagement are spent. The district must use Title I funds reserved for parent and family engagement for at least one of the reasons specified in 20 U.S.C. § 6318(a)(3)(D).

- E. The district and each of the schools within the district providing Title I services will do the following to support a partnership among schools, parents, and the community to improve student academic achievement:
 - 1. Provide assistance to parents of Title I students, as appropriate, in understanding the following topics:
 - a. Washington's challenging academic standards;
 - b. State and local academic assessments, including alternate assessments;
 - c. The requirements of Title I;
 - d. How to monitor their child's progress; and
 - e. How to work with educators to improve the achievement of their children.
 - 2. Provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, giving guidance as to how parents can assist at home in the education of their child, holding parent meetings at various times of the day and evening to provide parents, providing opportunities for parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, submitting parent comments about the program to the district, and providing parents with opportunities to meet with the classroom and Title I, Part A teachers to discuss their child's progress.
 - 3. Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff with the assistance of parents, in the value and utility of contributions of parents and how to do the following:
 - a. Reach out, communicate with, and work with parents as equal partners;
 - b. Implement and coordinate parent programs; and
 - c. Build ties between parents and the school.
 - 4. Coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with similar strategies used under other programs, such

as:

- a. Head Start;
 - b. Even Start;
 - c. Learning Assistance Program;
 - d. Special Education; and
 - e. State-operated preschool programs.
5. Ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children. The information will be provided in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand through newsletters, the webpage and bulletins.

School-Based Parent and Family Engagement Policies

Each school offering Title I services will have a separate parent and family engagement policy, which will be developed with parents and family members of Title I students. Parents and family members will receive notice of their school's parent and family engagement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

Each school-based policy will describe how each school will do the following:

- A. Convene an annual meeting at a convenient time, to which all parents of Title I students will be invited and encouraged to attend, to inform parents of their schools' participation under Title I, to explain the requirements of Title I, and to explain the rights that parents have under Title I;
- B. Offer a flexible number of meetings, such as meetings in the morning or evening;
- C. Involve parents, in an organized, ongoing, and timely way in the planning, reviewing, and improving of Title I programs; and
- D. Provide parents of Title I students the following:
 1. Timely information about Title I programs;
 2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and

3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.

Each school-based policy will include a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve state standards. The compact must do the following:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I students to meet Washington's challenging academic standards and describe the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children, including the positive use of extracurricular time; and
- B. Address the importance of communication between teachers and parents on an ongoing basis through the following:
 1. Annual parent-teacher conferences in elementary schools, during which the compact will be discussed as the compact relates to the individual child's achievements;
 2. Frequent reports to parent's on their children's progress;
 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Adoption Date: April 2018

Classification: **Essential**

Revised Dates: **8.03; 06.05; 10.08; 12.11; 2.18**

Policy 4130P

The Superintendent or designee shall ensure that the district's Title I Parent Involvement policy, plan and programs comply with the requirements of federal law.

A. The district will take the following actions to involve parents in the joint development of its district wide parental involvement plan:

1. An annual meeting of parents of participating Title I students shall be held to explain the goals and purposes of the Title I program. *A Title I meeting will be held in May. The participants shall include the Title staff, teachers, and parents.*
2. Parents will be given the opportunity to participate in the development, operation and evaluation of the program. *Parents will be invited to participate in the meeting for the development, operation, and evaluation of the program. Additionally, a survey will be sent home to parents for feedback on the development, operation, and evaluation of the program.*
3. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. *Through a survey distributed to Title I student parents and follow-up phone calls, parents will be encouraged to participate in the planning of activities.*
4. The district will take the following actions to involve parents in the process of school review and improvement:
 1. Parents will be given the opportunity to review the school improvement plan. *In the fall of the year during the annual Open House, parents will be given the opportunity to review the SIP.*
 2. Parents will be encouraged to participate in the building self-review.

B. The district will provide the following coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities:

1. Identify barriers to greater participation by parents in parental involvement activities;
2. Use findings of the evaluation to design strategies for more effective parental involvement; and
3. Revise, when necessary, the district and school parent involvement policies.

C. The district will coordinate and integrate parental involvement strategies with similar strategies under the following other programs, such as:

- Learning Assistance Program;
- Special Education; and
- State-operated preschool programs.

The district shall facilitate removing barriers to parental involvement by activities such as:

1. Conducting joint parent meetings with other programs;
 2. Holding meetings at various times of the day and evening;
 3. Arranging for in home conferences;
 4. Title I funds may be used to facilitate parent attendance at meetings by payment of transportation and child care costs.
- D. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy.
- E. The district will build the schools' and parent's capacity for strong parental involvement through the following:
1. The school district will, with the assistance of its Title I, Part A schools, provide information to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - The State's essential academic learning requirements,
 - The State and local academic assessments including alternate assessments,
 - How to monitor their child's progress, and
 - How to work with educators.
 2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, by:
 - a. Giving guidance as to how parents can assist at home in the education of their child;
 - b. Holding parent meetings at various times of the day and evening to provide parents:
 - Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - Opportunities to submit parent comments about the program to the district.
 - Opportunities to meet with the classroom and Title I, Part A teachers to discuss their children's progress.
- F. School district personnel will work with teachers, principals and other staff, to reach out to, communicate with, and engage parents as equal partners. The district will provide:
1. An explanation of the reasons supporting their child's selection for the program;
 2. A description and explanation of the school's curriculum;
 3. Information in the academic assessment used to measure student progress;
 4. Information on the proficiency levels students are expected to meet; and
- Information about the curriculum and assessments to measure progress will be provided by teachers of the K-6 classes. The information will be sent home and available at school.*
- G. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
1. Distribute the Title I Family Involvement policy on a annual basis

The Title I Family Involvement policy will be available on the school website, at the school office, and through the Title personnel.

2. To the extent needed and practicable, distribute the Title I Family Involvement policy in multiple languages or formats.

School-Based Parent Involvement Policy

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

The building-level Title I , Part A parent involvement policy will meet the following requirements: a) Each building in the district receiving Title I, Part A funds shall jointly develop with and distribute to parents of students served in the program a written building-level policy, agreed upon by parents of Title I served students; b) The policy will outline how parents, school staff and students share responsibility for student achievement in meeting academic standards; c) Parents will be notified of the policy in an understandable and uniform format; d) To the extent practicable, the policy will be provided in a language the parents can understand; and e) The policy will be evaluated with parents annually.

Policy 4200
Community Relations

SAFE AND ORDERLY LEARNING ENVIRONMENT

Contacts With Staff

The learning environment and the staff's time for students shall be free from interruption. Except in emergencies, staff shall not be interrupted in their work. Brief messages shall be recorded so as to permit the staff member to return the call when free.

Certificated staff will be available for consultation with students and patrons one half hour before school begins to one half hour after school ends. Students and patrons are urged to make appointments with staff to assure an uninterrupted conference.

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

Visitors

The board welcomes and encourages visits to school by parents/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: Policy 3124

Legal Reference: Policy 3510
RCW28A.605.020
RCW 28A.635.020
RCW 28A.635.030
RCW 28A.635.090
RCW 28A.635.100

20 U.S.C. § 7908

Removal/Release of Student During School Hours
Associated Student Bodies
Parents' access to classroom or school sponsored activities--Limitation
Wilfully disobeying school administrative personnel or refusing to leave public property, violations, when — Penalty
Disturbing school, school activities, or meetings
Interfering by force or violence — Penalty
Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful — Penalty
No Child Left Behind Act, Military Recruiter Provision

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

Adoption Date: 041613

School District Name: Naselle-Grays River Valley

Safe and Orderly Learning Environment

Visitors

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

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

The latter shall promptly meet with the visitor, investigate the dispute and render a written decision, which shall be final, subject only to the citizen's right to raise an issue at a regular session of the board.

Disruption At School Activities

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

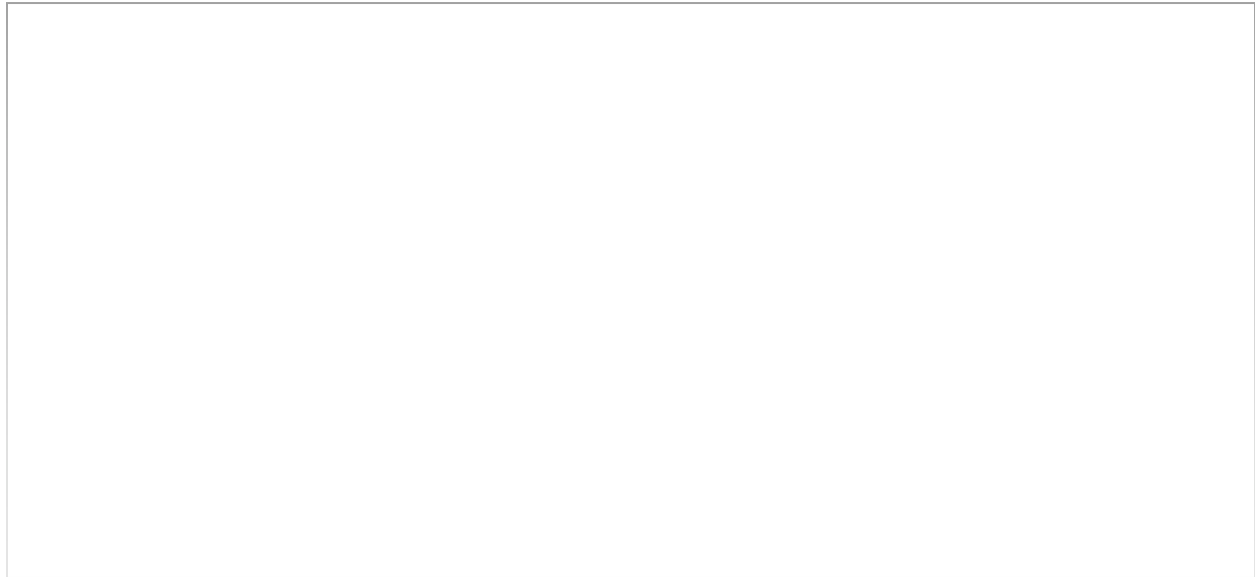
- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted;
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office;
- C. A visitor's badge with the current date should be worn conspicuously;
- D. Written guidelines pertaining to rights of 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.

Page 2 of 2
Procedure 4200P

E. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Date: 021803



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:

3240 - Student Conduct Expectations and Reasonable Sanctions
3241 - Classroom Management, Discipline and

Corrective Action
4260 - Use of School Facilities

Legal References:

RCW 9A.16.020 Use of force - when lawful
RCW 9.41.250 Dangerous weapons—Penalty
RCW 9.41.280 Dangerous weapons on facilities—
Penalty — Exceptions
RCW 9.91.160 Personal protection spray devices
RCW 9.94A.225 Deadly weapon special verdict--
definition
RCW 28A.600.420 Firearms on school premises,
transportation, or facilities — Penalty — Exemptions

Management Resources:

2016 - July Issue
Policy News, August 2006 Weapons on School
Premises
Policy News, August 1998 State Encourages
Modification of Weapons Policy
Policy News, October 1997 Legislature also addresses
“look-alike” firearms

Adoption Date: 11/15/16
Naselle-Grays River Valley School District

Use of Tobacco, 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 any person under twenty-one years of age 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.

Adoption Date: December 17, 2019

Classification: **Essential**

Revised Dates: **10.00; 08.03; 10.10; 12.10; 12.11; 02.14; 07.16; 10.19**

Language Access Plan

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

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

Parent Identification

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

Oral Interpretation

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

Written Translation

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

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and related services or resources available;
- school closure information; and

Procedure - Language Access Plan

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

A. Definitions

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

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

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

B. Parent Identification

1. Upon student enrollment and periodically through a student’s education, schools will utilize a survey to identify parents who need language access services and the languages in which they may need assistance. The survey will be translated into

the most commonly known languages spoken in the district and will be included in the standard enrollment packet provided to all District parents.

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

C. Interpretation and Translation Services

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

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

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

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

4. The District will facilitate staff access to appropriate interpretation and translation services in order to communicate with LEP parents consistent with federal and/or state law and this policy and procedure. If no interpreter can be present, District staff should utilize a language bank, resource line or online service to communicate with parents.
5. The following interpretation and translation services are currently available in the District: *District staff by contacting the main office at (360) 484-7121.*

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. *Lisa Nelson, (360) 484-7121.*

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.
6. **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).

7. **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.
11. **Providing Information to Parents**
- a. 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.

b. 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.

c. 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, d. 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.

e. 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.

f. 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.

12. The Collection and Analysis of LEP Data

a. The District will collect and periodically 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.

b. Such data may be collected by parent surveys

c. The district will document the preferred language of families of students who are eligible for special education services, additionally

d. The district will document whether a qualified interpreter was provided at any planning meeting related to a student's individualized education program (IEP), section 504 plan, or meetings related to school discipline and truancy. For the purposes of collecting this data, a "Qualified interpreter" is someone who is able to interpret effectively, accurately, and impartially, both receptively and expressively using any necessary specialized vocabulary.

Complaints Concerning Staff

The Naselle-Grays River Valley School District Board of Directors believes that the quality of the educational program can improve when the District listens to concerns/complaints, considers differences of opinion, and resolves disagreements through an established, objective process. At the same time, the Board has confidence in its staff and shall act to protect staff from unwarranted criticism or disruptive interference. The school district takes seriously all concerns/complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the district, that specific procedure will be followed in reference to such a complaint. In lieu of a specific complaint procedure, the purpose of this policy is to provide a general guideline.

Students, parents, employees or other persons may report concerns/ complaints to the school district. While written reports are always encouraged, a complaint may be made orally. The Board encourages early dialogue to resolve problems quickly and informally whenever possible. If a problem remains unresolved, individuals should submit a formal (written preferred) complaint as early as possible. Any employee receiving a complaint will advise the principal or immediate supervisor of the receipt of the complaint. The supervisor will make an initial determination of the appropriate action to address the complaint and determine whether the matter should be referred to the Superintendent.

A person may file a complaint at any level of the school district (principal, superintendent or school board). However, persons are encouraged to file a complaint at the building level and follow the chain of command. If the complaint involves the superintendent, the complaint must be filed with the school board chairman. Individual board members do not have authority to resolve complaints, but board members should listen and refer the complainant to the Superintendent or designee so the problem may receive proper consideration.

Depending on the nature and gravity of the complaint, the supervisor or other administrator receiving the complaint will determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter will promptly be referred to the Superintendent who will determine whether an internal or external investigation should be conducted. In either case, the Superintendent will determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up. The designated investigator will ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

The appropriate administrator will respond to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measures that were taken, to the extent permitted by law. The Superintendent will be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party will be consistent with the rights of others pursuant to the applicable provisions of policy or law.

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

Adopted: 10/20/15

COMPLAINT/CONCERN PROCEDURES FOR PARENTS AND STUDENTS

The following guidelines should be followed when a complaint or concern is voiced against a staff member. The goal should be to resolve the conflict at the lowest intervention level possible. It is always wise to keep the administrator aware of any conflicts that are being handled no matter what the level of intervention.

Steps in Resolution of Conflict

Parents and staff are strongly encouraged to maintain open lines of communication. A procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students for the resolution of concerns related to the educational program.

The steps below are designed as protocol to follow until resolution is reached. Most issues are solved at the first step.

Step 1 Student/Parent & Staff: The student/parent and the staff will meet to discuss the issue. The goal of this meeting is to bring closure to the concern. This meeting should occur within five days of the incident. (Depending on the age of the student, the parent may wish to be present).

Step 2 Student/Parent & Administrator: If the student/parent feel there has been no satisfactory resolution, a meeting should be scheduled with the appropriate administrator as soon as practicable to share the concern.

Step 3 Student/Parent & Staff & Administrator: A meeting will be scheduled with the student/parent, staff and administrator if no resolution has been reached. The meeting agenda will be limited to the initial issue. After the meeting, the administrator will formulate an action plan and a solution strategy with the family and staff member.

Step 4 Parent & Staff & District Administrator: If the established plan/strategy is still unacceptable to the family and the problem persists, a meeting may then be scheduled with the Superintendent to discuss alternatives. At this point, the family may wish to file a formal or informal complaint depending on the severity and persistence of the issue. All complaints will be shared with the appropriate staff and staff will have an opportunity to be present, have representation and respond to the issue. Whatever action is taken as a result of the complaint will be consistent with applicable laws, employee contract provisions and general personnel guidelines.

Key Points:

- Privacy rules must be maintained; other students/parents are not to be discussed.
- Failure to follow the process may impact any action on the issue.
- If the parent refuses to involve the student in the process, the resolution process is compromised.
- Respectful communication is expected between both parties; if at any time the meeting becomes confrontational, it will be rescheduled.

Appendix I

COMPLAINT/CONCERN INTAKE FORM FOR PARENTS AND STUDENTS

Date _____

Name _____

____ Parent ____ Guardian ____ Employee ____ Student ____ Community Member

Address _____

Phone _____ Email _____

Name of Student _____

Grade _____

Summary of Complaint/Concern:

Desired Outcome:

For Office Use

Follow-up Needed _____ Closed File _____ Referred To _____

Notes:

Appendix II

COMPLAINTS/CONCERN RESOLUTION PROTOCOL FOR PARENTS AND STUDENTS

I/We have met with _____ (teacher/advisor) at (building)
_____ to resolve a matter(s) of concern.

I/We do not feel that these concerns have been resolved and request a meeting with building-level administration.

Person requesting the meeting: _____

List briefly the problem or complaint:

Signature of Student _____

Signature of Parent _____

Date _____

CONTACTS WITH STUDENTS

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

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

Cross Reference: Board Policy 4235 Public Performances

Adoption Date 112001
School District Name: Naselle-Grays River Valley

PUBLIC PERFORMANCES

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

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

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

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

Cross Reference: Board Policy 4230 Contacts with Students

Adoption Date: 112001
School District Name: Naselle-Grays River Valley

CONTESTS, ADVERTISING AND PROMOTIONS

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

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

Cross Reference: Board Policy 3220 Freedom of Expression

Legal Reference: AGO 9503.00 1995 No. 3 Use of School Districts' Facilities by Student Groups for Religious Purposes

Adoption Date: 112001
School District Name: Naselle-Grays River Valley

USE OF SCHOOL FACILITIES

The board believes 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 shall set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities 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 include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. 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 the district incurs extra utility, cleaning or supervision costs, a fee, to be established by the superintendent, shall be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

Nonprofit Groups 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 will 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.

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 include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization.

Legal References:	RCW 28A.230.180	Access to campus and student information directories by official recruiting representatives- Informing students of educational and career opportunities.
	RCW 4.24.660	Liability of school districts under contracts with youth programs
	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 Groups
AGO 1973 No. 26, Initiative No. 276 School districts — Use of
school facilities for presentation of programs —
Legislature — Elections

Cross References 3422 Student Sports-Concussion and Head Injuries
Management Resources: 2014 February Issue
2013 July Issue
2013 June Issue
2009 August Issue

Adoption Date: 04/15/14
District Name: Naselle-Grays River Valley
Revised: 12.00; 08.09; 12.11; 06.13; 07.13; 02.14

Use of School Facilities

Application for use of school facilities shall be made to the facilities coordinator.

Professional fund raisers representing charities must provide evidence that the fund raiser:

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

The superintendent 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.

Date: 041514

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

Legal Reference RCW 28A.620.020 Community education programs —Restrictions

Adoption Date: 112001
School District Name: Naselle-Grays River Valley

Relations with Law Enforcement Agencies

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

Relations with Child Protective Agencies

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

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

C. While the district encourages interviews of a student to take place off school premises, the principal shall permit a child protective worker to conduct any questioning when child abuse or neglect is involved outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Prior to commencing the interview, the child protective services or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes. Unless the child objects, the child protective services or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.

D. A child protective worker is required to have a warrant in order for the school to release custody of the student. However, if the child protective worker is accompanied by a law enforcement officer, no warrant shall be required. In the event a student is taken into custody, the school shall duly notify the parent or guardian unless directed not to by the law enforcement officer.

Relations with Health Department Officials

A. A health department official shall contact the principal on entering a school building.

B. A health department official may request and be granted such information as address and date of birth if the parent or student over 18 years of age has not filed a written objection to the release of directory information. Information contained in a student's cumulative folder and any supplementary records shall be available only with prior written consent of the parent or adult student pursuant to a court order or subpoena, in response to a health or safety emergency or in order to better serve the student in the juvenile justice system prior to adjudication.

C. While the district encourages interviews of students to take place off school premises, the principal shall permit a health official to conduct a confidential interview with a student suspected of being a contact with an individual infected with a communicable disease when the interview is to be held during school hours, and the principal chooses not to release the student to travel to the health department

NOTIFICATION OF THREATS OF VIOLENCE OR HARM

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

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

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

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

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

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

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

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

Notification of Threats of Violence or Harm

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

Under the Family Educational Rights and Privacy Act the district may only release student records, including those involving threats of violence or harm, with parent or adult student permission, or under limited conditions. For that reason, the district will not identify students who have made threats of violence or harm when notifying the subjects of the threats, except under the following conditions:

- H. 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.
- I. 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.
- J. 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. This exemption is to be strictly construed pursuant to federal regulations.
- K. The district is responding to a court order or subpoena. Generally 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.

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

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

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

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

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

**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 documents to be distributed. The district may duplicate the documents, but they will be distributed in form received from the law enforcement agency.

Cross Reference: Board Policy 3143 District Notification of Juvenile Offenders

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

Management Resources:

Policy News, October 2010 Release of Sex Offender Information

Adoption Date: 121410
School District Name: Naselle-Grays River Valley
Revised: 10.10
Classification: Priority

**COOPERATIVE PROGRAMS WITH OTHER DISTRICTS, PUBLIC AGENCIES,
PRIVATE SCHOOLS AND DAYCARE AGENCIES**

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

Cooperative agreements 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 Daycare Agencies

The district will cooperate with private and parochial schools, including day care 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:	RCW28A.150.350	Part time students-Defined-Enrollment authorized-Reimbursement for costs-Funding authority recognition- Rules, regulations
	RCW28A.160.120	Agreements with other governmental entities for transportation of public or other noncommon school purposes-Limitations
	Chapter 28A.205 RCW	Education Centers
	RCW28A.225.250	Compulsory School Attendance and Admission-Cooperative programs among school districts-Rules
	RCW28A.235.120	Meal Programs-Establishment and operation-Personnel-Agreement
	Chapter 39.34 RCW	Interlocal Cooperation Act
	Chapter 48.62 RCW	Local Government Insurance
	Chapter 392-135 WAC	Finances — Interdistrict Cooperation Programs

Management Resources: Policy News, October 2011 Policy Manual Revisions

Adoption Date: 011912
School District Name: Naselle-Grays River Valley
Revised: 07.11; 10.11
Classification: Discretionary

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PUBLIC DISCLOSURE COMMISSION

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

Guidelines for School Districts in Election Campaigns

PUBLIC DISCLOSURE LAW RE: USE OF FACILITIES IN CAMPAIGNS

RCW 42.17.130

Forbids use of public office or agency facilities in campaigns.

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

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

RCW 28A.320.090

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

The board of directors of any school district shall have authority to authorize the expenditure of funds for the purpose of preparing and distributing information to the

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general public to explain the instructional program, operation and maintenance of the schools of the district: PROVIDED, That nothing contained herein shall be construed to authorize preparation and distribution of information to the general public for the purpose of influencing the outcome of a school district election.

WAC 390-05-271

General applications of RCW 42.17.130.

- (1) RCW 42.17.130 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public

office or agency.

(2) RCW 42.17.130 does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

WAC 390-05-273

Definition of normal and regular conduct.

Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17.130, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

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

BASIC PRINCIPLES

1. Public facilities may not be used to support or oppose a candidate or ballot proposition. RCW 42.17.130. Facilities include school district equipment, buildings, supplies, employee work time, and district publications. The statute includes an exception to the prohibition for "activities which are part of the normal and regular conduct of the office or agency."

2. School districts are authorized by statute to prepare and distribute information to the general public to explain the instructional program, operation and maintenance of the schools of the district. This includes informing the community of the needs the district faces and needs students have that the community may not realize exist. RCW 28A.320.090 which authorizes the board of directors of any school district to expend funds for this purpose provides that nothing in that

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statute is to be construed as authorizing preparation or distribution of information to the general public for the purpose of influencing the outcome of a school district election.

3. School districts are charged with education and instilling civic virtue.

4. School district employees do not forfeit their rights to engage in political activity because of their employment. Neither may district employees be subjected to coercion, pressure, or undue influence to participate in political activity or to take a particular position. Public officials and employees should make it clear that any participation is personal rather than officially sponsored.

5. Supervisory school personnel have a duty to know, apply, and communicate to their staffs the difference between acceptable information activities and inappropriate promotional activities in support district ballot measures.

6. School directors are free to support school district ballot issues and engage in

other political activities as long as such activities do not make use of district facilities, time or resources and do not either pressure or condone employees' use of district facilities, time or resources to support school district ballot issues.

7. The PDC is charged with enforcing RCW 42.17.130. This requires consideration and analysis of activities, which may or may not be determined to be in violation of the statute. The PDC has, over the years, developed methods of considering and analyzing activities engaged in by school districts and public offices. Among the factors considered are the normal and regular conduct of the district and the timing, tone, and tenor of activities as compared with ballot measure elections. As in any matter where intent is to be considered, hard and fast rules, which will be applicable to all situations, are difficult to establish.

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

8.a. Historically, the PDC has routinely advised and held that with respect to election-related publications, one districtwide objective and fair presentation of the facts per ballot measure is appropriate.

In addition, if a district has also customarily distributed this information through means other than a districtwide mailing (e.g. kid mail, regularly scheduled district or school newsletter, website, bilingual documents, or other format), that conduct has also been permitted under RCW 42.17.130 so long as the activity has been normal and regular for the district.

b. The PDC will presume that every school district may distribute districtwide an objective and fair presentation of the facts for each ballot measure. If the district distributes more than this districtwide single publication, the district must be able to demonstrate to the PDC that this conduct is normal and regular for that district. In other words, the district must be able to demonstrate that for other major policy issues facing the district, the district has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.

Districts are urged to read the definitions of "normal and regular" at WAC 390-05-271 and WAC 390-05-273. Districts need to be aware, however, that in no case will the PDC view a marketing or sales effort related to a campaign or election as normal and regular conduct.

USE OF THE GUIDELINES

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

counsel and with the PDC. The PDC can be reached at 1-877-601-2828. **Public Disclosure Commission**

Guidelines for School Districts in Election Campaigns

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Persons Permitted Not Permitted General Considerations

Principals or

Building

Administrators

May inform staff during non- work hours 1 of opportunities to participate in campaign activities. 2

Shall not pressure or coerce employees to participate in campaign activities.

Has there been communications with staff and with union representatives regarding the prohibition on the use of the school's internal mail or email system to support or oppose a ballot measure?

Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.

Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures.

In the course of normal publications for the school, may distribute an objective and fair presentation of the facts 3 based on and expanded upon the information 4 prepared by the district in accordance with the normal and regular conduct of the school and the district. 5

Shall not coordinate informational activities with campaign efforts, in a manner that makes the district appear to be supporting or opposing a ballot measure.

Is the distribution of this information consistent with the normal practices of the school (such as kid mail, newsletters, websites, or some other format)?

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

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

3 Throughout these guidelines, the clause “objective and fair presentation of the facts” means that in addition to presenting the facts, the materials should present

accurately the costs and other anticipated impacts of a ballot measure. 4 For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed districtwide by the district’s central administration solely

for the purposes of informing residents regarding an upcoming ballot measure. The district and a school may continue to distribute information consistent with the customary practices of the district and a school, including but not limited to kid mail, newsletters, websites, and multi- lingual documents. These publications may

continue, but if they discuss the ballot measure, the information should be an objective and fair presentation of the facts. 5 For the purpose of these guidelines, the term “normal and regular” is defined in WAC 390- 05- 273 and clarified further by WAC 390- 05- 271. **Public Disclosure**

Commission

Guidelines for School Districts in Election Campaigns

6

Persons Permitted Not Permitted General Considerations

Principals or

Building

Administrators (continued)

May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours.

Shall not use public resources to operate a speakers’ bureau in a manner that may be viewed as promoting a ballot measure.

Is the information provided an objective and fair presentation

of the facts?

May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.

Is the activity consistent with the school's normal and regular course of business?

May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.

Do the materials accurately present the costs and other anticipated impacts of a ballot measure?

May wear campaign buttons or similar items while on the job if the district's policy generally permits employees to wear political buttons.

May engage in campaign activities on their own time, during non-work hours and without using public resources.

PTSAs May use school facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, nondiscriminatory basis, and it is part of the normal and regular activity of the district.

Shall not use school facilities to produce materials that support or oppose a ballot measure, unless the district offers printing services on an equal access, nondiscriminatory basis to others. **Public Disclosure Commission**

Guidelines for School Districts in Election Campaigns

7

Persons Permitted Not Permitted General Considerations

PTSAs

(continued)

May print and distribute a separate

newsletter advocating support for the ballot measure so long as no district resources are used (such as kid mail, newsletters, websites, or some other format).

Shall not print and distribute materials promoting the ballot measure in the school newsletter.

May remind voters of upcoming election dates in the PTSA newsletter or in their part of the school newsletter.

Shall not use a school or district-sponsored event to promote or oppose a candidate or a ballot measure.

School Boards 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

Shall not pressure or coerce the superintendent to participate in campaign activities.

Shall not explicitly include passage of a ballot measure in the district's annual goals.

School Board Members

May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/ she is speaking on his/ her own behalf, and not on behalf of the district. If the board has adopted a resolution, the board member can then speak on behalf of the district.)

Shall not direct district staff to perform tasks to support or oppose campaign activities or ballot measures.

Shall not use public facilities or resources in engaging in political activities.

Is the board member using staff time, a public vehicle, or other public resources?

Has the board adopted a resolution? If yes, the board member can speak on behalf of the district. If not, has the board member made it clear that he or she is not speaking on behalf of the district?

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

Guidelines for School Districts in Election Campaigns

8

Persons Permitted Not Permitted General Considerations

Students Students may originate school projects for credit that promote or oppose candidates or ballot measures.

Student school projects supporting or opposing ballot measures shall not use public resources that are not regularly and routinely made available for other student projects.

Is the school project student-initiated?

Students may use public resources to carry out school projects promoting or opposing ballot measures, to the extent that such resources are regularly and routinely made available for other student projects.

Teachers shall not assign school projects to students that require creating or distributing materials to influence an election’s

outcome.

Is the district using the student project to influence the outcome of an election?

District employees and officials shall not use student projects to influence an election's outcome.

Superintendents

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. 7

Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.

Is the superintendent using public resources in a manner that promotes or opposes a candidate or a ballot measure?

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.

Shall not use public resources to promote or defeat a candidate or ballot measure.

Does the presentation accurately present the costs and other anticipated impacts of a ballot measure?

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

hour. Public Disclosure Commission

Guidelines for School Districts in Election Campaigns

9

Persons Permitted Not Permitted General Considerations

Superintendents

or Their

Designees (continued)

- May inform staff during non- work hours of opportunities to participate in campaign activities.
- Shall not pressure or coerce employees 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.
- Shall not use district resources to organize the distribution of campaign materials.
- May wear campaign buttons or similar items while on the job if the district's policy generally permits employees to wear political buttons.
- Does the district have a policy permitting employees to wear political buttons?
- May place window signs or bumper stickers on their privately- owned cars, even if those cars are parked on school property during working hours.
- 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.

Public Disclosure Commission Guidelines for School Districts in Election Campaigns

10

Persons Permitted Not Permitted General Considerations Teachers or Other 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.
- Shall not use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fundraising).
- 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?
- May engage in campaign activities on their own time, during non- work hours and without using public resources.
- Shall not pressure or coerce other employees to participate in campaign activities.
- Is the employee using public resources in a matter that promotes or defeats a candidate or a ballot measure?
- May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.
- May wear campaign buttons or similar items while on the job if the district's policy generally allows employees to wear political buttons.
- Does the district have a policy permitting employees to wear political buttons?
- May, during non- work hours, make available campaign materials to employees in lunchrooms and break rooms, which are used only

by staff or other authorized individuals.

Shall not use district resources to organize the distribution of campaign materials. **Public Disclosure Commission Guidelines for School Districts in Election Campaigns**

11

Persons Permitted Not Permitted General Considerations

Teachers or

Other Employees (continued)

- May place window signs or bumper stickers on their cars, even if those cars are parked on school property during working hours.
- May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.

Union

Representatives

- May, during non- work hours, make available campaign materials to union members in lunchrooms and break rooms, which are used only by staff or other authorized individuals.
- Shall not use the school's internal mail or email system to communicate campaign- related information, including endorsements.
- Are campaign materials made available only in those areas used solely by staff or other authorized individuals?
- May distribute campaign materials at union- sponsored meetings.
- Shall not distribute promotional materials in classrooms or other public areas.
- Does such distribution occur during non- work hours?
- May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such

activity is consistent with the district's policy and the collective bargaining agreements. **Public Disclosure Commission Guidelines for School Districts in Election Campaigns**

12

Activities and

Resources Permitted Not Permitted General Considerations

Equipment and

Supplies

- District employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs.
- Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours.
- Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?
- District employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources.
- Citizens' campaign committees and other community groups shall not use district equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures.

Meeting Facilities District meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and

conditions available to other community groups, subject to the provisions of the district's policy.

- Can community groups typically use school facilities?
- Are facilities made available to all groups on the same terms?
- Has the district adopted a policy regarding the distribution of campaign materials on district property?

Public Disclosure Commission Guidelines for School Districts in Election Campaigns

13

Activities and

Resources Permitted Not Permitted General Considerations

Lists Lists of names (such as district vendors or parents) that a district has obtained or created in the course of transacting its regular public business are subject to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests.

Districts shall not sell copies of such lists (though they may charge a pre-established fee to recover the costs of providing copies of the lists).

Is the list obtained or created in the course of the district transacting its public business?

Districts may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, nondiscriminatory basis.

If a list is generally available as a public record, it cannot be denied to a person or group on the grounds that it might be used in a campaign.

Are the fees charged no greater than necessary to cover the costs of providing copies?

Has the district complied with

FERPA and district policy in responding to any public record requests?

Voting

Information

District personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.

Districts shall not pressure or coerce employees to vote.

Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?

Public facilities may be used to register people to vote and to do periodic poll checking.

Districts shall not organize an effort to encourage staff to wear campaign buttons or

display campaign materials. **Public Disclosure Commission Guidelines for School Districts in Election Campaigns**

14

Activities and

Resources Permitted Not Permitted General Considerations

District

Publications

(Specific to Elections)

Districts may develop an objective and fair presentation of the facts regarding district needs and the anticipated impact of a ballot measure, and may distribute it in the district's customary manner.

This information may be printed in various languages and communicated in other formats as required by the ADA.

Districts shall not distribute election-related information in a manner that targets specific subgroups. Targeting does not

refer to mailing information to district constituencies such as parents, families within a service region, community leaders, or some other group, or to the district's regular distribution list to provide information in a manner that is consistent with the normal and regular conduct of the district.

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 district?

In the course of regular publications for the district, the district may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the district.

Districts shall not publicize information supporting or opposing a candidate or ballot measure.

Is the information distributed in a manner that is normal and regular for the district?

Do the materials accurately present the costs and other anticipated impacts of a ballot measure?

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

Guidelines for School Districts in Election Campaigns

**Activities and
Resources Permitted Not Permitted General Considerations
District**

Publications

**(Specific to
Elections)(continued)**

Does the district typically distribute information by kid mail, newsletters, websites, or some other format?

District

Publications

(Regular)

Districts may include all or part of the information regarding district needs and the anticipated impacts of a ballot measure in the district's regular publications, such as district and school newsletters. (For example, a school newsletter may specifically describe the projects and/ or programs planned for that school.)

Districts shall not use internal memoranda or other district publications to encourage employees to participate in campaign activities.

Does the district routinely distribute such information?

Districts may inform staff and/ or parents of community meetings related to ballot measures if other such information is normally published in a newsletter or community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar or in the newsletter.

Districts shall not publish materials supporting or opposing a candidate or ballot measure.

Does the district normally inform staff and/ or parents of

community activities and meetings? **Public Disclosure Commission**
Guidelines for School Districts in Election Campaigns

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Activities and Resources Permitted Not Permitted General Considerations
District Publications

(Regular) (continued)

- Districts may factually report school board support for a ballot measure, so long as it is the normal and regular conduct for the district. (For example, a community newsletter that ordinarily reports on board actions may report that the board adopted a resolution supporting the district's ballot measure.)
- Districts may thank citizens for their support after an election in district publications.
- Is the information presented in an objective and fair manner?
- Is the district engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the school year?

Reader

Boards/ Posters

- Information encouraging staff and members of the public to vote, or providing the dates of upcoming elections such as "vote on February ___", may be posted, as long as such encouragement is customarily posted for elections other than just a district ballot measure.
- Districts shall not display a "vote schools" sign or other promotional messages on reader boards or posters.
- Districts may thank citizens on

their reader boards for their support after an election.

Signs advocating for or against candidates or ballot measures shall not be posted on district property in any area accessible to the general public or in classrooms. **Public Disclosure Commission**

Guidelines for School Districts in Election Campaigns Activities and

Resources Permitted Not Permitted General Considerations Reader

Boards/ Poster (continued)

Union representatives/ employees may post campaign materials on a bulletin board, if such a board is in an area that is only accessible to staff or other authorized individuals and if such activity is consistent with the district's policy and collective bargaining agreements.

May post objective and fair information at a school or at a future school site regarding anticipated improvements to be funded by a ballot measure that is specific to that school or site.

Publicly owned vehicles shall not be used to carry or display political material.

Surveys and Research

Districts may conduct surveys and / or other community research, including demographic questions, to determine the community's priorities, public perception of district performance, and/ or to inform the community about district programs and policies.

Districts shall not conduct surveys to determine what taxation level the public would support.

Has the school board passed a resolution authorizing a measure

to be placed on the ballot? (If so, actions may be more closely scrutinized.)

Districts 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.

Districts shall not conduct surveys designed to shore up support or opposition for a ballot measure.

Does the election- related survey target specific subgroups? **Public Disclosure Commission**

Guidelines for School Districts in Election Campaigns

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Activities and

Resources Permitted Not Permitted General Considerations

Surveys and

Research

(continued)

The surveys and/ or other community research can be conducted before or after the school board has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny.

Districts shall not target registered voters or other specific subgroups of district residents in conducting their election- related surveys.

Is the survey or community research consistent with normal and regular activities of the district?

Districts may publish survey results if it is consistent with the

normal and regular conduct of the district.

Districts shall not use survey results in a manner designed to support or oppose a candidate or ballot measure.

**Technology
(websites, emails,
computerized
calling systems)**

A district may develop an objective and fair presentation of the facts and post that information on its website, including information regarding district needs and the anticipated impacts of a ballot measure. This information may be reformatted so that it is consistent with the manner in which the district customarily presents information on its website.

District computers, email systems, telephones, and other information technology systems shall not be used to aid a campaign for or against a candidate or ballot measure.

Are the materials developed an objective and fair presentation of the facts?

District websites may permit viewers to make selections to learn about the anticipated impacts of a ballot measure for a specific school, or otherwise allow readers to explore issues in greater or lesser detail.

Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate or ballot measure.

Is the district engaging in significantly different activities during the time period immediately prior to the ballot

measure compared to all other times of the school year? **Public Disclosure Commission Guidelines for School Districts in Election Campaigns**

19

Activities and Resources Permitted Not Permitted General Considerations Technology (websites, emails, computerized calling systems) (continued)

Districts may update the information on their websites in a manner that is customary for the district.

District websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure.

Do the materials accurately present the costs and other anticipated impacts of a ballot measure?

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.

Has there been communications with staff and with union representatives regarding the prohibition on the use of the school's technology to support or oppose a ballot measure?

Note on Timing of Activities: A particular activity may be subject to the scrutiny of the Public Disclosure Commission depending in part on whether it is a part of the "normal and ordinary" conduct of a district or a school.

Generally, activities that occur after a school

board has passed a resolution authorizing a measure to be placed on the ballot will be subject to greater scrutiny by the Public

Disclosure Commission than those occurring before such a resolution has been passed.

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

Adopted by the Commission 8/ 28/ 01