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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 school's 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 community members they serve. The public information program will also assist staff in improving their skill and understanding in communicating with the public.

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

The board is a nonpartisan public body and as such will not endorse political candidates. Neither staff nor students will be asked to disseminate campaign materials from the schools nor will any of the district's facilities or communications services be used to disseminate such material.

The superintendent will identify staff who have significant public information responsibilities and establish guidelines for their work. The guidelines will address such matters as authority for making releases and the nature and content of bulletins to parents.

### Staff Communications with the Public

Staff share the responsibility for communicating and interpreting the district mission, its policies, programs, goals and objectives to members of the community. Staff will perform their services and functions to the best of their ability and communicate with members of the community, parents, students and other staff in a sincere, courteous and considerate manner. Staff will strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of the district.

Confidential information about students or other staff will be released only as permitted by statute and district policies and procedures.

### Collection Of Disciplinary Data

The district will collect data on student disciplinary actions taken in each school, and the information will be available to the public on request. This information may not be personally identifiable, and will not include a student's name, address or social security number.

### District Annual Report

An annual report addressing the activities of the school district and the administration's recommendations for improvement of student learning and district operations will be prepared by the superintendent and presented to the board as soon as possible after the close of each school year. Upon board approval, the report will be made available to the public and used as one means for informing parents and community members, the Office of the Superintendent of Public Instruction, and other districts in the area, of the programs and conditions of the district's schools. The district is required to ensure awareness of and compliance with certain statutory requirements as specified in policy #2106 (Program Compliance). When the district is not in compliance, such deviations will be incorporated into the annual report.

Cross Reference: Board Policy 2106  
Board Policy 4020

Program Compliance  
Confidential Communications

Legal References: RCW 28A.150.230

District school directors' responsibilities

**Adoption Date: 10.15.00  
Hockinson School District  
Revised: 01.23.12**

## Public Information Program

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

- A. Media representatives will be supplied factual information with the request that they not publish or broadcast any facts which are injurious to staff or students or which would serve no constructive purpose;
- B. Media representatives should be kept fully informed on all aspects of the program so that any reporting will be done on the basis of a complete and accurate overview;
- C. Students should be informed that they have the right to deny an interview or photograph. A release form signed by a parent will be obtained 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; and
- E. Staff members will secure authorization from the principal before contacting the media on behalf of the school. This will not preclude a staff member from contacting the media as a private individual.

### Annual District Report

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

- A. Criteria used for staff evaluations and school district policies concerning hiring, assigning and terminating staff;
- B. A summary of the student performance towards state standards;
- C. Results of district-wide achievement testing; and
- D. Budget information, including student enrollment, classroom staff, support staff, administrative staff, and special levy expenditures.

## 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 record's custodian will remain confidential and will be used only for the purpose for which access was granted.
- B. While certain professionals may have a unique confidential relationship (e.g. attorney-client privileged communications and licensed psychologists), school staff members including counselors do not possess a confidentiality privilege.
- C. A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g., child abuse, sale of drugs, suicidal ideation).
- D. A staff member will exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
- E. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Educational Rights and Privacy Act (FERPA).
- F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

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

Legal References:	RCW 26.44.030(12)	Reports — Duty and authority to make — Duty of receiving agency
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**Adoption Date: 10.28.03**  
**Hockinson School District**  
**Revised: 01.23.12**

## Public Access to District Records

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

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

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

Because of the tremendous volume and diversity of records continuously generated by a public school district, the Board has declared by formal resolution that trying to maintain a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.

Additionally, the Board hereby finds that it would be unduly burdensome to calculate the costs of producing public records, given the multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of District supplies and labor.

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

Cross References:	Board Policy 3231	Student Records
Legal References:	Chapter 5.60 RCW	Witnesses – Competency
	RCW 13.04.155(3)	Notification to school principal of conviction, adjudication, or diversion agreement – Provision of information to teachers and other personnel – Confidentiality
	RCW 26.44.010	Declaration of Purpose
	RCW 26.44.030	Reports – Duty and authority to make – Duty of receiving agency – Duty to notify – Case

	planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations – Interviews of children – Records – Risk assessment process
RCW 28A. 605.030	Student education records – Parental Review – Release of Records – Procedure
RCW 28A.635.040	Examination questions – Disclosing – Penalty
Chapter 40.14 RCW	Preservation and destruction of public records
Chapter 42.17A RCW	Campaign Disclosure and Contribution
Chapter 42.56 RCW	Public Records Act
WAC 392-172A	Rules for the provision of special education
20 U.S.C. § 1232g	Federal Education Rights Privacy Act (FERPA)
20 U.S.C. § 1400 et seq.	Individuals with Disabilities Education Act (IDEA)
42 U.S.C. § 1758(b)(6)	
34 CFR Part 300	Assistance to States for the Education of Children with Disabilities
45 CFR Parts 160-164	General Administrative Requirements, Administrative Requirements and Security and Privacy

Management Resources  
Policy & Legal News:

July 2017	
December 2015	
April 2015	
February 2010	
Federal Education Rights and Privacy Act Revisions	
June 2006	Public Records Act
October 2005	Public Disclosure

# Public Access to District Records

## PURPOSE OF THESE PROCEDURES AND GENERAL PRINCIPALS

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

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

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

## DISTRICT PUBLIC RECORDS OFFICER

### Public Records Officer

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

The current Public Records Officer of the District may be reached at the District Office. Information regarding contacting the Public Records Officer is also available at the District website at [www.hocksd.org](http://www.hocksd.org).

### Public Records Officer Training

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

## AVAILABILITY OF PUBLIC RECORDS

### Hours for Inspection

Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 8:00 a.m. to 5:00 p.m., during the school year, and 8:00 a.m. to 4:30 p.m. on days school is not in session, excluding legal holidays. Original records must be inspected at the offices of the District.

### Organization of Records

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

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

## Information Online

A variety of records and information are available on the District website at [www.hocksd.org](http://www.hocksd.org). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

## MAKING A REQUEST FOR PUBLIC RECORDS

### Request to Public Records Officer

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

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

The District recommends using its Public Records Request Form when submitting a request for records. This form is available for use by requestors at the District Office and online at [www.hocksd.org](http://www.hocksd.org).

### Identifiable Records

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

### Requesting Electronic Records

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

### Creating New Records

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

### Copies of Records

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

## PROCESSING OF PUBLIC RECORDS REQUESTS

### Order of Processing Requests

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

### Central Review

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

### **Five-Day Response**

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

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

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

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

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

### **Purpose of Request**

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

### **Protecting Rights of Others**

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

### **Records Exempt from Disclosure**

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

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

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

### **List of Laws Exempting or Prohibiting Disclosure**

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

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

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

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

### **Inspection of Records**

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

### **Providing Copies of Non-electronic Records**

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

**Providing Electronic Records**

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

**Providing Records in Installments**

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

**Completion of Inspection**

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

**Closing Withdrawn or Abandoned Request**

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

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

**Later Discovered Documents**

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

**COSTS OF PROVIDING RECORDS, WAIVER OF COSTS, AND AGREEMENTS REGARDING COSTS****Cost of Printed Copies and Mailing**

The cost of providing photocopies or printed copies of electronic records is 15 cents per page. Alternatively, if the District determines that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments. Payment may be made by cash, check, or money order payable to the District.

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

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

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

### **Customized Service Charge**

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

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

### **Cost for Electronic Records**

The cost for providing electronic records is as follows:

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

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

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

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

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

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

### **Deposits**

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

### **Waiver**

The Public Records Officer may waive any charge assessed for a request. On behalf of the District, the Public Records Officer may also enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee

arrangement to the charges authorized in this Procedure, or in response to a voluminous or frequently occurring request.

## **INTERNAL REVIEW OF PUBLIC RECORDS**

### **Petition for Internal Administrative Review of Denial of Access**

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

### **Consideration of Petition for Review**

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

## **REPORTING COSTS OF PRODUCING PUBLIC RECORDS**

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

## Distribution of Materials

The board recognizes that nonprofit organizations may want to distribute materials in the school district that are non-curricular but that have social, recreational or educational value for students.

Any nonprofit group wishing to distribute informational material must first submit, to the superintendent or a designee, a copy of the material and a statement of the educational value the program provides to students.

Informational materials to be distributed must also be approved by the building principal and meet certain standards prior to distribution. The primary purpose of the standards is to prevent the exploitation of students by individuals or groups.

It is the responsibility of the superintendent, in conjunction with the building principals, to draft procedures regarding this policy.

Cross References: Board Policy 2340  
Board Policy 3220

Religious-Related Activities and  
Practices  
Freedom of Expression

Management Resources:  
*Policy News*, April 2005

Distribution of Materials

## Distribution of Materials

Individuals seeking to distribute information in schools will submit to the superintendent a statement of the recreational or educational value to students.

Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the statement "The district does not sponsor or endorse this event/information and the district assumes no responsibility for it. In consideration of the privilege to distribute materials, the Hockinson School District will be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards."

The district or the school will not distribute materials that:

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

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

## **Citizen Advisory Committees and Task Forces**

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

## Citizen Advisory Committees and Task Forces

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

- A. A specific charge or assignment will be made to the committee.
- B. The board will appoint a committee member based upon the person's interest and the board's judgment of the individual's potential contribution to the accomplishment of the committee's task.
- C. The committee will be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.
- D. The committee will make periodic progress reports to the board; such interim reports as well as the committee's final findings and recommendations will become matters of public record by virtue of their presentation to the board in a public board meeting.
- E. Minority recommendations, as well as those of the majority, will be welcomed by the board.
- F. The duration of the life of the committee will be indicated when it is established. The board may authorize the committee to continue its work beyond the original termination date.
- G. Staff consultants and other resource assistance will be made available. The committee may elect to request advice or opinions from others as well, including representative citizens.
- H. Committee meeting guidelines are as follows:
  1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements will normally be determined by the committee;
  2. The committee may invite public attendance if it feels such attendance will facilitate the accomplishment of its goals; and
  3. The committee will develop meeting procedures to assist in the orderly pursuit of its task.
- I. Expenses of the committee may be allowed if authorized in advance.
- J. Appointment of the committee chair will be the prerogative of the board.
- K. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the board's guidelines for a citizen advisory committee/task force and with specific guidelines and procedures developed for the committee.
- L. If the committee acts on behalf of the board, conducts hearings, or takes testimony or public comment, its meetings will be open to the public. RCW 42.30.020.

## **School Support Organizations**

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

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

## School-Support Organizations

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

- A. Local booster clubs and PTSAs/PTSOs should be incorporated as nonprofit organizations.
- B. In order to receive nonprofit status, the group must file articles of incorporation and bylaws with the Secretary of State. A nonprofit organization must adhere to state laws [RCW 24.03].
- C. The board of directors of the school district has established a fee schedule that governs the use of facilities by a school-support organization.
- D. The nonprofit organization must operate without cost to the district.
- E. The Washington State Gambling Commission, the Department of Licensing and the Internal Revenue Service have licensing regulations covering fund raising activities by nonprofit corporations.
  1. A nonprofit corporation may conduct sales or benefit affairs which include athletic or sports events, bazaars, benefits, campaigns, circuses, contests, dances, drives, entertainments, exhibitions, expositions, parties, performances, picnics, sales, social gatherings, theaters, and variety shows;
  2. A nonprofit corporation may operate bingo activities, raffles, and amusement games under requirements regulated by the Washington State Gambling Commission (RCW 9.46); and
  3. A charitable organization involved in sales and benefits grossing over \$5,000 must obtain IRS recognition.
- F. When bingo, raffles, and amusement games are conducted, the State Gambling Act controls. Certain gambling activities may be conducted by nonprofit organizations without a gambling permit under certain conditions. To operate without a gambling permit, a nonprofit must be recognized by the IRS and/or contributions to the group must be considered tax deductible. In addition, the nonprofit must have been organized and operating for at least 12 months before operating the gambling activity, be able to prove that it has made significant progress towards accomplishing its stated purposes during the 12 consecutive months before operating the gambling activity, and have at least fifteen voting members who elect the governing body.

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

## **Title I Parent and Family Engagement**

The Hockinson School District has schools which are identified as Targeted Assistance under Title I. The following outlines parental involvement guidelines:

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. The district will hold an annual meeting, giving parents an opportunity to review the plan, inviting parent comments, distributing Title 1 program information, and share any results from the program evaluation.
- 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. The district will conduct joint parent meetings with other programs, hold meetings at various times of the day and evening, arrange for child care at the event, or when necessary, arrange for home conferences. Title 1 funds may be used to facilitate parent attendance at meetings by payment of transportation and child care 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. The district will provide materials and training for parents that provide guidance for parents to assist at home in the education of their child. The district will hold parent meetings at various times of the day to accommodate parent's schedules. The district will provide opportunities for parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The district will provide opportunities for parents to submit comments about the program to the district as well as opportunities to meet with the classroom teacher 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.

The district will provide this information via the school website, with beginning of school information, fliers, emails, and newsletters.

### **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 formant 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.

Legal References:	20 USC § 6311	("Every Student Succeeds Act")
	20 USC 6312	Local educational agency plans
	20 USC 6318	Parent and family engagement

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



## Safe and Orderly Learning Environment

### Contacts with Staff

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

Certificated staff may be available for consultation with students and community members one-half hour before and after school time. Students and community members are urged to make appointments with staff to assure an uninterrupted conference.

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

### Visitors

The board welcomes and encourages visits to school by parents, community members, and interested educators. The superintendent or designee 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 drugs or alcohol;
- B. Is disrupting or obstructing any school program, activity, or meeting;
- C. Threatens to do so or is committing, threatening to imminently commit; or
- D. Inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure (of any student, official, classified or certificated staff member or invitee) of the school district.

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

Cross References:	Board Policy 3150	Associated Student Bodies
	Board Policy 3124	Removal-Release of Student During School Hours
Legal References:	RCW 28A.635.020	Parents' access to classroom or school sponsored activities — Limitation
	RCW 28A.605.020	Willfully disobeying school administrative personnel or refusing to leave public property, violations, when — Penalty
	RCW 28A.635.030	Disturbing school, school activities, or meetings — Penalty
	RCW 28A.635.090	Interference by force or violence — Penalty
	RCW 28A.635.100	Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful — Penalty

20 U.S.C. § 7908

Armed Forces recruiter access to students  
and student recruiting information

Management Resources February 2018  
Policy & Legal News:

## 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 will 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 will be arranged after the principal or designee 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; and
- E. The principal or designee 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 or designee may withdraw approval.

### 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;
- B. Staff members are responsible for monitoring hallways and playgrounds; and
- C. A visitor's badge with the current date should be worn conspicuously.

## 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 is a violation of RCW 9.41.280 and is a criminal offense.

The superintendent is directed to see that all school facilities post "Weapon Free Zone" signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the Superintendent of Public Instruction.

### Dangerous Weapons

The term "dangerous weapons" under state law includes:

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

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

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

### **Reporting Dangerous Weapons**

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

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

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

### **Exceptions to State Law and this Policy**

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

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

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

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

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

### **Personal Protection Spray**

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

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

Cross References:	Board Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Board Policy 3241	Classroom Management, Discipline and Corrective Action
	Board Policy 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

## Use of Tobacco and Nicotine

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

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

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

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References:	Board Policy 3200	Rights and Responsibilities
	Board Policy 3241	Classroom Management, Discipline and Corrective Action
	Board Policy 3416	Medication at School
	Board Policy 5201	Drug-Free Schools, Community and Workplace
	Board Policy 5280	Separation from Employment
Legal References:	RCW 28A.210.260	Public and private schools — Administration of medication — Conditions.
	RCW 28A.210.270	Public and private schools — Administration of medication — Immunity from liability — Discontinuance, procedure.
	RCW 28A.210.310	Prohibition on use of tobacco products on school property
	Chapter 70.155, RCW	Tobacco – Access to Minors

Management  
Resources

Policy & Legal News:

2016 – July Issue

2014 - February Issue

2010 - December Issue

2010 - October Issue

## Effective Communication

In compliance with federal and state law, all District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons with hearing, vision, and/or speech disabilities. When communicating in this context with students, families, applicants, participants, and members of the public with disabilities, the District will take appropriate steps to ensure that communication is as effective as reasonably possible. Such steps will include furnishing appropriate auxiliary aids and services in a timely manner, when necessary, to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of programs, activities, meetings, or services conducted or sponsored by the District.

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

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

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

1. Effective methods of making aurally-delivered information available to individuals who are deaf or hard of hearing, such as:
  - Qualified interpreters (on-site or through video remote interpreting services)
  - Note-takers
  - Real-time computer-aided transcription services ("CART")
  - Written materials
  - The exchange of written notes
  - Telephone handset amplifiers
  - Assistive listening devices
  - Assistive listening systems
  - Telephones compatible with hearing aids
  - Closed caption decoders
  - Open and closed captioning, including real-time captioning
  - Voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices
  - Videotext displays
  - Accessible electronic and information technology
2. Effective methods of making visually-delivered information available to individuals with visual impairments, such as:
  - Qualified readers

- Taped texts
  - Audio recordings
  - Brailled materials and displays
  - Screen reader software
  - Magnification software
  - Optical readers
  - Secondary auditory programs (SAP)
  - Large print materials
  - Accessible electronic and information technology
3. Effective methods of enabling a person with a speech disability to communicate with the school or District personnel, such as:
- A word or letter board
  - Writing materials
  - Spelling to communicate
  - A qualified sign-language interpreter
  - Taped texts
  - A computer
  - A portable device that writes and/or produces speech
  - Telecommunication devices
4. Acquisition or modification of equipment or devices; and
5. Other similar services and actions.

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

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

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

Cross References: Board Policy

2161 Special Education and Related  
Services for Eligible Students

	Board Policy 2162	Education of Students with Disabilities under Section 504 of the Rehabilitation Act of 1973
	Board Policy 3210	Nondiscrimination
Legal References:	Chapter 28A.642 RCW Chapter 49.60 RCW WAC 392-400-215	Discrimination prohibition Discrimination — Human rights commission Student rights
	42 U.S.C. §§ 12131-12134	Americans with Disabilities Act of 1990 (ADA) (Title II)
	28 C.F.R. part 35	Nondiscrimination on the basis of disability in state and local government services
	28 C.F.R. part 35	Nondiscrimination on the basis of disability in state and local government services
	29 U.S.C. § 794	Section 504 of the Rehabilitation Act of 1973
	34 C.F.R. part 104	Section 504 of the Rehabilitation Act of 1973
	20 U.S.C. §§ 1400-1419	Individuals with Disabilities Education Act (IDEA), Part B
	34 C.F.R part 300	Assistance to states for the education of children with disabilities

Management Resources: March 2016

**Adoption Date: 04/25/16**  
**Hockinson School District**  
**Revised Dates:**

## Effective Communication

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

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

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

The District's website provides information on how to request auxiliary aids and services, ask related questions, or raise concerns. The following is the site for this information: <http://www.hocksd.org/>

If a person with a disability cannot access this format, this information will also be provided in an accessible format when necessary and upon request.

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

### Determining an Appropriate Auxiliary Aid or Service

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

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

1. the District or school can prove that an alternative auxiliary aid or service provides communication that is equally as effective as communication provided to a student without a disability; or

2. the District determines that such aid or service would result in a fundamental alteration in the nature of the service, program, or activity, or would result in an undue financial and administrative burden to the District.

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

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

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

## **Timely Manner**

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

## **Interpreters**

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

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

1. In an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available, the school or the District may ask either a minor child or an adult to interpret or facilitate communication. In no other circumstances will the school or the District rely on a minor child to interpret or facilitate communication with a person with a disability.

2. Where the individual with the hearing, vision, or speech disability specifically makes the request, an accompanying adult may interpret or facilitate communication if the accompanying adult agrees to provide the assistance and the school's reliance on the accompanying adult is appropriate under the circumstances.

## **Complaints and Compliance**

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

Superintendent Sandra Yager  
ADA Coordinator for Title II  
17912 NE 159<sup>th</sup> St; Brush Prairie, WA 98606  
(360) 448-6400  
Sandra.yager@hocksd.org

## 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 1,000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- Registration, application, and selection;
- Academic standards and student performance;
- Safety, discipline, and conduct expectations;
- Special education and related services, Section 504 information, and McKinney-Vento services;
- Policies and procedures related to school attendance;
- Requests for parent permission in activities or programs;
- Opportunities for students or families to access school activities, programs, and services;
- Student/parent handbook;
- The District's Language Access Plan and related services or resources available;
- School closure information; and
- Any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

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

**Staff Guidance**

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

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

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

Cross References:	Board Policy 3210	Nondiscrimination
	Board Policy 4129	Family Involvement
	Board Policy 4217	Effective Communication
Legal references:	Chapter 28A.642 RCW	Discrimination prohibition
	Chapter 49.60 RCW	Discrimination – Human Rights Commission
	Chapter 392-400 WAC	Discipline
	WAC 392-400-215	Student rights
		Title VI of the Civil Rights Act of 1964
Management resources:	Policy & Legal News:	
	2016 – July Issue	
	<u>OSPI website: <i>Interpretation and Translation Services</i></u>	

**Adoption Date: 09.12.16  
Hockinson School District  
Revised Dates:**

## 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: Columbia Language Services, 9303 NE Fourth Plain Rd.; Vancouver, WA 98682, (360) 896-3881.

District staff will be informed of when and how to access interpretation and translation services available within the District and the administrator responsible for ensuring the availability of such services: District staff may contact the Special Programs Assistant by phone at (360) 448-6415 or write [jenny.ristau@hocksd.org](mailto:jenny.ristau@hocksd.org) with questions or concerns or to obtain information or assistance regarding interpretation and translation services.

6. District administrators, including those involved with registration and enrollment, certificated staff and other appropriate staff as determined by the superintendent, will receive guidance and information regarding:
  - a. The rights of LEP parents under state and federal law to language access services provided by the District;
  - b. The importance of meaningfully and effectively communicating with LEP parents;
  - c. The most effective ways to communicate with LEP parents regarding the District's available language services;
  - d. The importance of utilizing competent translation and interpretation services when communicating with LEP parents;

- e. The availability of translation and interpretation services within the District, whether through in-person interpretation, telephonic services, online services, or video-conferencing;
  - f. The mechanisms and processes for accessing translation and interpretation services when working with LEP parents, including ensuring the correct language service is being accessed, checking LEP parent understanding once interpretation has commenced, and proper vetting of translations for audience-appropriate content; and
  - g. The process for reporting concerns or complaints.
7. **Interpretation Services:** Whenever requested by a parent or whenever school staff or District officials can reasonably anticipate that interpretation services are necessary to meaningfully communicate with parents regarding important information about their child's education or school activities, the District will provide interpretation services in accordance with this procedure.

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

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

8. **Translation of Vital District Documents:** The District will identify vital documents which are distributed or electronically communicated to all or substantially all parents containing important information regarding a student's education, including but not limited to:
- a. registration, application, and selection;
  - b. academic standards and student performance;
  - c. safety, discipline, and conduct expectations;
  - d. special education and related services, Section 504 information, and McKinney-Vento services;
  - e. policies and procedures related to school attendance;
  - f. requests for parent permission in activities or programs;
  - g. opportunities for parents to access school activities, programs, and services;
  - h. student/parent handbook;
  - i. the District's Language Access Plan and related services or resources available;
  - j. school closure information; and
  - k. any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

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

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

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

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

#### **D. Providing Information to Parents**

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

## **E. The Collection and Analysis of LEP Data**

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

## Complaints Concerning Staff or Programs

Constructive criticism can be helpful to the district. At the same time, the board has confidence in its staff and programs and will act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member will be referred to the superintendent for investigation.

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

Cross Reference:	Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
Legal References:	RCW 28A.405.300 Chapter 42.30 RCW	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearing Open Public Meetings Act

## Complaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between community members and the staff member. Should the matter not be resolved, the principal will attempt to resolve the issue through a conference with the community member and the staff member.

- A. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above;
- B. If the problem is not satisfactorily resolved at the building level, the community member should file a written complaint with the superintendent which describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member;
- C. The principal and staff member will respond to the superintendent in writing or in person; and
- D. The superintendent will then attempt to resolve the matter through a conference with the citizen, staff member, and principal.

If the matter is still not resolved, the superintendent will present the issue to the board. If the complaint is against a staff member, the board may discuss the complaint. The staff member may request that the board discuss the issue in an open meeting.

The board will attempt to make a final resolution of the matter. Any formal actions by the board must take place in an open meeting. If such action may adversely affect the contract status of the staff member, the board will give written notice to the staff member of his/her rights to a hearing.

## **Public Performances**

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

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

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

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

## Contests, Advertising and Promotions

The board acknowledges that the solicitation of funds from students, staff and citizens must be limited because students are a captive audience and solicitation can disrupt the program of the schools.

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 based on the following criteria:

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

Cross Reference: Board Policy 3220

Freedom of Expression

Legal Reference: AGO 9503.00 1995 No. 3

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

## Use of School Facilities

The board subscribes to the belief that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

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

### **School or Child-Related Groups or Other Government Agencies**

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

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

### **Nonprofit Groups**

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 may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes.

To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau. Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request

of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate.

### Commercial Enterprises

Commercial Enterprises 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 will not be considered as endorsement or approval of the activity, group or organization.

Cross References:	Policy 3422	Student Sports – Concussion and Head Injuries
Legal References:	RCW 4.24.660	Liability of school districts under contracts with youth programs
	28A.230.180	Access to campus and student information directories by official recruiting representatives – Informing students of educational and career opportunities.
	28A.320.510	Night schools, summer schools, meetings, use of facilities for
	28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	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
Management Resources:		
	<i>Policy and Legal News</i> , February 2014	Other updates/corrections
	<i>Policy and Legal News</i> , July, 2013	Equal access to K-12 campuses law goes into effect
	<i>Policy and Legal News</i> , June 2013	<i>Use of School Facilities policy clarification</i>
	<i>Policy News</i> , August 2009	<i>Concussion and Head Injuries Legislation</i>

**Adoption Date: 06.24.03**

**Hockinson School District**

**Revised: 07.27.04; 08.23.05; 01.23.12; 7.22.13; 9.23.13; 4.28.14**

## Use of School Facilities

### Philosophy

Since public schools belong to the people of the school district, and since plant facilities and grounds are maintained and operated by funds largely provided by state and local taxes, the Board desires to make district facilities available to the community for appropriate activities which do not infringe upon, nor interfere with, the best interests of the school programs. The general public is encouraged to make use of District properties, except in areas where security must be maintained or where hazards exist. Such use should not be at the expense of tax dollars collected for support of educational programs, or for any purpose inconsistent with those programs.

### Classification of Organizations and Groups Using District Facilities

**Group A – Youth – involving at least 85% Hockinson School District Residents, School-Related, District Employer Groups, and Government Agencies, Activities are to be limited to students and/or school-related functions as follows:**

1. School district approved activities;
2. Parent-Teacher, Parent-Teacher-Student, Booster Club association, and Hockinson Public School Foundation meetings resulting in no additional cost to the District;
3. Board of Education meetings;
4. Bargaining groups' meetings as provided by negotiated agreement;
5. Scheduled staff activities approved by the superintendent, principal or supervisor;
6. Approved in-service training courses for Hockinson School District employees;
7. Public elections and preparations for same;
8. Community Education programs;
9. Community groups' use of playgrounds (excluding athletic/sports facilities) providing the use does not interfere with school activities. A permit for the use of school grounds must be secured for other than spontaneous casual use;
10. Meetings of Hockinson School District community youth groups when such does not result in additional cost to the District.

**Group B – Non-Profit Education, Special Interest Groups, and Recreational Groups and youth groups involving less than 85% Hockinson District Residents**

This category includes organizations requesting use of school facilities for lecturers, college courses, recreation or other activities for which commercial facilities generally are rented and for which fees or contributions are received. Any fund-raising activities by Hockinson School District community groups and organization fall into this category. Examples: Clark College classes, adult recreation groups. Such groups will be charged utility and supervisory costs.

Although the revenue-producing activities of Hockinson Parents Working Together (PWT), Hockinson Booster Clubs and Hockinson Public School Foundation fit this category, this category of user is exempt from facility rental fees but subject to all personnel and other out-of-pocket costs incurred by the District.

## Group C – Private and Commercial Enterprises

Other community organizations/groups using school facilities to generate revenue will be assessed user rental fees and technical monitoring fees. Such organizations/groups include churches and church-related groups whose intent is to practice or teach religion in a school facility, private social groups, fund-raising groups and organizations utilizing facilities for self or corporate income. Examples: Church Services, Benefits, and Private Parties. These groups will be charged full price.

## Applications, Permits and Payments for Use of School Facilities

### Applications

1. School District functions will have priority over community use;
2. Applications for facility use are obtained from the district office. This application must be completed and submitted by an adult representative of the organization to the district office. The superintendent or designee shall sign the application form attesting to the availability of dates, the appropriateness of use, and limitations or problems that might become evident. The building principal will assume responsibility for coordination and communication. One copy of the completed application shall be forwarded to the district business office which shall be responsible for billing users;
3. A single application may be made for a series of scheduled meetings of like character; however, a separate application must be made for meetings which deviate from the original application. Facilities used shall be limited to those specified on the application. Approval for facility use is confirmed upon the superintendent or designee;
4. Applications for use of a facility will be approved on the basis of the priorities established in School Board policy 4260;
5. Ongoing community-wide youth and adult programs who use the school district facilities on a regular seasonal basis must submit a general application for facility use by September 1 for the upcoming school year. Applications for indoor recreational usage by other than the programs referenced above will not be accepted prior to August 20 for the upcoming school year;
6. Applications from church groups wishing regular use of facilities for religious services may be approved for churches planning or constructing buildings of their own. A letter of request from the church must accompany the application. All permits granted to churches for extended religious services use shall expire no later than July 31 following approval of the permit. In order to provide equal opportunities for use by Hockinson residents, long-term users of the facilities may be asked to cancel or change their use to accommodate special occasions. In such circumstances, long-term users will be given 30-days' notice.

### Limitations

1. Facility usage not in the best interest of the district will not be approved. Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facility, rules and regulations, proper police and fire protection where necessary, are conditions of usage;
2. All persons or groups shall notify the district within three business days if they will not use the facility at the contracted times/s so that facility may be made available to other users. Failure

to do so will result in charge for facilities for time reserved, and may result in loss of privilege for facilities use;

3. Persons or groups without proper Facility User Agreement will not be admitted to any school facility;
4. At the discretion of the school district, a certificate of insurance may be required.

### Regulations

1. It is the applicant's responsibility to state on the application, in detail, the intended use of the facility;
2. The applicant shall certify to be personally responsible for any damage or unnecessary abuse of school buildings, grounds, or equipment growing out of the occupancy of said premises. The applicant shall agree to abide by and enforce the rules and regulations of the Hockinson School District governing the non-school use of buildings, grounds and equipment. The applicant shall agree to hold the Hockinson School District harmless and indemnify for any claims arising out of the event held by the user;
3. Alcoholic beverages or narcotics will not be brought to, or consumed on, the school grounds or premises;
4. Boisterous conduct, profane or improper language, drinking, and other objectionable practices will not be allowed, and must be controlled by the using organization;
5. Use of tobacco or tobacco products shall not be allowed in school district facilities;
6. A designated school district employee or representative must be on-site during any usage except with prior approval of the superintendent or designee in exceptional situations;
7. Only that portion of the building listed and approved on the application will be available for use by the organization;
8. When the building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for the cost of repair, replacement, and/or cleaning of the facility, and may be denied use of school facilities until payment is received;
9. Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities. If this is not done, the organization to which the permit is issued will be required to pay the cost of removal;
10. Keys to buildings or facilities will not be issued to user groups except by superintendent or designee in exceptional situations, on a temporary basis. The facilities will be opened and closed by school district personnel or an authorized representative of the group approved by the superintendent or designee as noted above;
11. All equipment, furniture, and other school property will be protected and left in the same location and condition as originally found;
12. User organization must conform to all local ordinances including police and fire department regulations;
13. All meetings will terminate, and the facility will be vacated by the time specified on the permit;
14. Kitchens will not be available for usage before 2:30 p.m. on school days, unless prior approval is granted. Rules posted in kitchen regarding use will be observed. Kitchen equipment usage will be permitted only upon approval by the building principal. A Food

Service kitchen employee is required to supervise if any kitchen equipment is used, at the going rate of pay;

15. Adult supervisors of organizations using school facilities will remain with their groups during usage and will be responsible to the District for observance of all rules. The adult supervisor shall check in and out with the responsible District employee. Persons will not be admitted until the adult supervisor arrives and checks in. The adult supervisor shall be the last to leave and shall inform the representative in charge to secure the building;
16. When large crowds are anticipated, it will be the responsibility of the using organization to notify local law enforcement agencies for aid in handling traffic and crowd. It is required that a plan of crowd control be submitted by the user group prior to the scheduled event.

### **User Charges**

1. Uses of the facilities will be charged according to the appropriate rental schedules defined under Section II. (See addendum.);
2. Groups using the facilities will be charged for services if district personnel required for supervision and/or custodial services. These charges will be based on the actual time and services used and at current rates paid by the district;
3. Reciprocal facility use will be considered in calculating user charges;
4. Rates are to be reviewed on an annual basis or as needed by the school district.

### **Payments**

All charges and fees for services performed by custodians, cooks, supervisors, etc., shall be arranged through and paid to the district's business office. Organizations, groups or individuals shall not make any payment directly to any school employer or make any individual arrangements with employees as to service charges. All charges or damages shall be billed from the business office, directly to the applicant, usually the month following the facility usage.

### **Right Reserved to Revoke Permits**

The Board of Directors reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and in the best interest of the school district, or to modify its policies at any time. All permits automatically expire at the close of the school year. A separate request is required for use of school facilities during the vacation period.

### **Cancellation of Permits by the District**

The school district reserves the right to cancel non-school activities in favor of school activities whenever the two conflict for time. Whenever possible, the school district will notify the non-school users of cancellations at least one week in advance. Inclement weather may require short notice on the cancellation of a permit for the use of grounds.

### **Cancellation of Permits by User**

Notification of cancellation must be submitted to the school district at least three working days prior to scheduled time of use or the full fee may be charged. Cancellation penalty time will be extended when holidays fall on the day before or day after a weekend. All groups including those under Category A may be charged custodial/supervisor time of four (4) hours when failing to make cancellation within the specified time. Cancellation must be made during district office working hours (8:00 A.M. – 4:00 P.M.).

**RENTAL SCHEDULE FOR HOCKINSON SCHOOL DISTRICT  
FACILITIES**

*Recommended Fees For:	A	B	C
<b>1. <u>Gyms</u></b>			
Elementary Schools	N/C	\$30.00	\$60.00
Middle School	N/C	\$30.00	\$60.00
High School	N/C	\$50.00	\$70.00
<b>2. <u>Multi-Purpose Rooms</u></b>			
Elementary Commons	N/C	\$30.00	\$60.00
Middle Commons	N/C	\$30.00	\$60.00
High School Commons	N/C	\$50.00	\$90.00
Elementary thru Middle School Classroom	N/C	\$19.00	\$28.00
High School Classroom	N/C	\$15.00	\$46.00
*High School MPR – See separate page			
Elementary Library	N/C	\$30.00	\$60.00
Middle School Library	N/C	\$30.00	\$60.00
High School Library	N/C	\$50.00	\$90.00
<b>3. <u>Kitchens (Permission Required)</u></b>			
Elementary and Middle Schools			
Use of equipment	N/C	\$40.00	\$60.00
Serve only	N/C	\$25.00	\$40.00
High School			
Use of equipment	N/C	\$45.00	\$100.00
Serve only	N/C	\$25.00	\$ 60.00
<b>4. <u>Stadium (per hour – 4-hour minimum) (Future)</u></b>			
Concessions		\$55.00/hr	\$75.00/hr
Field Lights		\$10.00/hr	\$15.00/hr
		\$50.00/hr	\$50.00/hr
<b>5. <u>Equipment</u></b>			
Piano			\$13.00 per use
Building Lights/Heat			\$ 4.00/hr

**Custodial/Supervisory Time (if required, 2 hr minimum)**

**Custodial/Supervisory:** Current rates

\*Fees based on a three-hour or less use time for each use. Extended use above three hours requires an additional fee equal to the original fee.

**Hockinson High School**  
**Multi-Purpose Room (MPR)**  
**Pricing**

<u>Item</u>	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
Basic Room	N/C	\$40 Session	\$100 Session
Auditorium Chairs	N/C	\$100 per use	\$100 per use
Floor Chairs	N/C	\$50 per use	\$50 per use
Grand Piano	N/C	\$ 50 per use	\$ 50 per use
Risers	N/C	\$ 25 per use	\$ 25 per use
Screen	N/C	\$30 per use	\$30 per use
Sound System	N/C	\$15 per hr	\$15 per hr
Auditorium/Audience Lights	N/C	\$15 per hr	\$15 per hr
Microphone	N/C	\$8 per use	\$8 per use
Student Sound/Lights Technician	Going Rate	Going Rate	Going Rate
Sound/Lights Technician	Going Rate	Going Rate	Going Rate
Monitor	Going Rate (weekend rate 3 hr minimum)	Going Rate (weekend rate 3 hr minimum)	Going Rate (weekend rate 3 hr minimum)
Custodian	Going Rate (if needed 2 hr minimum)	Going Rate (if needed 2 hr minimum)	Going Rate (if needed 2 hr minimum)

**Date: 6.03; 7.04; 7.14**

## Community Education Program

As a method of extending educational opportunities to the entire community through a more complete utilization of school facilities, a community schools program may be established. The district is encouraged to include programs for prospective parents, foster parents, and adoptive parents on parenting skills, violence prevention, and the problems of child abuse and prevention of child abuse. The program will be financed primarily by federal or state funds, participation fees, contributions, or some combination these sources.

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

Cross References	Board Policy 3421	Child Abuse, Neglect and Exploitation Prevention
Legal Reference	RCW 28A.620.010 28A.620.020	Community education programs — Purposes Restrictions — Classes on parenting skills and child abuse prevention encouraged

## District Relationships with Law Enforcement and other Government Agencies

District staff bear the primary responsibility for maintaining proper order and conduct in the schools. Staff will be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities.

When there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or controlled substances (including marijuana/cannabis) the scheduling of events where large crowds may be difficult to handle, law enforcement or other government agencies will be called upon for assistance. Information regarding major violations of the law will be communicated to the appropriate law enforcement agency.

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

Cross References:	Board Policy 3226	Interviews/Interrogations of Students on School Premises
	Board Policy 3231	Student Records
	Board Policy 3432	Emergencies
	Board Policy 3414	Infectious Diseases
Legal Reference:	RCW 26.44.030	Interviews of Children
	RCW 26.44.050	Abuse or neglect of child — Duty of law enforcement agency or department of social and health services — Taking child into custody without court order, when
	RCW 26.44.110	Written statement required
	RCW 26.44.115	Notice required
	RCW 28A.635.020	Wilfully disobeying school administrative personnel or refusing to leave public property, violations, when — Penalty

Management Resources:

*Policy & Legal News*, July 2013

*Policy & Legal News*, April 2013

*Policy News*, February 1998

*Policy News*, April 2001

New interviews/interrogations of  
students on school premises policy  
Clarification that controlled substances  
include marijuana and cannabis  
FERPA limits student records access  
Compliance Office Provides FERPA  
Update

**Adoption Date: 10.23.03  
Hockinson School District  
Revised: 01.23.12; 5.28.13; 8.26.13**

## Notification of Threats of Violence or Harm

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

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

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

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

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

Cross References:	Board Policy 6513	Workplace Violence Prevention
	Board Policy 5281	Disciplinary Action and Discharge
	Board Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Board Policy 3241	Classroom Management, Discipline and Corrective Action
	Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Board Policy 3143	District Notification of Juvenile Offenders
	Board Policy 2162	Education of Students With Disabilities Under Section
	Board Policy 2161	Special Education and Related Services for Eligible Students
		504 of the Rehabilitation Act of 1973

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

Management Resources Policy & Legal News:	December 2018	
	February 2010	Family Education Rights and Privacy Act Revisions
	February 2003	Threats Policy Due in September

## Notification of Threats of Violence or Harm

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

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

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

Relevant information about the threat will be provided to the subject of the threat, and the subject will be advised that if law enforcement has been involved in the matter, the law enforcement agency may have more information that can be shared with the subject.

To promote the safety of all concerned, the principal will consider all available information when determining the extent of information to be shared. Subject to the confidentiality provisions cited above, principals will determine if classroom teachers, school staff, school security, and others working with the student(s) involved in the threat circumstance, should be notified. Principals must provide information received about a student's conviction, adjudication, or diversion agreement to every teacher of the student for the offenses listed in Model Policy 3143- District Notification of Juvenile Offenders.

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

Disciplinary measures against students for making threats of violence or harm will be consistent with district policy and procedure regarding student discipline (see Model Policy 3241 – Classroom Management, Discipline, and Corrective Action) and state laws and regulations.

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

## Release Of Information Concerning Sexual And Kidnapping Offenders

Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities. Law enforcement agencies decide when such information needs to be released to the public. The school district has a public safety role to play in the dissemination of such information to staff, parents, students and the community and will disseminate such information under the following conditions:

- A. Receipt of a specific request from a law enforcement agency that information be disseminated to staff and/or students and parents. In every case where students are notified, parents will be notified as soon as possible; or
- B. Receipt of the actual sex offender documents to be distributed. The district may duplicate the sex offender documents, but they will be distributed in the form received from the law enforcement agency.

Cross Reference: Board Policy 3143

District Notification of Juvenile  
Offenders

Legal Reference: RCW 4.24.550

Sex offenders — and kidnapping  
offenders — Release of information  
to public — Web site.

Management Resources:  
*Policy News, October 2010*

*Release of Sex Offender Information*

**Adoption Date: 10.23.03**  
**Hockinson School District**  
**Revised: 1.23.12**

## 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 will prepare and present for the board's consideration an analysis of each cooperative proposal. Cooperative programs between two or more small school districts will not affect the small school factor of participating schools.

Cooperative agreements will comply with the requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have the legal authority to engage in the activities contemplated by the agreement.

### Private and Parochial Schools and 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:	RCW 28A.150.350	Part-time students — Defined — Enrollment authorized — Reimbursement for costs — Funding authority recognition — Rules, regulations
	28A.160.120	Agreements with other governmental entities for transportation of public or other noncommon school purposes — Limitations
	Chapter 28A.205 RCW 28A.225.250	Education Centers Cooperative programs among school districts — Rules
	28A.235.120	Meal Programs — Establishment and operation — Personnel — Agreement
	Chapter 39.34 RCW Chapter 48.62 RCW	Interlocal Cooperation Act Local Government Insurance
	Chapter 392-135 WAC	Finance — Interdistrict Cooperation Programs

Adoption Date: 10.23.03  
Hockinson School District  
Revised: 1.23.12

## Election Activities

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

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

Prior to an election on a district ballot measure, the district will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the district will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The district will implement this policy and communicate procedures to staff consistent with the guidelines provided by the Public Disclosure Commission.

Cross References:	Board Policy 2022	Electronic Information System (K-20 Network)
	Board Policy 4260	Use of Facilities
	Board Policy 5252	Staff Participation in Political Activities
Legal References:	RCW 28A.320.090	Preparing and distributing information on the district's instructional program, operation and maintenance — Limitation
	42.17A.555	Use of public office or agency facilities in campaigns — Prohibitions — Exceptions
	WAC 390-05-271	General application of RCW 42.17.130
	390-05-273	Definition of normal and regular conduct
Management Resources:		
	<i>Policy News</i> , August 2001	PDC Issues Election Guidelines for Schools

**Guidelines for School Districts in Election Campaigns**  
**Public Disclosure Law Re:**  
**Use of Public Facilities in Campaigns PDC Interpretation 01-03,**  
**Revised September 28, 2006**

**USE OF THE GUIDELINES**

This document is an educational tool that is an expression of the Commission's view of the meaning of RCW 42.17.130 and relevant administrative rules and case law involving school districts and election campaign activity. It is intended to provide guidance regarding the Commission's approach and interpretation of how the statutory prohibition on the use of public school facilities for campaigns impacts activities that may be contemplated by district personnel and other persons who may seek to utilize those public facilities. These Guidelines are meant to aid and assist in compliance with the law. Readers are strongly encouraged to review the statute and rules referenced in these Guidelines.

For ease of reference, the majority of this interpretation is in chart form. In part, the chart identifies categories of persons, some possible activities, and some general considerations. These illustrative examples in the columns of the chart are not intended to be exhaustive.

For example, the categories of persons identified are, in many cases, illustrative only and simply identify groups of persons more likely to undertake or consider undertaking the activity mentioned in the adjacent columns. If an activity is described as being viewed as "Permitted," it is viewed as permitted for all district personnel otherwise having the authority under law or district policy to undertake that action, not just the persons identified in the chart or in a particular column. The same approach is applied to the "Not Permitted" column. Further, the remarks in the chart's "General Considerations" column have relevance for the entire section and are not limited to the specific bullet point immediately to the left of the general consideration.

As noted in the Basic Principles section below, hard and fast rules are difficult to establish for every fact pattern involving district facilities that may occur. Situations may arise that are not squarely addressed by the guidelines or that 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 [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov), 360/753-1111 or toll free at 1-877-601-2828.

**RCW 42.17.130**

**Use of public office or agency facilities in campaigns —Prohibition — Exceptions.**

No elective official nor any employee of his [or her] 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 a 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. However, this does not apply to the following activities:

- (1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as

- (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
- (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.

**Notes:**

**Finding -- Intent -- 2006 c 215: "**

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

**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 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 <http://www.atg.wa.gov/pubs/publicfundsmemo062800.htm>

## **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 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 of 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.
- c. 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.**

**Public Disclosure Commission  
Guidelines for School Districts in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<b>Principals or Building Administrators</b>	<ul style="list-style-type: none"> <li>• May inform staff during non-work hours<sup>1</sup> of opportunities to participate in campaign activities.<sup>2</sup></li> <li>• Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.</li> <li>• In the course of normal publications for the school, may distribute an objective and fair presentation of the facts<sup>3</sup> based on and expanded upon the information<sup>4</sup> prepared by the district in accordance with the normal and regular conduct of the school and the district.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Shall not pressure or coerce employees to participate in campaign activities.</li> <li>• Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures.</li> <li>• Shall not coordinate informational activities with campaign efforts, in a manner that makes the district appear to be supporting or opposing a ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• 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?</li> <li>• Is the distribution of this information consistent with the normal practices of the school (such as kid mail, newsletters, websites, or some other format)?</li> </ul>

<sup>1</sup> 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.

<sup>2</sup> 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.”

<sup>3</sup> 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.

<sup>4</sup> 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.

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

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Guidelines for School Districts in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<p><b>Principals or Building Administrators</b> (continued)</p>	<ul style="list-style-type: none"> <li>• May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours.</li> <li>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> <li>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</li> <li>• May wear campaign buttons or similar items while on the job if the district's policy generally permits employees to wear political buttons.</li> <li>• May engage in campaign activities on their own time, during non-work hours and without using public resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the information provided an objective and fair presentation of the facts?</li> <li>• Is the activity consistent with the school's normal and regular course of business?</li> <li>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</li> </ul>
<p><b>PTSAs</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

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Guidelines for School Districts in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<b>PTSAs</b> (continued)	<ul style="list-style-type: none"> <li>• 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).</li> <li>• May remind voters of upcoming election dates in the PTSA newsletter or in their part of the school newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not print and distribute materials promoting the ballot measure in the school newsletter.</li> <li>• Shall not use a school or district-sponsored event to promote or oppose a candidate or a ballot measure.</li> </ul>	
<b>School Boards</b>	<ul style="list-style-type: none"> <li>☐ 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.<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Shall not pressure or coerce the superintendent to participate in campaign activities.</li> <li>• Shall not explicitly include passage of a ballot measure in the district's annual goals.</li> </ul>	
<b>School Board Members</b>	<ul style="list-style-type: none"> <li>• 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.)</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not direct district staff to perform tasks to support or oppose campaign activities or ballot measures.</li> <li>• Shall not use public facilities or resources in engaging in political activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the board member using staff time, a public vehicle, or other public resources?</li> <li>• 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?</li> </ul>

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

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Guidelines for School Districts in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<b>Students</b>	<ul style="list-style-type: none"> <li>• Students may originate school projects for credit that promote or oppose candidates or ballot measures.</li>   <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Teachers shall not assign school projects to students that require creating or distributing materials to influence an election's outcome.</li>   <li>• District employees and officials shall not use student projects to influence an election's outcome.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the school project student-initiated?</li>   <li>• Is the district using the student project to influence the outcome of an election?</li> </ul>
<b>Superintendents or Their Designees</b>	<ul style="list-style-type: none"> <li>• 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.<sup>7</sup></li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.</li>   <li>• Shall not use public resources to promote or defeat a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the superintendent using public resources in a manner that promotes or opposes a candidate or a ballot measure?</li>   <li>• Does the presentation accurately present the costs and other anticipated impacts of a ballot measure?</li> </ul>

<sup>7</sup> 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.

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Guidelines for School Districts in Election Campaigns**

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

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Guidelines for School Districts in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<p><b>Teachers or Other Employees</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• May inform staff during non-work hours of opportunities to participate in campaign activities.</li> <li>• May engage in campaign activities on their own time, during non-work hours and without using public resources.</li> <li>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</li> <li>• May wear campaign buttons or similar items while on the job if the district's policy generally allows employees to wear political buttons.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Shall not pressure or coerce other employees to participate in campaign activities.</li> <li>• Shall not use district resources to organize the distribution of campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Do the presentations accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• Is the employee acting on his or her own time, during non-work hours?</li> <li>• Is the employee using public resources in a matter that promotes or defeats a candidate or a ballot measure?</li> <li>• Does the district have a policy permitting employees to wear political buttons?</li> </ul>

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Guidelines for School Districts in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<b>Teachers or Other Employees</b> (continued)	<ul style="list-style-type: none"> <li>• May place window signs or bumper stickers on their cars, even if those cars are parked on school property during working hours.</li> <li>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> </ul>		
<b>Union Representatives</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• May distribute campaign materials at union-sponsored meetings.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use the school's internal mail or email system to communicate campaign-related information, including endorsements.</li> <li>• Shall not distribute promotional materials in classrooms or other public areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Are campaign materials made available only in those areas used solely by staff or other authorized individuals?</li> <li>• Does such distribution occur during non-work hours?</li> </ul>

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<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• District employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?</li> </ul>
<b>Meeting Facilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>		<ul style="list-style-type: none"> <li>• Can community groups typically use school facilities?</li> <li>• Are facilities made available to all groups on the same terms?</li> <li>• Has the district adopted a policy regarding the distribution of campaign materials on district property?</li> </ul>

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<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Lists</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Districts may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, nondiscriminatory basis.</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the list obtained or created in the course of the district transacting its public business?</li> <li>• Are the fees charged no greater than necessary to cover the costs of providing copies?</li> <li>• Has the district complied with the Family Education Rights and Privacy Act and district policy in responding to any public record requests?</li> </ul>
<b>Voting Information</b>	<ul style="list-style-type: none"> <li>• District personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> <li>• Public facilities may be used to register people to vote and to do periodic poll checking.</li> </ul>	<ul style="list-style-type: none"> <li>• Districts shall not pressure or coerce employees to vote.</li> <li>• Districts shall not organize an effort to encourage staff to wear campaign buttons or display campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?</li> </ul>

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<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>District Publications (Specific to Elections)</b></p>	<ul style="list-style-type: none"> <li>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<sup>8</sup> may be printed in various languages and communicated in other formats as required by the ADA.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Districts shall not publicize information supporting or opposing a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Does the information provide an objective and fair presentation of the facts?</li> <li>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?</li> <li>Is the information distributed in a manner that is normal and regular for the district?</li> <li>Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</li> </ul>

<sup>8</sup> 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.

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Guidelines for School Districts in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>District Publications (Specific to Elections)</b> (continued)			<ul style="list-style-type: none"> <li>Does the district typically distribute information by kid mail, newsletters, websites, or some other format?</li> </ul>
<b>District Publications (Regular)</b>	<ul style="list-style-type: none"> <li>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.)</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Districts shall not use internal memoranda or other district publications to encourage employees to participate in campaign activities.</li> <li>Districts shall not publish materials supporting or opposing a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Does the district routinely distribute such information?</li> <li>Does the district normally inform staff and/or parents of community activities and meetings?</li> </ul>

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Guidelines for School Districts in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>District Publications (Regular)</b> (continued)	<ul style="list-style-type: none"> <li>• 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.)</li> <li>• Districts may thank citizens for their support after an election in district publications.</li> </ul>		<ul style="list-style-type: none"> <li>• Is the information presented in an objective and fair manner?</li> <li>• 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?</li> </ul>
<b>Reader Boards/Posters</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Districts may thank citizens on their reader boards for their support after an election.</li> </ul>	<ul style="list-style-type: none"> <li>• Districts shall not display a “vote schools” sign or other promotional messages on reader boards or posters.</li> <li>• 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.</li> </ul>	

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<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Reader Boards/Poster</b> (continued)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Publicly owned vehicles shall not be used to carry or display political material.</li> </ul>	
<b>Surveys and Research</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Districts shall not conduct surveys to determine what taxation level the public would support.</li> <li>• Districts shall not conduct surveys designed to shore up support or opposition for a ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Has the school board passed a resolution authorizing a measure to be placed on the ballot? (If so, actions may be more closely scrutinized.)</li> <li>• Does the election-related survey target specific subgroups?</li> </ul>

**Public Disclosure Commission  
Guidelines for School Districts in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Surveys and Research</b> (continued)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Districts may publish survey results if it is consistent with the normal and regular conduct of the district.</li> </ul>	<ul style="list-style-type: none"> <li>• Districts shall not target registered voters or other specific subgroups of district residents in conducting their election-related surveys.</li> <li>• Districts shall not use survey results in a manner designed to support or oppose a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the survey or community research consistent with normal and regular activities of the district?</li> </ul>
<b>Technology (websites, emails, computerized calling systems)</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Are the materials developed an objective and fair presentation of the facts?</li> <li>• 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?</li> </ul>

**Public Disclosure Commission  
Guidelines for School Districts in Election Campaigns**

Activities and Resources	Permitted	Not Permitted	General Considerations
<b>Technology (websites, emails, computerized calling systems)</b> (continued)	<ul style="list-style-type: none"> <li>• Districts may update the information on their websites in a manner that is customary for the district.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• District websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• 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?</li> </ul>

**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.

Revised by the Commission 9/28/06

Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Surveys and Research</b> (continued)</p>	<ul style="list-style-type: none"> <li>• The surveys and/or other community research can be conducted before or after the governing body has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny.</li> <li>• Agencies may publish survey results if it is consistent with the normal and regular conduct of the agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies shall not target registered voters or other specific subgroups of the jurisdiction in conducting their election-related surveys.</li> <li>• Agencies shall not use survey results in a manner designed to support or oppose a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the survey or community research consistent with normal and regular activities of the agency?</li> </ul>
<p><b>Technology (websites, emails, computerized calling systems)</b></p>	<ul style="list-style-type: none"> <li>• An agency may develop an objective and fair presentation of the facts and post that information on its website, including information regarding agency needs and the anticipated impacts of a ballot measure. This information may be reformatted so that it is consistent with the manner in which the agency customarily presents information on its website.</li> </ul>	<ul style="list-style-type: none"> <li>• Agency 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Are the materials developed an objective and fair presentation of the facts?</li> </ul>

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Guidelines for Local Government Agencies in Election Campaigns

Activities and Resources	Permitted	Not Permitted	General Considerations
<b>Technology (websites, emails, computerized calling systems)</b> (continued)	<ul style="list-style-type: none"> <li>• Agency websites may permit viewers to make selections to learn about the anticipated impacts of a ballot measure for a specific division, or otherwise allow readers to explore issues in greater or lesser detail.</li> <li>• Agencies may update the information on their websites in a manner that is customary for the agency.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate or ballot measure.</li> <li>• Agency websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the year?</li> <li>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency’s technology to support or oppose a ballot measure?</li> </ul>

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

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

Revised by the Commission 9/28/06

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