



***Parent Involvement**

4130

Participation includes participation of parents with students receiving general, Title, English Language Learner, migrant and disabilities services.

- I. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:
 - A. Play an integral role in assisting their child's learning;
 - B. Are encouraged to be actively involved in their child's education at school; and
 - C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- II. The Board of Directors adopts as part of this policy the following guidance for parent involvement. The District shall:
 - A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
 - B. Work with its schools to ensure that the required school-level parental involvement policies meet the requirements of federal law, including the components of a school parent compact;
 - C. To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format in a language parents understand including alternative formats upon request; and
 - D. Involve the parents of children served in Title I, Part A schools in decisions, as required by law, about how Title I, Part A funds reserved for parental involvement are spent. (20 U.S.C. 1118)

12/14/05 (Adopted)



Visitors to the Schools **4310**

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. The superintendent shall establish guidelines governing school visits to ensure orderly operation of the educational process.

***Notification of Threats of Violence or Harm** **4314**

The district will address threats of violence or harm to students and school employees in a manner consistent with the district's safety policies and comprehensive safe school plans. The superintendent is directed to develop and implement procedures consistent with this policy.

References: RCW 28A.320.128
WAC180-40
20 USC. 1232g
34 CFR Part 99

Complaints Concerning School Personnel **4321**

School Board directors shall be encouraged to refer persons making complaints to the appropriate administrative officer and shall be encouraged to ask that complaints be handled according to the method outlined in the administrative regulations and procedures.

***6/18/03 (Adopted)**



Public Access to District Records

4325

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the district, full access to information concerning the administration and operations of the district shall be afforded to the public as provided by the Public Disclosure Law. Public access to district records shall be afforded according to the procedures developed by the superintendent and periodically reviewed by the board.

“School district records” include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district which is prepared, owned, used or retained by the district. “Writing” means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. “School district records” do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

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

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

- A. Personal information from any file maintained for students (RCW 42.17.310 (1) (a). Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, 20 USC, S 1232g and adopted district policy.



Public Access to District Records - 4325 (cont'd)

- B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy (RCW 42.17.310 (1) (b));
- C. Test questions, scoring keys, or other examination data used to administer academic tests (RCW 42.17.310 (1) (f)).
- D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal (RCW 42.17.310 (1) (g)).
- E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the district in connection with any district action (RCW 42.17.310 (1) (i));
- F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts -- RCW 42.17.310 (1) (j);
- G. Records or portions of records the disclosure of which would violate personal rights of privacy -- RCW 42.17.260 (1) and RCW 42.17.310 (2);
- H. Records or portions of records the disclosure of which would violate governmental interests -
- RCW 42.17.310(2);
- I. The residence addresses and telephone numbers of staff members and volunteers held in personnel records, rosters, and mailing lists -- RCW 42.17.310 (i) (u);
- J. Personally identifiable information for special education students -- WAC 392.171.636.

If the district denies any request, in whole or in part, for inspection and copying of records, the district shall provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies.

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

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



Public Access to District Records - 4325 (cont'd)

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

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

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

Student Group Meetings **4340**

Groups of secondary students organized for co-curricular purposes relating to the school curriculum, the school's athletic program or associated student body activities may hold meetings in school facilities at such times and under such conditions as may be approved by the school principal.

Use of School Facilities **4350**

The Board of Directors subscribes to the belief that the public schools are owned and operated by and for its patrons. The public is encouraged to use the school facilities, but shall be expected to reimburse for such usage to ensure that funds intended for education of students are not used for other purposes.

Conditions for Use of School Facilities **4350.1**

- A. School functions shall take precedence in all cases.
- B. Subversive organizations as identified by the United States Attorney General are not eligible to use school facilities.
- C. School facilities are not available to social groups of selective, restrictive, or secretive nature.
- D. Rules and regulations covering use of school facilities shall be established and made available to the community. Damage and rental fees covering maintenance and supervisory costs shall be established by the school board. All facilities use fee schedules and regulations will be made available to the public at the Performing Arts Center, pool, district rental supervisor's office, and the superintendent's office.
- E. School equipment shall not be used or taken from school buildings except under provisions established by regulation.

(Entire Section Revised 12/16/92)