



**Visitors to the Schools**

**4310-P**

**Procedures:**

1. All visitors to a school shall obtain the approval of the principal.
  - a. If the visit is to a classroom the time will be arranged after the principal has conferred and received approval of the employee for a mutually agreeable time.
  - b. The employee shall be afforded the opportunity to confer with the classroom visitor before and/or after the visitation.

**\*Notification of Threats of Violence or Harm**

**4314P**

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm. The report will be made to the school official most readily available. Based on the significance and credibility of the threat, it may be reported to law enforcement. 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.

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, or to harm students, employees, volunteers, patrons, or visitors).

**Procedure:**

1. When a school official receives notification of a threat, the official will immediately evaluate the significance and credibility of the threat. Depending on the nature and severity of the threat, the school official may involve other district staff or community-based professionals in making an informed evaluation of the threat and crafting an appropriate response. A written record of the threat, including the people involved in the threat, an evaluation of the threat, the staff or consultants involved in evaluation of the threat, and the responses and actions taken as a result will be made as soon as practical, but not later than 24 hours following the threat. A log of all such threats will be maintained at each school building by the building principal. Copies of all written records will be forwarded to the superintendent's office within 48 hours of the incident.
2. Students and school employees who are subjects of threats of violence or harm must be notified of the threat by the responsible school official in a timely manner. Relevant information about the threat that does not improperly identify a student will be given to the subject of the threat, and the subject of the threat will be advised that if law enforcement has been involved in the matter, that agency may have more information that can be shared with the subject.



**\*Notification of Threats of Violence or Harm (cont'd)**

**4314P**

3. To ensure the safety of all concerned, the building principal shall determine if classroom teachers, school staff, school security, and others working with the student(s) involved in the circumstances, should be notified. Subject to the confidentiality provisions cited below, principals shall consider all available information when determining the types of information to be shared, including disciplinary records, official juvenile court records, and documented history of violence of the person who made the threat.
4. When considering the appropriate discipline for a student who has made a threat of violence or harm, the student's prior disciplinary records shall be taken into account. Emergency expulsion may be considered, based on the credibility and significance of the threat. Discipline shall only be imposed on students with disabilities consistent with district policy and the legal requirements for special education.

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

1. 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.
2. 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.
3. The identity of the student or the details of the threat are being released because the release of the information is necessary to protect the health or safety of the student or other individuals. This exemption is to be strictly construed pursuant to federal regulations.
4. The district is responding to a court order or subpoena. Generally, the district will make a reasonable effort to notify the parents of the student, or the adult student, of the subpoena in advance of complying, so the family can seek protective action.

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

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



**Complaints Concerning School Personnel**

**4321-P**

In the event a complaint is filed against a school employee, the following general procedural statements shall apply:

1. Complainants are encouraged to first discuss problems with the specific employee involved.
2. If this is not feasible, or the results unsatisfactory, the next contact should be with the employee's supervisor.
3. The next contact, if necessary, should be the district superintendent.
4. The final contact, if necessary, will be the Board of Directors.
5. The Board, prior to establishing any conclusion, shall provide ample opportunity for full and candid discussion of the problem with the administration and the specific employee involved for understanding of all facets of the problem.
6. In all actions taken throughout the procedure, due process shall be followed with respect to the employee's rights.

**Disclosure of Public Records**

**4325-P**

A. Disclosure of Public Records

1. Copies of all operating manuals, reports, handbooks, guides, procedures, policies, regulations, job descriptions, budgets, and other bound and indexed documents shall be available for public examination through the Administration offices.
2. Records maintained in various offices, files, storage areas, classrooms, and depositories will be made available to any person for inspection and copying upon request unless such records are exempted from public examination by provisions of this policy, state regulations, or code.
3. Disclosure reports shall be in writing and referred for action immediately to the Superintendent of Schools. Should the superintendent be uncertain regarding the availability of records requested, he is authorized to consult with or refer the matter to the school attorney.
4. The use of district or school equipment for copying of public records shall be authorized provided the use or request for use does not substantiate disruption of the normal operation and function of the office or facilities.
5. Upon written request schools, departments, and offices shall provide to any person available indices of identifying information regarding public records.
6. School employees shall not give, sell, or provide lists of employees or students for commercial purposes.



**Disclosure of Public Records -- 4325-P -- (cont'd)**

7. Public records shall be available for inspection and copying during normal office hours of the school, department, or office where they are maintained. In the absence of regular hours public records shall be available for examination Monday through Friday from 9:00 a.m. to noon, and 1:00 p.m. to 4:00 p.m. except on days when schools, departments or offices are legally closed.
8. Response shall be made promptly to requests for access to or reproduction of public records. If a decision is required from a school authority other than the custodian of the record regarding a request for release of records, that decision shall be rendered within five (5) working days or within a reasonable length of time required for the district authority to locate and arrange for examination of the requested record.

**B. Exceptions**

1. The following shall be exempt from public inspection and copying:
  - a. Personal information in the files maintained for students.
  - b. Personal information in files maintained for employees, appointees, or elected officials of the district to the extent that disclosure would violate their right to privacy.
  - c. Test questions, scoring keys, and other material needed to administer employment, academic, personality, or ability tests or inventories.
  - d. Except as provided by law, the contents of all state appraisals made for or by the district relative to the acquisition of property until the proposed project is abandoned or until all property has been acquired. However, in no event, shall disclosure be denied for more than three years after the original appraisal.
  - e. Formulas, designs, drawings and research data and reports maintained by the district within five years of request for disclosure when such disclosure would provide private gain and public loss.
  - f. Preliminary drafts, notes, recommendations, and inter-district memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt from disclosure when publicly cited by the district in connection with action or intended course of action.
  - g. Records which are relevant to a controversy to which the district is a party when such records would not be available to another party under rules or pre-trial discovery for cause pending in Superior Court.
2. Information contained in public records which would unreasonably violate personal privacy shall be deleted before inspection is allowed or, if deletion is not possible, the record shall not be available for inspection.
3. Refusal to allow inspection of any public records in whole or in part shall include a statement of specific exemption authorizing the withholding of such records, or the part thereof, and a brief explanation of how these exemptions apply to the records withheld.



**Disclosure of Public Records -- 4325-P -- (cont'd)**

4. The superintendent or his designee, upon concurrence with the superintendent, is authorized to seek an injunction to prevent the disclosure of records otherwise disclosable when he determines there is reasonable cause to believe that such disclosure would not be in the public interest and would substantially and irreparably damage vital governmental or district function.
5. Since under law, exempt records may be open to inspection or copying by court order, a court order when delivered into the hands of the custodian of the information in question, shall supersede any previous action taken by the district or any of its representatives.

**C. Protection of Records**

1. It is the responsibility of the custodian of the records of each school, department, or facility to protect the public records in his/her care from loss, damage or disorganization.
2. It is the responsibility of each administrator to prepare, gain approval of, and implement reasonable rules and regulations dealing with public records under his/her charge and control. Such rules and regulations will provide for the reasonable accessibility of public records without excessive interference with other essential functions within his/her area of responsibility.

**D. Access to Records**

1. Any person requesting permission to inspect or copy any public record will be asked to complete the form "Request to Inspect Public Records." This form is available through the office of the district records officer or at any site or location where public records are maintained.
2. The completed forms will be forwarded to the district superintendent or his designee for disposition.
3. After prompt determination of the disclosability of said records, the district superintendent or his/her designee will indicate his/her decision in writing on the request form. If he/she declares the record disclosable he/she will designate the name and location of the public records custodian from whom the requested records are available. If the request is denied, the district superintendent or his/her designee, after consultation with the superintendent, will state the specific reasons for denial in writing on the form.
4. The original of the request to inspect public records will be returned to the person making the request. Second copy will be forwarded to the records custodian of the requested records; the third copy will be retained in the district records officer's file.
5. All inspection and copying of public records will be on school property and under the supervision of the records custodian responsible for records being inspected.
6. Under no circumstances will the record or any portion thereof be removed from the facility or site of examination.



**Sumner School District**  
*...a great place to learn!*

## **Regulations & Procedures**

### **Disclosure of Public Records -- 4325-P -- (cont'd)**

7. The records custodian will note date and time of inspection and identify by description all items inspected or copies.
8. Following inspection the records custodian will notify the district records officer that inspection has taken place.



**REQUEST TO GAIN ACCESS TO PUBLIC RECORDS**

If there is any particular urgency attached to this request, please indicate the date by which you need the information.

**Nature of Request:**  Inspection or Review  Obtain Copies

1. Name of Requestor \_\_\_\_\_  
Date \_\_\_\_\_
2. Address \_\_\_\_\_  
Phone \_\_\_\_\_
3. Representing (if applicable) \_\_\_\_\_
4. Address \_\_\_\_\_

5. **Nature of Request.** Please be specific about the records you wish to see. If you do not know the name of the records, make your request in the form of a question. To comply with RCW 42.17.260(5) (noncommercial use), please sign the certification below.

- Status: <sup>N</sup><sub>U</sub> parent/legal guardian or custodian  
<sup>N</sup><sub>U</sub> student whose records are requested  
<sup>N</sup><sub>U</sub> other (specify) \_\_\_\_\_

6. **Reason for Request** \_\_\_\_\_

7. **Signature of Requestor:**

I certify that the information obtained as a result of this request for public records will not be used in whole or in part to compile a list for commercial purposes.

\_\_\_\_\_  
(Signature)

**DISPOSITION OF REQUEST**

Request  granted <sup>N</sup><sub>U</sub>denied (Individual may request a review of decision)

Specific reason denied \_\_\_\_\_  
(if applicable) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

List of material to be copied (attached)

Copying Charges: \_\_\_\_\_ Furnished By \_\_\_\_\_



**Student Group Meetings**

**4340-P**

1. Co-Curricular Student Groups

Co-curricular student groups are school-sponsored associations of secondary school students established for purposes related to school curriculum, the school's athletic program, or associated student body activities. Such groups include, but are not limited to, the following: student council, school band or other musical group; language clubs; drama club; student publications; honor society; athletic teams and cheerleading squads. Co-curricular student groups may meet at such times and under such conditions as may be approved by the school principal or his/her designee.

2. Other Student Groups

Any student group which does not qualify as a "co-curricular" student group under the criteria identified in paragraph 1 above shall not be sponsored by the school district, any school, or any district employee, and shall not be authorized to use school facilities during days when school is in session. Student groups not qualifying as "co-curricular" shall include, but not be limited to, groups established for political, charitable, or religious purposes.

Student led and initiated groups that are not recognized as a part of the co-curricular program may apply for use of school facilities under conditions set forth in Policy 4350. Use of district facilities by such groups shall be limited to times when students are not present as part of the regular school program and shall otherwise be clearly separate from school-sponsored or school-related activities so that the district does not support, or appear to support, the practice of religion.

3. Approval of Co-Curricular Status

Any group of secondary students not clearly identified as a "co-curricular" group in paragraph 1 above may apply to the school principal for recognition of co-curricular status. The school principal shall, within five (5) school days, either: (a) recommend approval of the application and send it to the superintendent or his/her designee for final decision or, (b) disapprove the application subject to an appeal to the superintendent or his/her designee within five (5) school days of the principal's disapproval. Any decision by the superintendent or his/her designee regarding co-curricular status shall be final.

**(Entire Section Revised: 12/16/92)**



**Facility Rental Information**

**4350.1-P**

**Categorical Definitions:**

Community groups within the Sumner School District shall be permitted to use all facilities for worthwhile purposes when such users will not interfere with the school program. In order to carry out this service to the best interest of the whole community, organizations seeking use of the Sumner School District facilities have been divided into five categories as follows:

- Group I**                    **Student Education Activities**  
 Sumner School District sponsored student educational activities
- Group IIA**                **Allied School Groups**  
 This includes organizations whose main purpose is to promote the educational programs, safety and welfare of the children and adults of the community. This group would include parent/teacher organizations, local scouting organizations, local recreation groups, local booster groups and other school related groups.
- Group IIB**                **Employee Run In-School Child Care Programs**  
 66% or more of the participants must be children of Sumner School District employees, and the program must meet or exceed DSHS certification requirements.
- Group III**                 **Other Local Groups**  
 These are general, civic and non-profit in nature and their primary reason for existence is the betterment of children and adults, in the community, and the state. Local non-professional athletic groups, service clubs, church related groups and local community youth organizations fall into this group.
- Group IV**                 **Non-Local Athletic Groups and Purely Social Gatherings**  
 Non-local athletic groups, and purely social gatherings are examples of groups, which come under this classification.
- Group V**                 **Non-Community and/or Profit-Making Groups**  
 Profit making groups, professional groups, conventions, and promotional groups are examples of groups, who come under this classification. Promotional groups, who have the potential of making large profits, must make application and be approved by the Sumner School Board.

The above classifications shall be the order of priority in granting use permits and shall be the basis for establishing differentials in rental and other charges. Fee scheduling will be up-dated and kept in the district athletic director's office. The key residence determination for the above groupings shall be the residence of the majority of participants, not the residence of the group leader or coach. Local is defined as groups having fifty percent (50%) of the participants residing in the Sumner School District boundaries.

**Application Schedule:**

1. Application for the use of Sumner District facilities shall be made to the facilities scheduling office as per the following schedule of deadlines for application submittal:

<b>Quarter (dates are approx.)</b>	<b>district</b>	<b>parks</b>	<b>outside groups</b>
1st quarter (Sept. 1 - Nov. 30)	Sept. 15	Sept. 20	Sept. 30
2nd quarter (Dec. 1 - Feb. 28)	Nov. 1	Nov. 7	Nov. 15
3rd quarter (March 1 - May 31)	Feb. 1	Feb. 7	Feb. 15
4th quarter (June 1 - Aug. 31)	May 1	May 7	May 15

Late applications will be honored on a space available basis and with regards to the categorical priorities established in the policy for Community Use of School District No. 320 facilities.



**Facility Rental Information (continued)**

**4350.1-P**

2. Facility space will be available on a fair and equitable basis and shall be scheduled according to the established quarterly schedule/timeline. Priority shall be established according to the rules, regulations, procedures and conditions for Sumner School District #320 pool and facility use. For definition purposes, "Local" is defined as groups having fifty percent (50%) plus participating members residing within the Sumner School District.
3. The following requirements will be met by all groups IIB, III, IV, and V prior to approval and use of the Sumner School District facilities:
  - There will be a signed contract between the outside group and the Sumner School District.
  - The contract must include an indemnity agreement, which holds the district harmless for any injury except those that arise from the district's sole negligence.
  - The outside organization must provide the district with a certificate of insurance for a minimum of \$5 million and name the Sumner School District as an additional insured.
  - The outside group must meet all safety standards and accepted standards for the specific program they are conducting.

**Basic Rental Fee Schedule (effective 9/1/06):**

<b>Facility</b>	<b>Group I &amp; IIA</b>	<b>IIB</b>	<b>III</b>	<b>IV</b>	<b>V</b>
	<b>per use</b>	<b>per use</b>	<b>per use</b>	<b>per hour</b>	<b>per hour</b>
Classroom/Lecture Hall	0	5	20	15	30
Elementary LRC	0	5	20	20	40
Elementary Multi-Purpose Room	0	5	20	20	40
Elementary Kitchen	0	5	20	20	40
Elementary Gym	0	5	20	20	40
Middle School LRC	0	10	30	25	50
Middle School Auxiliary Gym	0	10	30	25	50
Middle School Main Gym	0	15	50	35	70
Middle or High School Cafeteria	0	20	60	40	80
Middle or High School Kitchen	0	20	60	40	80
BLHS Commons	0	25	80	50	90
High School LRC	0	10	40	30	60
High School Auxiliary Gym	0	10	40	30	60
High School Main Gym	0	20	60	40	80

**Custodial Surcharge Fee Schedule:**

<b>Group Size</b>	<b>Surcharge Fee</b>
1-15	\$15 per use
16-30	\$20 per use
30-50	\$25 per use
50-100	\$30 per use
over 100	\$25 per hour, two-hour min.

**Facility, Service or Equipment Fees:**

<b>(Group IIB, III, IV &amp; V)</b>	<b>Fee or Charge</b>
Fields (Groups IV & V only)	Same as comparable gym
Parking lots	Same as comparable gym
Field Lights (grass fields)	\$10 per hour
Chair or table rental (off site)	Same as comparable cafeteria
Scoreboard	\$7.50 per game
Volleyball standards	\$7.50 per use



**Facility Rental Information (continued)**

**4350.1-P**

**Groups IIA, IIB, III, IV, & V:**

1. The above charges are per event and when a custodian is already on duty.
2. An additional custodial charge of \$35 per hour will be charged, (plus one-half hour before and one-half hour after event) when a custodian is not normally on duty.
3. When a kitchen is required, a cook from Food Service must be on duty, for which \$25 per hour will be charged. Arrangements can be made directly with the Food Services Dept. at 253-891-6450.
4. A requirement to provide insurance (Bodily Injury Liability of \$250,000/\$500,000 and Property Damage of not less than \$50,000) shall be applied at the discretion of the district administration and shall relate to the nature of the scheduled event or activity.
5. A 10% late fee will be charged for any outstanding balances over 30 days.
6. A fee of \$10 per hour will be charged for use of field lights on a grass field.

**Additional Fees:**

<b>Use:</b>		<b>Group</b>				
		<b>I</b>	<b>IIA &amp; IIB</b>	<b>III</b>	<b>IV</b>	<b>V</b>
Display Case	(per qtr)	0	0	\$25	\$50	\$100
Storage Area	(per qtr)	0	0	\$25	\$50	\$100
Bulletin/Record Board/Reader Board	(per qtr)	0	0	\$25	\$50	\$100
Signage or Banners	(per year)	0	0	\$10	\$20	N/A
Sale of Items	(% of net sales)	0	10%	15%	20%	50%

**7/18/07 (Revised)**