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## **PUBLIC INFORMATION PROGRAM**

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

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

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses, and other such events or activities that bring staff and citizens together. Survey instruments and/or questionnaires may be used in order to gain a broad perspective regarding community opinion.

The superintendent shall identify staff who have significant public information responsibilities and establish guidelines for their work.

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Legal References:      RCW 28A.150.230

Basic Education Act of 1977—District  
school directors as accountable  
for proper operation of  
district—Scope  
—Responsibilities

## **PUBLIC INFORMATION PROGRAM**

With the support of district administrators, the executive director of community relations will initiate media coverage of district programs and activities. The superintendent will authorize the release of information when the topic being covered involves more than one building. The following guidelines relate to the public information program:

- A. Media representatives will be supplied factual information with the request that they not publish or broadcast any facts that are injurious to staff or students or that would serve no constructive purpose.
- B. Media representatives will be kept fully informed on all aspects of the program to be reported on so that any reporting is based on a complete and accurate overview.
- C. Parents/guardians and adult students will be informed that they have the right to deny an interview or photograph. Students whose parents/guardians have signed a form requesting students not be photographed or interviewed will not be photographed or interviewed. Special care will be given to assure that special education students are not photographed or interviewed without specific parental/guardian permission.
- 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 campus or contacting any individual. Media representatives must make prior contact for after school activities.
- E. Staff members will secure authorization from the principal before contacting the media on behalf of the school.

### **STAFF COMMUNICATIONS RESPONSIBILITY**

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

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

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Cross Reference:      Board Policy 4020                      Confidential Communications

## CONFIDENTIAL COMMUNICATIONS

The Board recognizes that school staff must exercise careful judgment regarding information revealed in confidence. A staff member may, acting on his/her professional judgment, treat information received from a student as confidential while at other times be required to disclose what was learned to school administration, law enforcement officers, Child Protective Services, the county health department, other staff members, and/or the student's parents/guardians. The staff member should advise any student offering confidential information about limitations and restrictions regarding confidentiality. The student shall also be asked to reveal such confidences to his/her parents/guardians.

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Cross References:	Board Policy 2121 Board Policy 2140 Board Policy 3231 Board Policy 4040	Substance Abuse Program Guidance and Counseling Student Records Public Access to District Records
Legal References:	RCW 26.44.030  WAC 246.100.071	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—Interviews of children—Records—Risk assessment process—Reports to legislature  Responsibility for reporting to and cooperating with the local health department

## **CONFIDENTIAL COMMUNICATIONS**

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

- A. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian will remain confidential and be used only for the purpose for which access was granted.
- B. School staff members, including counselors (except licensed psychologists), do not possess a professional confidentiality privilege.
- C. A staff member is required to reveal information given by a student when there is a reasonable likelihood that a crime has been or will be committed (i.e., child abuse, sale of drugs, suicidal ideation), and/or there is reasonable likelihood that a student's welfare may be endangered.
- D. 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 (i.e., substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents/guardians. Staff members will discuss information or communications of this nature with the principal prior to making contact with others.

## **PUBLIC ACCESS TO DISTRICT RECORDS**

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, mindful of the right of individuals to privacy and of the desirability of efficient administration of the district. 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 operations and functions of the district that 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 pictures, 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 that remain in the sole possession of the maker and that 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 the criteria set forth in this policy.

The district shall make available for public inspection and copying all district records, or portions, except those which are exempt under RCW 42.17.310, including the following:

- A. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy (FERPA) Act of 1974 and adopted district policy;
- B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy;
- C. Test questions, scoring keys, or other examination data used to administer academic tests;
- 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;
- 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;

- F. Records which are relevant to a controversy in which the district is a party but which would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts;
- G. All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant;
- H. The residential addresses and telephone numbers of staff members and volunteers held in personnel records, rosters, and mailing lists; and
- I. Investigative records compiled by the agency conducting a current investigation of a possible unfair labor practice of a possible violation of other federal, state, or local laws prohibiting discrimination in employment.

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) that applies.

If the record 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 condition access to a public record containing a list of individuals on the requester's promise that the record shall not be used for a commercial purpose, but 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 is not of legitimate concern to the public and would be highly offensive to a reasonable person, or would substantially or irreparably damage vital governmental functions.

The coordinator shall inform any employee and the 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.

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Cross Reference:        Board Policy 3231                      Student Records

Legal Reference:	RCW 42.17	Disclosure—Campaign—Finances— Lobbying—Records
	RCW 42.17.251	Construction
	RCW 42.17.260	Documents and indexes to be made public
	RCW 42.17.310	Certain personal and other records exempt
	RCW 49.60	Discrimination – Human Rights Commission
	WAC 392-172-422	Consent
	CRF 34 Part 99	The Family Educational Rights to Privacy Act and Regulations

## **PUBLIC ACCESS TO DISTRICT RECORDS**

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

### Public Records Custodian

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

### Display of Descriptions, Policies and Procedures

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

- A. Descriptions of the district's organizational structure;
- B. Descriptions or statements of the general course and method by which the district operates;
- C. Descriptions of how, where, and from which employees the public can obtain information and copies of public records;
- D. Descriptions or statements of all formal and informal district procedures;
- E. All substantive rules of general applicability;
- F. All statements of general policy; and
- G. All interpretations of general applicability developed or utilized by the district.

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

### Requests for Inspection and Copying

Upon written request, the district will make available to any person for inspection and copying any record or records not exempted by statute. A written request for inspection and/or copying of records may include:

- A. Name, address, and signature of the party requesting disclosure;
- B. The date of request;

- C. Specification of the records or types of records requested; and
- D. A statement of the intended use of requested documents if lists of individuals are included. The district will not deny a request solely due to refusal to furnish a reason for the request.

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

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

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

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

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

Staff will provide full assistance to members of the public making inquiries or requests related to district records. Staff will locate and produce for inspection requested records that are not exempt from disclosure and that have been sufficiently identified in a request for inspection. Staff may request a clarification of any request that is unclear and need not respond if the request is not clarified. On request, the district will make copies of public records for a current per copy fee and the actual cost of postage and an envelope, if any.

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

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

**ENDORSEMENT OF EDUCATIONAL MATERIALS**

The Board recognizes the importance of the home as a partner in the educational process. The staff of the district shall not endorse any commercial materials that might be used to supplement a student's program.

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## **TITLE I PARENTAL/GUARDIAN INVOLVEMENT**

The Renton School District Board recognizes that parent/guardian involvement contributes to the achievement of students participating in district Title I programs. The Board views the education of students as a cooperative effort among school, staff, parents and community. The Board expects Title I schools to carry out programs, activities, and procedures in accordance with the statutory definition of parental involvement.

Parental involvement is defined for the purposes of this policy as the participation of parents/guardians in regular, two-way, meaningful communication focused on student academic learning and other school activities ensuring:

- A. That parents/guardians are playing an integral role in assisting their child in learning;
- B. That parents/guardians are encouraged to be actively involved in their child's school;
- C. That parents/guardians are full partners in their child's education and are included as appropriate, in site-based decision-making and on district advisory committees.
- D. The carrying out of other activities, such as those described in section 1118 of the Elementary and Secondary Education Act (ESEA) and required by No Child Left Behind (NCLB) legislation.

The district shall:

- A. Implement programs, activities, and procedures for the involvement of parents/guardians in all of its Title I schools consistent with federal laws, including use of a parent/guardian compact. These programs, activities, and procedures shall be planned and implemented with meaningful involvement of parents/guardians of participating children;
- B. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children, including providing information and school reports in an understandable and uniform format in a language parents/guardians understand, including alternative formats upon request; and

- C. Involve the parents/guardians of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement are spent.
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Cross Reference:            Board Policy 2180            Parent, Family, and Community Partnerships

Legal References:            20 U.S.C. 6318            Parental Involvement [NCLB Title I, Part A Section 1118]

## **TITLE I PARENT/GUARDIAN INVOLVEMENT**

### District-Based Parent/Guardian Involvement

The district will take the following actions to involve parents/guardians and when appropriate family members in the joint development of its districtwide parental involvement plan:

- A. Parents/guardians of participating Title I students will be encouraged to participate at the school level and invited to participate as a school representative for the district Title I Parent Involvement Committee.
- B. Parents/guardians and staff who comprise the Title I Parent Involvement Committee will be given the opportunity to participate in the development, implementation, and evaluation of the program and the parent involvement plan which is reviewed annually.
- C. Parents/guardians will be encouraged to offer suggestions and give requested feedback regarding related policies and programs. An annual Title I/LAP program survey will be provided for such input at each Title I school.

The district will take the following actions to involve parents/guardians in the process of school review and improvement:

- A. Parents/guardians will be given the opportunity to contribute to the development of the School Improvement Plan (SIP) and schoolwide Title I plans in designated schools.
- B. Parents/guardians will be encouraged to participate in the review and update of the SIP and the annual review of the schoolwide Title I plan in such schools.

The district will provide the following coordination, technical assistance, and support to assist Title I, Part A schools in planning and implementing effective parental/guardian involvement activities to improve student academic achievement and school performance:

- A. Assist Title I schools in providing current and necessary information for annual informational meetings provided to parents/guardians of participating students held to explain the goals and purposes of the Title I program. Assistance may include: information in electronic formats to use for group presentations or displays.

- B. Provide coordination and technology support to Title I schools for their implementation of activities geared towards helping parents/guardians strengthen their involvement in supports their student's learning.

The district will to the extent feasible and appropriate coordinate and integrate parental/guardian involvement programs and activities with the following programs: Head Start, Even Start, Learning Assistance Program, special education, and state-operated preschool programs.

- A. The Parent Involvement Liaison will facilitate coordination among these multiple programs by providing school staff and parents/guardians information and resources about parent/guardian involvement and student support strategies as used in Title I schools.
- B. The district will facilitate coordination among these multiple programs by conducting joint parent/guardian meetings, holding meetings at various times of the day and evening, arranging for in home conferences, and may use Title I funding to facilitate parent/guardian attendance at meetings by payment of transportation and child care costs.

The Renton School District will take the following actions to conduct, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools. The district will use the findings of the evaluation to design strategies for more effective parent/guardian involvement and to revise, if necessary its parental involvement policies.

- A. Provide assistance to Title I schools in the identification of barriers to greater participation by parents/guardians in parent focused activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
- B. Encourage parents/guardians of participating students to be a school representative on the district Title I Parent Involvement Committee.
- C. Parents and Staff who comprise the Title I Parent Involvement Committee will review the Renton School District Parent Involvement Policies on an annual basis and submit comments and revision suggestions to the program director.

The district will build the staff and parent/guardian capacity for strong parental/guardian involvement in order to ensure effective involvement of parents/guardians and to support a partnership among the school involved, parents/guardians and the community to improve student academic achievement through the following:

- A. With the assistance of its Title I, Part A school staff, the district will provide assistance to parents/guardians students served in understanding topics such as the following: the state's Essential Academic Learning Requirements (EALRs); Grade Level Expectations (GLEs); state and local academic assessments, including alternate assessments; how to monitor their child's progress; the requirements of Title I, Title I student selection and information about Title I program models, both schoolwide and targeted assistance; and how to work with educators.
  
- B. With the assistance of its school staff, the district will provide materials and training to help parents/guardians work with their children to improve their academic achievement, including such areas as literacy training, mathematics strategies, and use of technology, to foster parental involvement, by:
  - 1. Giving guidance as to how parents/guardians can assist at home in the education of their child;
  - 2. Holding parent/guardian meetings at various times of the day and evening. At these meetings, parents/guardians will be provided:
    - a) Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;
    - b) Opportunities to submit parent/guardian comments about the program to the district level; and
    - c) Opportunities for parents/guardians to meet with the classroom and Title 1 teachers to discuss their child's progress.

The district will, with the assistance of its school staff and parents/guardians, educate its teachers, principals, and other staff in: how to reach out to, communicate with, and work with parents/guardians as partners; the value and utility of contributions of parents/guardians; and how to implement and coordinate parent/guardian programs and build ties between parents/guardians and schools, by providing to parents/guardians:

- A. An explanation of the reasons supporting their child's selection for the program;
  
- B. A description and explanation of the school's curriculum;

- C. Information about the academic assessments used to measure student progress;
- D. Information on the proficiency levels students are expected to meet; and
- E. If feasible, parent/guardian literacy services.

The district will ensure that information related to the school and parent/guardian programs, meetings, and other activities, is sent to the parents/guardians of participating students in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents/guardians can understand; distributing written information on a regular basis in multiple languages; and, if feasible, providing information orally for limited English proficient parents/guardians in a language they understand.

#### School- Based Parent Involvement

Each school in the district receiving Title I funds will jointly develop with parents/guardians of students served in the program a Title I Parent/Guardian Involvement Plan outlining the manner in which parents/guardians, school staff, and students share responsibility for improved student achievement in meeting academic standards.

The School Parent Involvement Plan will:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to improve academically and meet the district's academic standards.
- B. Indicate the ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and positive use of their child's extracurricular time; by volunteering at their child's school; and participating, as appropriate, in decisions related to their child's education.
- C. Address the importance of parent/guardian-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents/guardians, and reasonable access to staff.

## **SAFE AND ORDERLY LEARNING ENVIRONMENT**

### Contacts With Staff

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

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

No one shall solicit funds, conduct private business, or engage in activity that disrupts the school environment with staff on school time and premises.

### Visitors

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 insure orderly operation of the educational process and the safety of students and staff.

### Disruption of School Operations

If any person is under the influence of drugs or alcohol, or is disrupting or obstructing any school program, activity, or meeting, or threatens to do so, or is committing, threatening to imminently commit, or 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, the superintendent or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the superintendent or staff member shall immediately call for the assistance of a law enforcement officer.

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Legal Reference:           RCW 28A.605.020

Parents' access to classroom or  
school sponsored activities  
—Limitation

RCW 28A.635.020	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
WAC 180-44-050	Regulatory provisions relating to RCW 28A.305.130(6) and RCW 28A.600.010—School day as related to the teacher
20 USC § 9528	No Child Left Behind Act, Military Recruiter Position

## **SAFE AND ORDERLY LEARNING ENVIRONMENT**

### Visitors

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

- A. Visitors desiring to visit a classroom must inform the principal or designee not less than one day prior to the date on which visitation is requested, unless mutually agreeable to the classroom teacher and principal or designee.
- B. Visitors are encouraged to share with school staff the purpose for the visit so that optimum assistance may be provided.
- C. All visitors must register at the office upon their arrival at school.
- D. Entrance to secondary level classrooms (grades 6 through 12) will be prior to the beginning of the class period and the visitor will remain until the conclusion of such period. At the elementary level (grades K through 5) entrance will be during a natural break in instruction or during transition from one subject area to another, and the visitor will remain for the length of that particular instructional area.
- E. Classroom visitation must not detract from planned classroom activities. Visitors must refrain from talking, gesturing, moving about the room, commenting or making requests while in the classroom.
- F. Visitors will be seated where requested by the teacher.
- G. Visitors will not participate in classroom activities unless specifically requested to do so by the teacher.
- H. Visitors will not use equipment to record classroom activities unless the teacher has given specific permission.
- I. Unless visitations are in conjunction with an invitation to attend special classroom functions, the number of visitors at any one time for any classroom will not exceed two persons.
- J. No individual visitor will be allowed more than three visits per month to a particular classroom.
- K. 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.

- L. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal will give reasons for the action.
- M. If a dispute arises regarding limitations upon or withholding of approval for visits:
  - 1. The visitor will first discuss the matter with the principal;
  - 2. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent or designee. The latter will promptly meet with the visitor, investigate the dispute and render a written decision, which will be final, subject only to the visitor's right to raise an issue at a regular session of the Board.
- N. Visitors whose purpose is to influence or solicit students will not be permitted on school premises.

Disruption at School Activities

The following guidelines are basic security measures to prevent disruptive activities in the school:

- A. All entrances must be posted with this message: All visitors are required to check into the office upon entering the school building.
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office;
- C. All visitors will conspicuously wear a visitor's badge;
- D. Non-custodial parents may, notwithstanding a court order or parenting plan to the contrary:
  - 1. Meet with the teacher of his/her child;
  - 2. Visit with his/her child; and/or
  - 3. Remove his/her child from the school premises.

Staff will attempt to notify the custodial parent of the contact

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

**REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES**

The Board recognizes the expectation of students, staff, parents, and patrons to be safe on school district premises and at school district activities. Accordingly, it is a violation of district policy and Washington State law for any person to carry on to school premises, school-provided transportation, or other facilities being used for school activities, any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this policy.

The superintendent is directed to ensure that all school facilities post "Gun Free Zone" signs, and that all violations of applicable portions of this policy are reported annually to the Superintendent of Public Instruction.

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Cross References:	Board Policy 3240 Board Policy 3241	Student Conduct and School Rules Classroom Management and Corrective Actions
Legal References:	RCW 9.41.280 RCW 9.16.020 RCW 9.91.160 RCW 28A.600.420	Dangerous weapons on school grounds Use of force—When lawful Personal protection spray devices Firearms on school premises, transportation, or facilities — Penalty — Exemptions

### USE OF TOBACCO ON SCHOOL PROPERTY

The Board recognizes that employees of the district and members of the general public serve as role models for students, and further recognizes that tobacco may create a health hazard for non-users as well as for users.

Tobacco use is prohibited inside all district facilities, on all district property, and in district vehicles.

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Cross References:	Board Policy 3200 Board Policy 3241  Board Policy 5280	Student Rights and Responsibilities Classroom Management and Corrective Actions Termination of Employment
Legal References:	RCW 28A.210.310  RCW 70.155.80	Prohibition on use of tobacco products on school property Purchasing, obtaining or possessing tobacco by minors—Civil infraction

### 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 shall act to protect them from unwarranted criticism or disruptive interference. Complaints received by the Board or a board member shall be referred to the superintendent for investigation.

The superintendent shall develop procedures to handle complaints concerning staff and/or programs. Complaints regarding instructional materials should be pursued in the manner provided for in Policy 2020.

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

## **COMPLAINTS CONCERNING STAFF OR PROGRAMS**

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

The following procedures apply to the processing of a complaint that cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent or designee that describes the problem and a suggested solution. The superintendent or designee will send copies to the principal and staff member.
- B. The principal and staff member will respond to the superintendent or designee in writing or in person.
- C. The superintendent or designee will then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
- D. If the matter is still not resolved, the superintendent or designee will present the issue to the Board. If the complaint is against a staff member, the complaint will be handled in Executive Session in the presence of the staff member. The Board will attempt to make a final resolution of the matter. Any formal actions by the Board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the Board will give written notice to the staff member of his/her rights to a hearing.

## DISTRIBUTION OF MATERIALS

School staff may make available information to parents/guardians regarding school programs and nonschool programs that have social, recreational, or educational value to the students. The effect on students of such communications shall be given paramount consideration. Materials distributed to schools must contain the district's statement of non-endorsement.

*“The Renton School District does not sponsor, endorse, or recommend any of the organizations, services, or activities described in this information. This information is provided solely for the convenience of our students and parents to assist in their review of the safety and suitability of such organizations, services and activities.”*

- A. The objectives shall be consistent with the district's goals and policies;
- B. The program, in addition to having social, recreational, or educational value to the participants, shall be free of objectionable advancement of the name, product, or special interest of the sponsoring group; and
- C. Participation by a student shall not interfere with his/her program of curricular or co-curricular activities.

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

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## **PUBLIC PERFORMANCES**

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

Students may perform subject to the approval of the principal or designee. Permission and approval to perform as a representative of the school or district shall be contingent upon the principal's or designee's determination that such participation is in the best interests of the student, school, and district. The activity, program, performance, or contest under consideration shall have educational value consistent with the goals and objectives of the district. Participation shall not result in exploitation of or liability to the student, school, or district. Students shall not receive any remuneration for performing as representatives of the school or district.

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

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Cross Reference:      Board Policy 4230      Distribution of Materials

## USE OF SCHOOL FACILITIES

The Board considers school buildings and facilities to be property to be used in the best interests of the entire community. Community use of Renton School District facilities shall be based on the following criteria:

- A. School facilities shall be primarily used for the education of students.
- B. Schools belong to the community and shall be available for other use, provided:
  - 1. The activity shall not interfere with the educational program;
  - 2. A recognized community or civic group shall complete an application and assume responsibility and liability for the use and care of the requested school facilities; and
  - 3. The user shall agree to the conditions stipulated on the form "*Application for Use of School Facilities.*"

The superintendent is authorized to waive expenses and rental charges when the best interests of the community and the district are served. Eligible organizations shall include:

- A. School-related groups under the sponsorship of school personnel;
- B. Community groups and clubs;
- C. Service organizations;
- D. Cultural-advancement groups; and
- E. Political organizations holding regularly scheduled party caucuses.

Private organizations may use school facilities only when their proposed activities promote a worthy educational, civic, or charitable enterprise.

The following requests shall be referred to the Board for approval:

- A. Private organizations not qualified as described above;
- B. Political use except as noted in E above; and
- C. Organizations whose use is for religious purposes.

It is recognized that certain activities on school playfields and grounds can contribute to unsafe conditions for students and the public and cause damage to those playfields and grounds. The superintendent is authorized to develop guidelines with specific conditions describing those activities that shall be prohibited on school grounds.

Cross Reference:	Board Policy 6112	Rental or Lease of District Real Property
Legal References:	RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities for
	RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.155	Use of buildings for youth programs —Limited immunity
	AGO 1973, No. 26, Initiative No. 276	School districts—Use of school facilities for presentation of Programs —Legislature —Elections

## USE OF SCHOOL FACILITIES

The superintendent will develop and recommend to the Board a fee schedule for use of school facilities. The fee schedule will be evaluated on a biennial basis. Application for use of school facilities will be made to the facilities coordinator.

The superintendent has the authority to make the decision on use of school facilities by a group except as specifically noted in this policy. The group may appeal a denial to the Board.

Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of supervision will be agreed upon at the time the authorization is issued. The district reserves the right to require groups to provide district security or off-duty police officers if, in the judgment of the principal or designee, such is required.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property at any time.

All applicants for use of school facilities will hold the district free and without harm from any loss, damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Applicants will be required to provide a completed *Application for Use of School Facilities* form, a *Facility Lease and Indemnification Agreement* and a certificate of insurance naming the district as additionally insured.

Also, in the event that district property loss or damage is incurred during such use or occupancy, the amount of damage will be decided by the superintendent or designee and approved by the Board, and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

A custodian or other authorized staff member must be on the premises when any nonschool group is using school facilities.

Because of the value of district's playing fields to the community's total recreational programs, the use must be appropriate and compatible with each playfield and its surrounding area. Such use will not result in destruction, damages, or undue wear, or pose a hazard to children or others. Activities that endanger others or cause damage to fields and lawns are prohibited. Should damage to fields and lawns occur, the superintendent or designee will make reasonable effort to obtain restitution for the damage.

Commercial Activity on District Grounds

Commercial activity on district grounds outside of advertising, sponsorships, and partnerships may include minimal sales of crafts and materials, placement of sample items, services consistent with district values, and concessions at district sports facilities. Commercial activity on district grounds may be proposed by students, teachers, principals, advisors, or community members. Proposals for commercial activity on district grounds will be submitted to the superintendent or designee for approval.

- A. The superintendent or designee may authorize commercial activity not to exceed \$1,000 and not lasting more than ten school days per year per event. This \$1,000 limit applies to the total value of the service or sales. The superintendent or designee is authorized to approve commercial activity at his/her discretion, within the following guidelines:
  - 1. The authorization will be defined as granting students, staff, and community members the privilege of operating on school premises or during school events.
  - 2. Authorized activities will not exceed \$1,000 nor ten school days per year, per activity.
  - 3. The \$1,000 limit applies to the total value of the service or sales.
  - 4. Authorized activities will not conflict with district contracts.
  
- B. Commercial activity in excess of \$1,000 or lasting longer than ten school days per year will require approval by the Board and be governed by written contract. Contract terms must include periodic review of performance and compliance. Commercial activities on district grounds will be permissible under the following conditions:
  - 1. The superintendent or designee will approve all commercial activities in advance.
  - 2. The longevity of commercial activities on district grounds will be agreed upon in advance.
  - 3. The scope, magnitude, and longevity of the commercial activity will determine the level of review required for authorization.
  - 4. The approval of an activity by a district administrator to a non-district entity for material, programs, or events will follow district policy and procedures on purchasing and contracting.
  - 5. Applicants may be denied authorization at the discretion of the superintendent or designee.

The business office will establish a fee schedule charging rent for commercial activities on district grounds. Fees for commercial activity on district property will be invoiced and monitored by the business office subsequent to receiving a *Application for Use of School Facilities* form.

**POLITICAL RELATIONSHIPS WITH GOVERNMENTAL AGENCIES**

The Board recognizes the right of its employees, and encourages them, as citizens, to engage in political activity. School property and school time, supported by public funds, may not, however, be used for political purposes.

District employees, when authorized by the Board or superintendent, may provide information or communicate on matters pertaining to school district affairs, or advocate the official position or interests of the district, to any elected official or officer, or employee of any agency.

District employees who hold elective or appointive office in an organization are not entitled to time off from their school duties for reasons incident to such offices except as such time may qualify under leave policies of the district.

The superintendent is directed to establish procedures that are in compliance with the Public Disclosure Commission.

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Legal Reference:	RCW 42.17.130	Forbids use of public office or agency facilities in campaigns
	RCW 42.17.190	Legislative activities of state agencies and other units of government, elective officials, employees

## **POLITICAL RELATIONSHIPS WITH GOVERNMENTAL AGENCIES**

All lobbying activities on behalf of the school district will be conducted under the direction of the superintendent and/or Board. For purposes of this procedure, "lobbying" means attempting to influence the passage or defeat of any legislation or the adoption or rejection of any rule, standard, rate, or other legislative enactment by any state agency. Staff participating in lobbying activities during their work day will report the date and time of their activities to the superintendent or designee.

The district shall file a quarterly report (PDC Form L-5) with the Public Disclosure Commission when "in person lobbying" exceeds four days or parts of days during any three-month period in aggregate for all employees of the district. "In person lobbying" includes testifying at legislative committee hearings and state agency hearings on rules and regulations, but does not include attendance merely to monitor or observe testimony and debate. (Quarterly reports are due at the Public Disclosure Commission on or before April 30, July 31, October 31 and January 3.)

District funds will not be expended for dinners or entertainment of governmental agency staff or officials or for campaign contributions.



## NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Timing and details of the notice shall 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, patrons, or visitors. The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

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

State law provides the district, board members, 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.

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Cross References:	Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy 3210	Nondiscrimination & Sexual Harassment—Students
	Board Policy 3240	Student Conduct and School Rules
	Board Policy 3241	Classroom Management and Corrective Actions
	Board Policy 5281	Disciplinary Action or Discharge

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

## **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 also be reported to law enforcement. Staff will involve in-district multi-disciplinary professionals in evaluating the threat and the needs of the person or persons making the threat. Consultations with or referrals to community-based professionals and services will be encouraged where appropriate.

Under the Family Educational Rights and Privacy Act (FERPA), the district may only release student records, including those involving threats of violence or harm, with parent/guardian 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:

- A. The parent/guardian 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. This exemption is to be strictly construed pursuant to federal regulations; and
- D. The district is responding to a court order or subpoena. Generally the district must make a reasonable effort to notify the parents/guardians of the student or adult student of the subpoena in advance of complying, so that the family can seek protective action.

Relevant information about the threat that does not improperly identify a student 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, that agency may have more information to be shared with the subject.

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

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

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 Agreement requirements.

**RELATIONS WITH LAW ENFORCEMENT, FIRE DEPARTMENTS, CHILD PROTECTIVE AGENCIES, AND THE COUNTY HEALTH DEPARTMENT**

District staff has the primary responsibility for maintaining proper order and conduct in the schools. Staff shall be responsible for holding students accountable for infractions of school rules that may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, law enforcement shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency promptly.

The district shall strive to develop and maintain cooperative working relationships with law enforcement. The superintendent shall meet with law enforcement, local fire department, Child Protective Service authorities, and health department officials to establish agreed upon procedures for cooperation. Such procedures shall be communicated to staff and periodically revised.

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Cross Reference:	Board Policy 3231 Board Policy 3421	Student Records Child Abuse and Neglect Prevention
Legal References:	RCW 28A.635.020  RCW 26.44.050  RCW 26.44.110  RCW 26.44.115	Willfully disobeying school administrative personnel or refusing to leave public property, violations, when—Penalty  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  Information about rights—Custody without court order—Written statement required—Contents  Child taken into custody under court order—Information to parents

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**RELATIONS WITH LAW ENFORCEMENT, FIRE DEPARTMENTS, CHILD PROTECTIVE AGENCIES, AND THE COUNTY HEALTH DEPARTMENT**

Relations with Law Enforcement Agencies

A law enforcement officer will contact the principal or designee upon entering a school building.

An officer may request and be granted such student information as address, telephone number, parents'/guardians' names, date of birth, and other directory information, if the parent/guardian or student over 18 years of age has not filed a written objection to the release of directory information. Student records protected by the federal Family Educational Rights and Privacy Act may only be examined or released upon written permission of a minor student's parent/guardian or an adult student, pursuant to a court order or subpoena, in response to a health or safety emergency, or in order to better serve the student in the juvenile justice system prior to adjudication.

The district encourages interrogations of students take place off school premises in order to minimize interruption to the instructional program. The Principal or other designated administrator, as appropriate, shall also be present during any interrogation of a student by police on school property.

1. When an onsite interview/interrogation is warranted by the circumstances of the case and the student is over twelve (12) years of age, the principal or designee shall make a reasonable effort to first contact the parent(s)/legal guardian(s) or if they can't be contacted a designated adult noted on the students emergency contact card, for their consent. Parent contact will not be required where the law enforcement indicates that allegations of child abuse or neglect are alleged. Law enforcement personnel must recognize the potential time delay for the parent to be contacted and a reasonable time for the parent to arrive if the parent chooses to be present. If unable to contact parents/guardians or a designated adult after a reasonable time, the officer may nevertheless proceed with the interview/interrogation when, in the judgment of the officer an emergency exists and further delay would impair the handling of that emergency. The officer shall advise and afford a student all legal rights required by law.
2. If a student is under twelve (12) years of age, parents/guardians or designated adult notification and permission is required before any interview interrogation will take place unless the single exception for child abuse or neglect is alleged.

An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school will immediately notify the parents/guardians unless prohibited by law enforcement because of a case of child abuse or neglect is involved, or some other similar, specified reason exists for prohibiting notification. School authorities shall request that this denial and the reasons for it be put in writing.

If a court has released a student on conditions related to school, including attendance, behavior, or progress, the district will encourage the court to include as a condition of release, the written permission of the adult student, or parent/guardian of a minor student, to release the student's records to the court or its designee.

#### Relations with Child Protective Agencies

A Child Protective Services worker will contact the principal or designee upon entering a school building.

A Child Protective Services worker may request and be granted such information as address, telephone number, parents'/guardians' names, date of birth and other directory information if the parent/guardian or student over 18 years of age has not filed a written objection to the release of directory information. Information contained in the student's cumulative folder and any supplementary records will be available for inspection on evidence that a student is a ward of the state.

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

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

A Child Protective Services worker is required to have a warrant in order for the school to release custody of the student. However, if the Child Protective Services worker is accompanied by a law enforcement officer, no warrant will be required. In the event a student is taken into custody, the school shall notify the parent /guardian unless directed not to by the law enforcement officer.

#### Relations with Health Department Officials

A Health Department official will contact the principal or designee on entering a school building.

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

While the district encourages that interviews of students take place off school premises, the principal or designee will permit a Health Department official to conduct a confidential interview with a student suspected of being a contact with an individual infected with a communicable disease when the interview is held during school hours, and the principal or designee chooses not to release the student to travel to the Health Department.

**RELEASE OF INFORMATION CONCERNING  
SEXUAL AND KIDNAPPING OFFENDERS**

The Board recognizes that public agencies are required to release relevant and necessary information regarding sexual and kidnapping offenders to the public when the release of the information is necessary for public protection. Law enforcement agencies who receive relevant information about the release of sexual and kidnapping offenders into communities decide when such information is 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/guardians, students, and the community, and shall disseminate such information.

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Cross Reference: Board Policy 3143

District Notification of Juvenile  
Offenders

Legal Reference: RCW 4.24.550

Sex offenders—and kidnapping  
offenders—Release of  
information to public—When  
authorized—Immunity

**RELEASE OF INFORMATION CONCERNING  
SEXUAL AND KIDNAPPING OFFENDERS**

Dissemination of Sexual and Kidnapping Offender Notices:

Sexual and kidnapping offender notices will be emailed by Renton Police Department or King County Sheriff's Office to the superintendent's office or designee. Notices will be forwarded from the law enforcement agency through the district Community Relations Office to principals and other Leadership Team members within three days of receipt of the notice by the superintendent or designee.

The information will include instructions on further dissemination to staff and parents including a prepared statement for placement in school or PTSA newsletters or, if the school does not publish a newsletter, by parent email newsletter delivery.