

Public Access to District Records

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District, mindful of the right of individuals to privacy and the desirability of efficient administration of the district. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. Public access to district records will be afforded according to the policy and procedures developed by the superintendent and periodically reviewed by the board.

As used in this policy and the accompanying procedure, "school district records" is a broad term that includes any writing, containing information relating to the conduct of the District or the performance of any District governmental proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, discs, sound recordings and other documents including existing data compilations from which information may be obtained or translated. "School district records" do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

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

The Superintendent or designee will serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator he/she will authorize the inspection of the district's records only in accordance with the criteria set forth in this policy. The Public Records Coordinator will be trained in the laws and regulations governing the retention and disclosure of records, and will oversee the District's compliance with this policy and state law.

Cross References: 3231 - Student Records

Legal References: Chapter 5.60 RCW WITNESSES -COMPETENCY
Chapter 13.04.155(3) RCW Notification to school principal of conviction, adjudication, or diversion agreement – Provision of information to teachers and other personnel – Confidentiality.
Chapter 26.44.010 RCW Declaration of purpose
Chapter 26.44.030(9) RCW Reports – Duty and authority to make – Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange

of information – Filing dependency petitions –Investigations – Interviews of children – Records – Risk assessment process.
Chapter 28A.605.030 RCW Student education records – Parental review – Release of records – Procedure.
Chapter 28A.635.040 RCW Examination questions – Disclosing – Penalty.
Chapter 40.14 RCW Preservation and destruction of public records.
Chapter 42.17A RCW Campaign Disclosure and Contribution
Chapter 42.56 RCW Public Records Act
WAC 392 – 172A Rules for the provision of special education
Public Law 98-24, Section 527 of the Public Health Services Act, 42 USC 290dd-2
20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)
20 U.S.C. 1400 et. seq. Individuals with Disabilities Education Act (IDEA)
42 U.S.C. 1758 (b)(6)
34 CFR Part 300 – ASSISTANCE TO STATES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES
45 CFR Part 160-164 – GENERAL ADMINISTRATIVE REQUIREMENTS, ADMINISTRATIVE REQUIREMENTS AND SECURITY PRIVACY

Management Resources: 2015 – April Policy Issue
2012 – April Issue
2010 – February Issue
Policy News, June 2006
Policy News, October 2005
Washington State Office of the Attorney General – Open Government Training
Washington State Office of the Attorney General – Model Rules on Public Disclosure

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