



**Board of Director's Regular Work Session Meeting  
October 6, 2022 at 6:30 PM  
District Office, 210 N Park**

**REVISED**

1. Call meeting to order
2. Flag salute
3. Modifications to the agenda
4. Approval of the agenda
5. Consent agenda
  - A. Personnel
    1. Approval to hire Kim Stricker as 3 hour/day Gess Elementary secretary
    2. Approval to hire Natalia Collier as a Jenkins paraeducator
    3. Approve resignation of Brittany Cooper as a Gess paraeducator
    4. Approval to post for a paraeducator
    5. Approval to hire Beckeelou Lee as a cook
6. Approve Resolution 2022/2023-01 Redistricting Director Districts to Adjust to 2020 U.S. Census Data (blue)
7. Third reading Policy 1400 Meeting Conduct, Order of Business and Quorum (gray)
8. Second reading Policy 1822 Training and Professional Development for Board Members (yellow)
9. Second reading new Policy 2411 Certificate of Educational Competency (lavender)
10. Second reading new Policy 6610 Video Surveillance (buff)
11. First reading Policy 4340/4040 Public Access to District Records (pink)
12. First reading Policy 5220 Certificated and Classified Staff Job Descriptions (tan)
13. First reading new Policy 3424 Opioid Related Overdose Reversal (gray)
14. First reading Policy 5255/5281 Disciplinary Action and Discharge (buff)
15. First reading Policy 5250/5280 Termination of Employment/Separation from Employment (green)
- 16. WSSDA General Assembly Report – Director Phillips**
17. Adjourn

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office, at 509-685-6800, ext. 1002, no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

CHEWELAH SCHOOL DISTRICT NO. 36  
STEVENS COUNTY, WASHINGTON

RESOLUTION NO. 2022/2023-01

REDISTRICTING DIRECTOR DISTRICTS TO ADJUST TO 2020 U.S. CENSUS DATA

WHEREAS the Chewelah School District No. 36 has received the 2020 federal decennial census information applicable to the Chewelah School District;

WHEREAS the Chewelah School District No. 36 is a special purpose district with a governing body comprised by internal director districts delineated in Chapter 29A.76.010 of the Revised Code of Washington and is obligated to respond accordingly to receipt of census data;

WHEREAS the Chewelah School District No. 36 has conducted a review of these census data relative to the criteria established by Chapters 28A.343.040 and 29A.76.010(4) of the Revised Code of Washington resulting in the development of modifications to its director districts;

WHEREAS a public hearing was advertised in The Independent and held on Wednesday, September 21, 2022 for the purpose of presenting the proposed Chewelah School District director districts revisions and to receive public comments; and,

WHEREAS after hearing and considering public comment relative to the proposed director district revisions for more than one week, pursuant to Chapter 29A.76.010(5) of the Revised Code of Washington the Chewelah School District No. 36 Board of Directors has determined that director district revisions are necessary to provide for constituent needs and to comply with statutory requirements.

NOW, THEREFORE BE IT RESOLVED that the Chewelah School District No. 36 Board of Directors adopts the director district revisions presented and directs the Superintendent, as Board Secretary, to so notify the Educational Service District and appropriate Stevens County officials.

ADOPTED by the Board of Directors of Chewelah School District No. 36, Stevens County, Washington, at a regular open public meeting held this 6th day of October 2022.

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Judith Bean, Chair and Director

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Theolene Bakken, Vice Chair and Director

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Dan Krouse, Director

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Steve Phillips, Director

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C. Bryan Tidwell, Director

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JASON S. PERRINS  
Secretary to the Board of Directors



## MEMORANDUM

DATE: October 6, 2022

TO: Chewelah School District Community

FROM: Superintendent Perrins

RE: Director districts redistricting following 2020 US Census

Following receipt of U.S. Census population data, school board director district boundaries are reviewed in accordance with RCW 29A.76.010 to ensure board districts are as equal in population as possible, contiguous, compact, do not favor any groups/parties, and protect Areas of Common Interest.

Sammamish Data Systems reviewed Chewelah School District director district boundaries using 2020 U.S. Census data and created the draft redistricting plan with the following considerations:

- Minimal change approach of growing or shrinking districts based primarily on the change to population. Population of District 1 was high, and District 3 was low. Used existing district simple lines with minor adjustments. Achieved a nice population deviation.
- Streamline and improve compactness of the districts. Made District 2 more compact with borders that are easier to use and describe. Used Washington Avenue and South Fork Chewelah Creek Road.. District 3 now crosses Park St. at Webster and King to 5<sup>th</sup> St. S with a jog onto 4<sup>th</sup> St. S.

Next steps:

- Adopt the plan by resolution and submit to Stevens County Auditor

Attachments:

- District Summary Report
- District Summary of Population by Race and Hispanic Origin
- Map 1 – Proposed Board Districts close up with current district boundaries in bold green
- Map 2 – Proposed Board Districts close up
- Map 3 – Proposed Board Districts entire district
- Map 4 – Proposed Board District 1
- Map 5 – Proposed Board District 2
- Map 6 – Proposed Board District 3

12/17/2021

### ***Chewelah School District District Summary Report***

<b>Director District Number</b>	<b>Ideal Population</b>	<b>Total Population</b>	<b>Deviation from Ideal</b>	<b>% Deviation from Ideal</b>	<b>White Population</b>	<b>Hispanic Origin (of any race)</b>	<b>Non White &amp; Mixed</b>
1st	1,999	2,001	2	0.10	1,801	70	200
2nd	1,999	1,993	-6	-0.30	1,807	48	186
3rd	1,999	2,004	5	0.25	1,766	84	238
Totals .....		<u>5,998</u>	<u>1</u>		<u>5,374</u>	<u>202</u>	<u>624</u>

12/17/2021

## Chewelah School District Summary of Population by Race and Hispanic Origin

District Number	Total Population	Total Population by Race								Two or More Races	Hispanic Origin (of any race)
		Single Race									
		Total	White	Black African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other Race	Total		
1st	2,001	1,877	1,801	8	23	9	4	32	124	70	
2nd	1,993	1,864	1,807	2	27	10	2	16	129	48	
3rd	2,004	1,853	1,766	2	31	11	5	38	151	84	
Totals	5,998	5,594	5,374	12	81	30	11	86	404	202	



Chewelah School District -  
Proposed Board Districts  
as Approximated Using  
Census 2020 Geography

- 1st District
- 2nd District
- 3rd District

City Limits

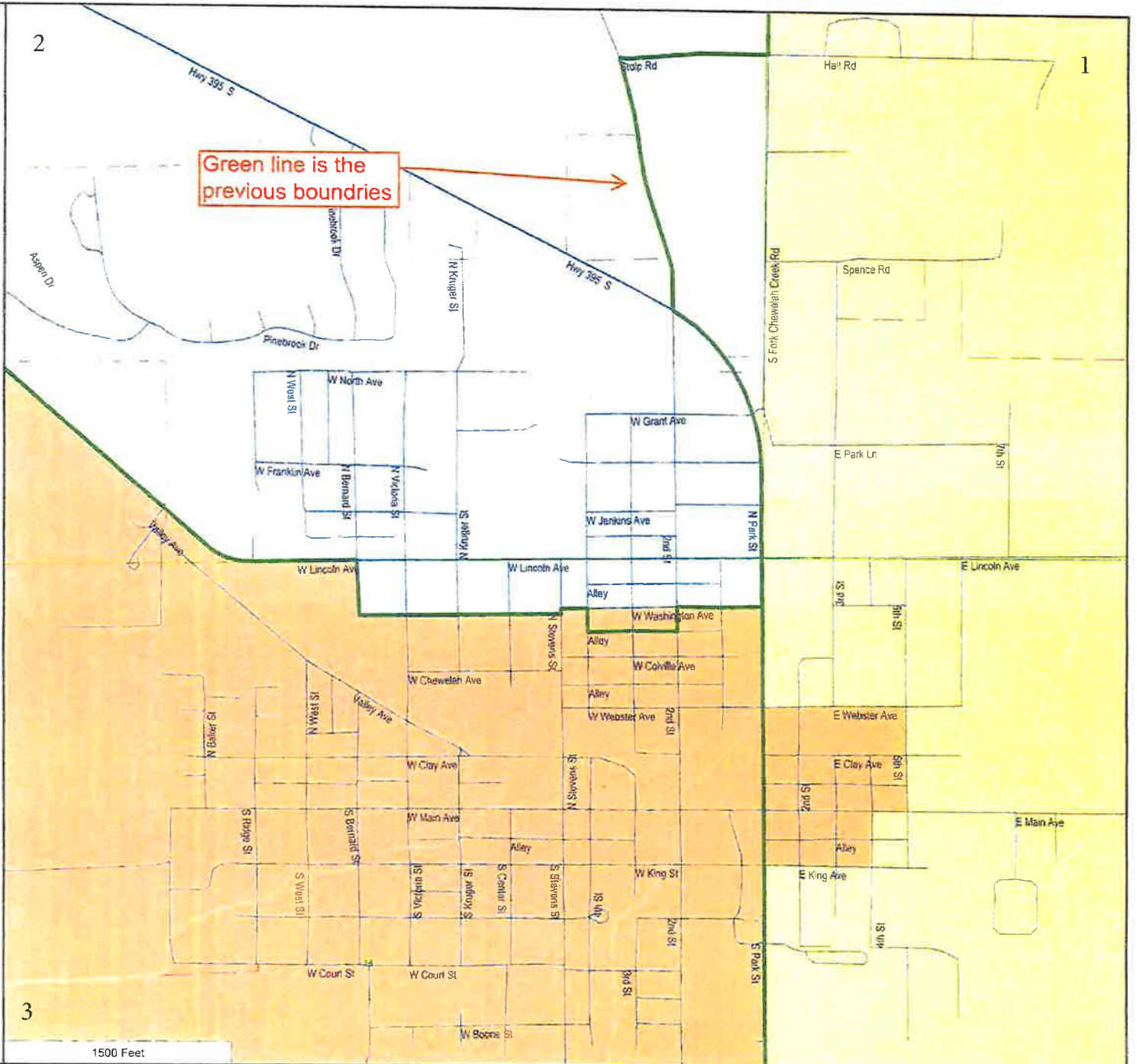
Previous  
Director  
Districts

District  
Outline

Sectional  
Centers

Townships

MAP 1



Chewelah School District -  
Proposed Board Districts  
as Approximated Using  
Census 2020 Geography

- 1st District
- 2nd District
- 3rd District

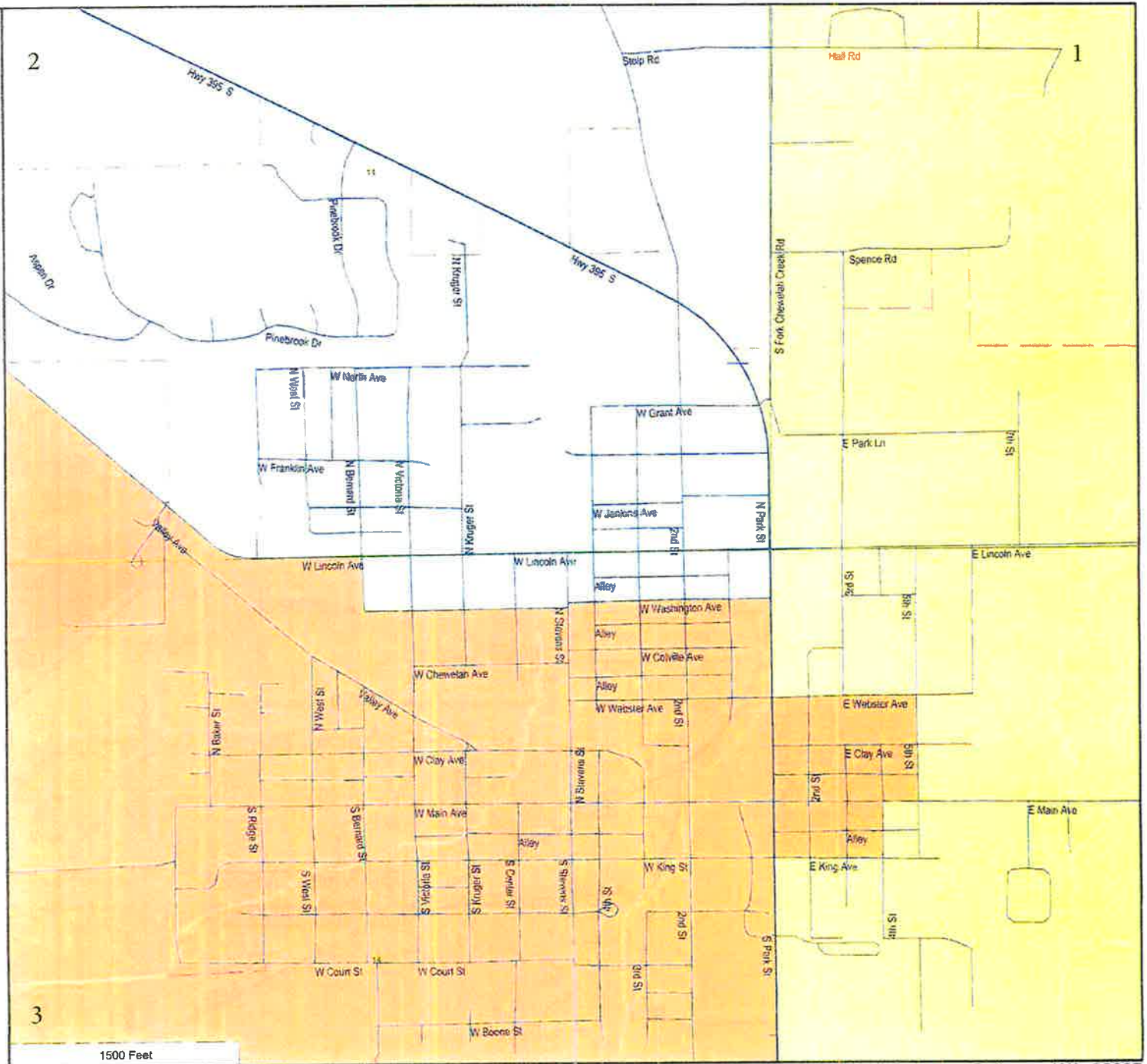
City Limits

District  
Outline

Sectional  
Centers

Townships

MAP 2





100 Feet

200 Feet

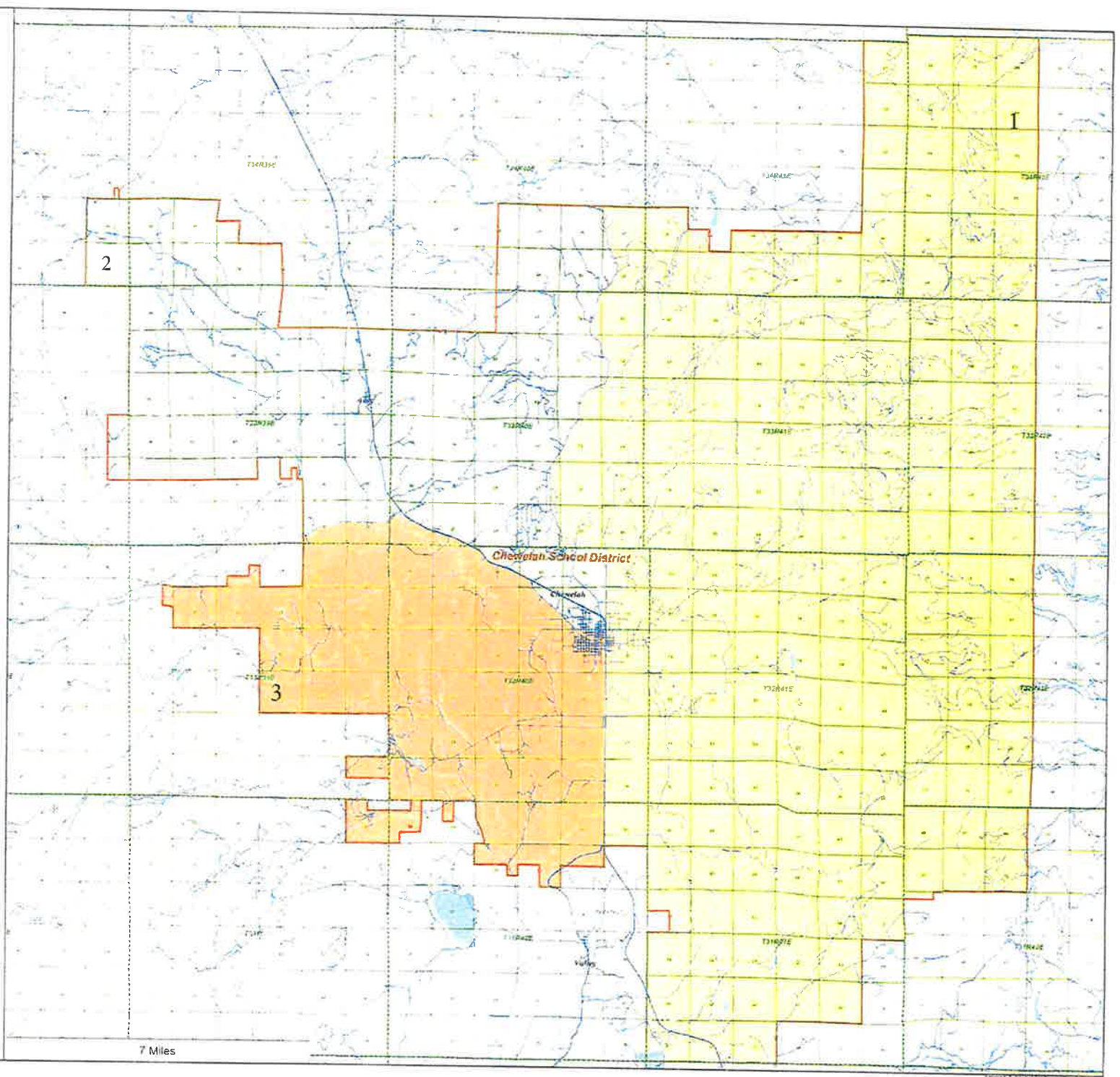
500 Feet

City Limits

District Outline

Sectional Centers

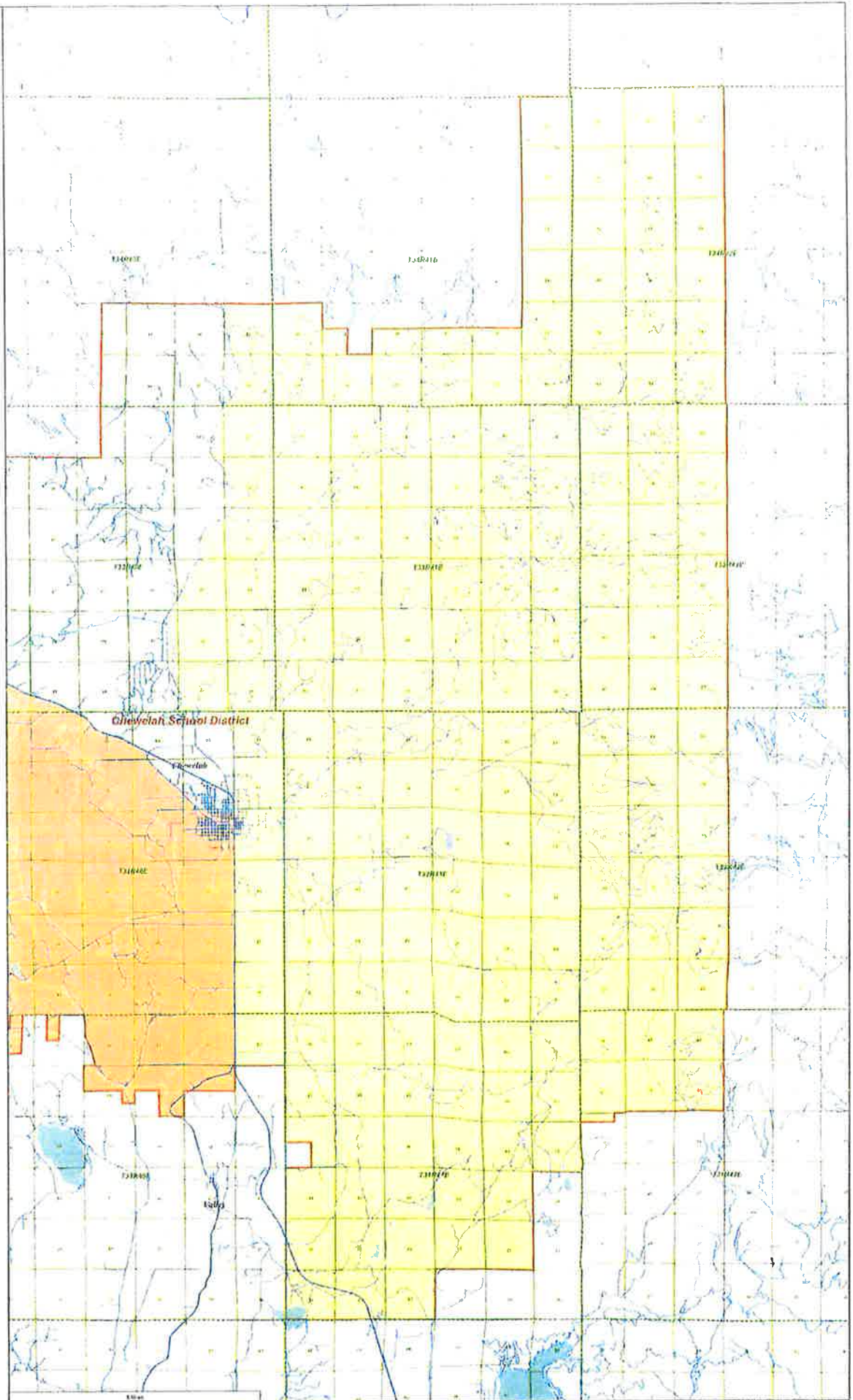
Townships



MAP 3

7 Miles

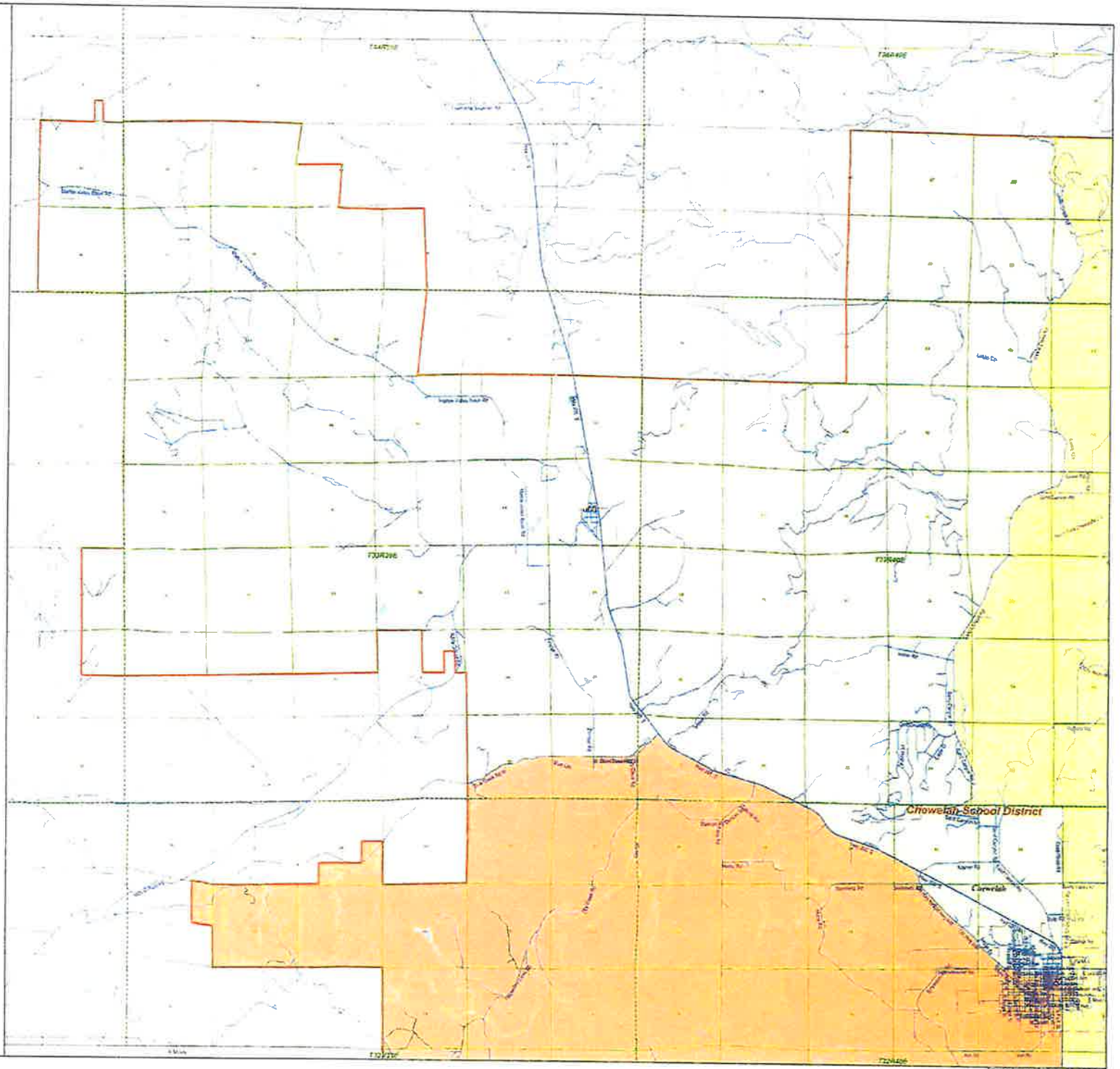
PROPOSED DIST 1



MAP 4

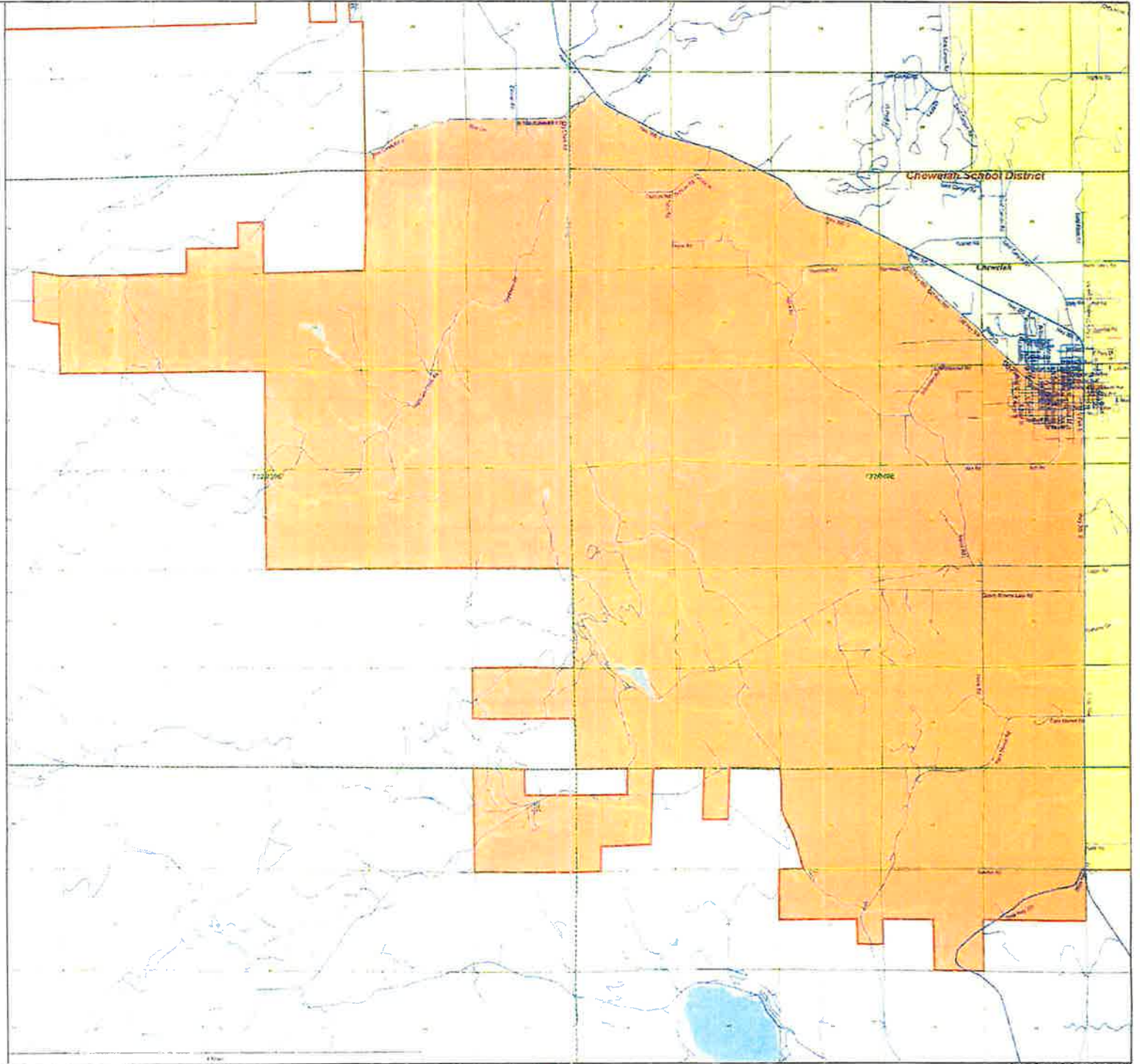


PROPOSED DISTRICT 2



MAP 5

PROPOSED DISTRICT 3



MAP 6

**Sammamish Data Systems Inc.**

PO Box 70382  
Bellevue, WA 98007-0382  
Telephone (425)867-1485  
Fax (425)861-0184  
E-mail: [sales@sammdata.com](mailto:sales@sammdata.com)

**Chewelah School District  
Legal Description – February 7, 2022**

**Director District 1**

Starting at the intersection of Hwy 395 and S Park St.  
North on S Park St to E King Ave.  
East on E King Ave to 4<sup>th</sup> St.  
North on 4<sup>th</sup> St to E Main Ave.  
East on E Main Ave to 5<sup>th</sup> St.  
North on 5<sup>th</sup> St to E Webster Ave.  
West on E Webster Ave to N Park St.  
North on N Park St to Cozy Nook Rd.  
Easterly and northerly on Cozy Nook Rd to the northern boundary of Section 02, Township 32, Range 40E.  
West on said section line to Sand Canyon Rd.  
Meandering northerly on Sand Canyon Rd to Leslie Creek Rd.  
Meandering northerly on Leslie Creek Rd to the school district boundary.  
Clockwise on the school district boundary to the southern crossing of Hwy 395.  
North on Hwy 395 to the point of the beginning.

**Director District 2**

Starting at the intersection of Leslie Creek Rd and Sand Canyon Rd.  
Southerly on Sand Canyon Rd to the southern boundary of Section 34, Township 33, Range 40E.  
East on said section to Cozy Nook Rd.  
Southerly on Cozy Nook Rd to N Park St.  
South on N Park St to W Washington Ave.  
West on W Washington Ave to N Bernard St.  
North on N Bernard St to W Lincoln Ave.  
Westerly on W Lincoln Ave to Old Hwy NW.  
Northwest on Old Hwy NW to Hwy 395 S.  
Northwesterly on Hwy 395 S to W Blue Creek Rd.  
Southwest and westerly on W Blue Creek Rd to the school district boundary.  
Clockwise on the school district boundary to the northern crossing of Leslie Creek Rd.  
Southerly on Leslie Creek Rd to the point of the beginning.



**Director District 3**

Starting at the intersection of Hwy 395 and S Park St.  
North on S Park St to E King Ave.  
East on E King Ave to 4<sup>th</sup> St.  
North on 4<sup>th</sup> St to E Main Ave.  
East on E Main Ave to 5<sup>th</sup> St.  
North on 5<sup>th</sup> St to E Webster Ave.  
West on E Webster Ave to N Park St.  
North on N Park St to W Washington Ave.  
West on W Washington Ave to N Bernard St.  
North on N Bernard St to W Lincoln Ave.  
Westerly on W Lincoln Ave to Old Hwy NW.  
Northwest on Old Hwy NW to Hwy 395 S.  
Northwesterly on Hwy 395 S to W Blue Creek Rd.  
Southwest and westerly on W Blue Creek Rd to the school district boundary.  
Counter-clockwise on the school district boundary to the southern crossing of Hwy 395.  
North on Hwy 395 to the point of the beginning.

**Director District 4**

At Large

**Director District 5**

At Large

## MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

The board will schedule its meetings in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

### Regular Meetings

Regular meetings are held at 6:30 PM on the date and location as indicated in the schedule listed ~~or at other times and places as determined by the presiding officer or by majority vote of the board.~~ An agenda of the business that the board will transact ~~must~~ will be posted on the district website, or the website shared or hosted by another public agency not less than twenty-four (24) hours in advance of the published start time of the meeting, ~~unless the district does not have a website or employs fewer than ten full-time equivalent employees.~~

~~If the board will hold regular meetings at places other than the district office boardroom, or if the board adjourns to times other than a regular meeting time, the board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries. In cases of emergency, fire, flood, earthquake, or other emergency, the presiding officer chair/president may provide for a location other than that of the regular meeting, a remote meeting with no physical location, or a meeting at which physical attendance is limited. In the instances of remote or limited in-person meetings, the District will provide a real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting. When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day.~~

The District will hold remote or physical attendance limited meetings only in cases of emergency declared by federal, state or local government, or in cases of local emergency, fire, flood, earthquake or other emergency, and at such meetings will provide real-time telephonic, electronic, internet or other readily available means of remote access that do no require an additional cost to attend the meeting.

The schedule for regular meetings shall be:

January	Work Session	6:30 pm	1 <sup>st</sup> Thursday	District Office
January	Business Meeting	6:30 pm	3 <sup>rd</sup> Wednesday	Gess
February	Work Session	6:30 pm	1 <sup>st</sup> Thursday	District Office
February	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	Jenkins Jr./Sr. High
March	Work Session	6:30 pm	1 <sup>st</sup> Thursday	District Office
March	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	Quartzite
April	Work Session	6:30 pm	1 <sup>st</sup> Thursday	District Office
April	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	District Office
May	Work Session	6:30 pm	1 <sup>st</sup> Thursday	District Office
May	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	District Office

June	Work Session	6:30 pm	1st Thursday	District Office
June	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	District Office
July	Work Session	6:30 pm	1st Thursday	District Office
July	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	District Office
August	Work Session	6:30 pm	1st Thursday	District Office
August	Business Meeting	6: 30 pm	4 <sup>th</sup> Wednesday	District Office
September	Work Session	6:30 pm	1st Thursday	District Office
September	Business Meeting	6:30 pm	3 <sup>rd</sup> Wednesday	District Office
October	Work Session	6:30 pm	1st Thursday	District Office
October	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	District Office
November	Work Session	6:30 pm	1st Thursday	District Office
November	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	District Office
<i>(Moved to Monday of fourth week in November if Thanksgiving is also in 3<sup>rd</sup> week.)</i>				
December	Work Session	6:30 pm	1st Thursday	District Office
December	Business Meeting	6: 30 pm	3 <sup>rd</sup> Wednesday	District Office

### Special Meetings

Special meetings may be called by the *chair/president* or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or **electronic mail email**. The notice must be posted on the district's website unless the district 1) does not have a website, **or share a website with, or have its website hosted by, another public agency** 2) employs **fewer than ten- no** full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The **d**District must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters **and is not held as a remote meeting**. **During a declared emergency that prevents a meeting from being held in-person with reasonable safety, the District may post notice of a remote meeting without a physical location on the district website, or the website hosted or shared by another agency.**

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if **he or she that board member**:

- Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or **electronic mail email**;  
or
- Is actually present at the time the meeting convenes.



The board will not take final disposition on any matter other than those items stated in the meeting notice. If the District calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior notice.

### **Emergency Meetings**

~~In the event of an emergency involving fire, flood, earthquake, possible personal injury, or property damage, the board may meet immediately and take official action without prior notification.~~ If the District determines, by reason of fire, flood, earthquake, or other emergency, that there is a need for expedited action by the board to meet the emergency, the chair/president may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The chair/president may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the District will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allows for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the District must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit the other electronic means of remote access.

The District will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The District will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this Policy.

### **Public Notice**

The board will give proper public notice for any special meeting; whenever a regular meeting is adjourned to another time; ~~or, when a regular meeting is to be held at a place other than the district office board room.~~ The board may provide notice for an emergency meeting in accordance with this Policy.

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. The board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting and those who may have difficulty physical attending a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

### **Quorum and Voting**

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides ~~simultaneous aural~~ real-time verbal communication without being in the same physical location with those in attendance. Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of all board members is required to elect or select a superintendent or board officer and the board



must vote on these matters by an oral roll call the board will vote by an oral roll call whenever required by law.

### **Meeting Conduct and Order of Business**

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board uses *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by email, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, "nun-chu-ka sticks," "throwing stars," air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9.41.280. The board will ensure that signs providing notice of the restrictions on possessions of firearms and other weapons are posted at facilities being used for official meetings of the board.

### **Public Attendance and Comment**

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment with the exception of emergency situations, the board will provide a period at the beginning of the or before every regular meeting at which final action is to take place for public comment. ~~During which public comment period,~~ visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received insert reasonable deadline, such as 24 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.

The board may structure the oral public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward,

individuals will identify themselves and proceed to make comments within the time limits established by the board.

The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous under a legal standard;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting

The board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board, district, and / or staff that are negative yet still civil in nature. The board ~~and~~ will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the board ~~will~~ may identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

Cross References:	1220 - Board Officers and Duties of Board Members 1410 - Executive or Closed Sessions 1420 - Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.330.020 Certain board elections, manner and vote required - Selection of personnel, manner RCW 28A.320.040 Bylaws for board and school government RCW 28A.330.070 Office of board — Records available for public inspection

RCW 28A.343.370 Vacancies  
RCW 28A.343.380 Meetings  
RCW 28A.343.390 Quorum — Failure to attend meetings  
RCW 42.30.030 Meetings declared open and public  
RCW 42.30.050 Interruptions - Procedure  
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc.,  
adopted at public meetings — Notice — Secret voting prohibited  
RCW 42.30.070 Times and places for meetings - Emergencies -  
Exception  
RCW 42.30.080 Special Meetings  
[RCW 9.41.280 Possessing dangerous weapons on school  
facilities – Penalty – Exceptions](#)  
42 U.S.C. §§12101-12213 Americans with Disabilities Act  
[2022 – June Issue](#)  
2018 - August 2018 - August Policy Issue  
2014 - June Issue  
2013 - April Issue  
2012 - June Issue  
Policy News, June 2005 Special Meeting Notice Requirements

Management Resources:

**Adoption Date: 01.16.02**  
**Chewelah School District #36**  
**Revised: 02.04.00; 06.05, 01.21.09, 4.20.11, 4.20.16, 3.21.18, 2.19.20, 11.18.20**  
**Classification: Essential**



## TRAINING AND PROFESSIONAL DEVELOPMENT FOR BOARD MEMBERS

In keeping with the need for continuing training and development to enhance effective governance, the board encourages the participation of its members at appropriate board conferences, workshops and conventions. Additionally, board members will obtain the trainings required by Washington state. Funds for board participation at such meetings leadership training and professional development will be budgeted for on an annual basis.

### Required Training for School Board Directors

There are two areas of training required by Washington state:

- Open Government training, and
- Cultural Competency, Equity, Diversity, and Inclusion training

#### Open Government Training

School board directors must receive Open Government training no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. School board directors must also receive “refresher” training at intervals of no more than four years, so long as they remain on the school board. Open Government training is available from the Washington Attorney General’s Office (<https://www.atg.wa.gov/opengovernmenttraining.aspx>) and at the annual conference of the Washington state school directors’ association.

#### Cultural Competency, Equity, Diversity and Inclusion Training

Beginning with the 2022 calendar year, each member of a board of directors shall complete a governance training program once per term of elected office. If the director is appointed or elected to a first term of office, the director must complete governance training requirements within two years of appointment or certification of the election in which they were elected.

The governance training completed by directors must be aligned with the cultural competency, diversity, equity, and inclusion standards for school director governance developed and provided by the Washington State School Directors’ Association. Per Washington state law, the required training elements for both first and subsequent school director terms are defined by the Washington state school directors’ association.

#### Recommended Professional Development for School Directors

In addition to the required areas of training above, the Chewelah School District is committed to ongoing professional development both for individual school board directors and the board as whole. Each school board director is a member of the Washington State School Directors’ Association, which provides professional development and resources at its annual conference and through year-round leadership development services for individual school board directors and boards.

Cross References: Board Policy 1005 Key Functions of the Board  
Board Policy 1810 Annual Governance Goals and Objectives  
Board Policy 1820 Evaluation of the Board  
Board Policy 1731 Board Member Expenses  
Board Policy 1805 Open Government Trainings

Legal References: RCW 28A.345.120 School director governance – Cultural  
competency, diversity, equity, and inclusion  
– Training programs

**Adoption Date: 02.19.97**  
**Chewelah School District #36**  
**Revised: 12.15.98, 01.21.09**  
**Classification: ~~Optional~~ Encouraged**



## CERTIFICATE OF EDUCATIONAL COMPETENCY

Certificates of educational competency will be awarded by the Superintendent of Public Instruction and the State Board for Community and Technical Colleges.

To be eligible for a certificate of educational competency, a student who is 16 years of age or older but under 19 years of age must have a substantial and warranted reason for leaving the regular high school program, or have been home schooled.

The student may apply either to the resident district or the school the student last attended in the State of Washington. The application must be signed by the student's parent and will include the recommendation of ~~a staff review committee and the superintendent/designee~~. Reasons for withdrawal to seek a certificate of education competency may include:

- A. ~~Personal problems which seriously impair the student's ability to make reasonable progress toward high school graduation;~~
- B. ~~A financial crisis which directly affects the student and necessitates the student's employment during school hours;~~
- C. ~~The lack of curriculum and instruction which constitute appropriate learning experiences for the student;~~
- D. ~~The inability or failure of the school of attendance to adjust its program for the individual or otherwise make arrangements for enrollment in a program in a manner which enables the student to advance toward graduation with reasonable progress and success;~~
- E. ~~A determination by the designated employee of the district that it is in the best interests of the student to withdraw in order to enter a postsecondary institution or the military, or to engage in employment; or~~
- F. ~~The student has been home-schooled and has essentially completed high school work.~~

Any student who feels that the denial to apply for a certificate of educational competency was unwarranted may appeal to the board of directors. The board of directors will make a decision within 30 calendar days of the request and such decision be final, subject to an appeal to a court of law pursuant to RCW 28A.645.010.

Cross References:

Board Policy 3114

Part-Time, Home-Based, or  
Off-Campus Students

Legal References:

RCW 28A.205.030

Reentry of prior dropouts into  
common schools, rules —  
Eligibility for GED test

RCW 28A.305.190

Eligibility to take GED test

Chapter 180-96 WAC

General Education  
Development (GED) Test

Chapter 131-48 WAC

Certificate of educational  
competence

**Adoption Date:**

**Chewelah School District #36**

**Revised:**

**Classification: Essential**

## VIDEO SURVEILLANCE

The board authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The board authorizes video surveillance in common areas on district property and further authorizes the superintendent or designee to determine exact locations for cameras. The board further authorizes the superintendent or designee to install cameras to address specific incidents or need. However, the district will not install or use cameras in restrooms and locker rooms.

In general, only those individuals with a legitimate administrative or educational purpose may be permitted to view the video recordings. In most instances, those persons will be the superintendent, principals, supervisors, and other administrators.

The district will notify staff and students through [insert method of notification, for example, website, handbooks, etc.] that video surveillance may occur on district property. The district may use footage from video surveillance for student disciplinary action. In addition, the district reserves the right to use footage from video surveillance for staff discipline or discharge, although this is not the primary purpose of video surveillance.

In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.

Legal References:

42 U.S.C. 1232g

Family Educational Rights  
and Privacy Act

Management Resources

2018 – August 2018 Policy  
Issue

**Adoption Date:**

**Chewelah School District #36**

**Revised:**

**Classification: Encouraged**



## PUBLIC ACCESS TO DISTRICT RECORDS

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

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

As used in this policy and the accompanying procedure, "School district records" is a broad term that includes any writing, printing, photocopying, photographing, etc. containing information relating to the conduct of the District operations and or the performance of any District governmental or proprietary functions of the district which is 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 handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. Included within these definitions are digital and electronic forms of communication, including emails, texts or messages through any medium or application, pages, postings and comments from any District-operated or District-sponsored website. The District will retain public records in compliance with state law and regulations.

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

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



multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of District supplies and labor.

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

### **REMAINING LANGUAGE MOVED TO PROCEDURE AND UPDATED**

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

- A. Personal information from any file maintained for students (RCW 42.17.310(l)(a)). Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g and adopted district policy;
- B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy (Requests for verification of employment are not public records and will not be disclosed. Performance evaluations that do not discuss specific instances of misconduct are private and not of legitimate public concern. They will not be disclosed) (RCW 42.17.310(l)(b));
- C. Test questions, scoring keys, or other examination data used to administer academic tests (RCW 42.17.310(l)(f));
- D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal (RCW 42.17.310(l)(g)).
- E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the district in connection with any district action (RCW 42.17.310(l)(i));



- F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts -- RCW 42.17.310(1)(j);
- G. Records or portions of records the disclosure of which would violate personal rights of privacy--RCW 42.17.260(1) and RCW 42.17.310(2);
- H. Records or portions of records the disclosure of which would violate governmental interests--RCW 42.17.310(2);
- I. The residence addresses, telephone numbers personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of employees or volunteers at a public agency held in personnel records, rosters, and mailing lists—RCW 42.17.310 (i)(u).
- J. The names, dates of birth, residential addresses and telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of dependents of employees and volunteers of a public agency.
- K. Personally identifiable information for special education students — WAC 172-424.

If the district denies any request, in whole or in part, for inspection and copying of records, the district shall provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies. No request shall be denied solely on the basis that the request is overbroad.

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

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

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

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

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

Cross References:

Policy 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. 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 26.44.030(9) RCW

Student education records — Parental review — Release of records — Procedure.

Chapter 28A.605.030 RCW

Examination questions — Disclosing — Penalty.

Chapter 28A.635.040 RCW

Preservation and destruction of public records

Chapter 40.14 RCW

Campaign Disclosure and Contribution

Chapter 42.17A RCW

Public Records Act  
Rules for the provision of special education

Chapter 42.56 RCW  
WAC 392-172A

Public Law 98-24, Section 527 of the Public Health Services Act, 42 USC § 290dd-2

20 U.S.C. 1232g

20 U.S.C. § 1400 et. seq.

42 U.S.C. § 1758(b)(6)  
34 CFR Part 300

45 CFR Part 160—164

Federal Education Rights Pri-  
vacy Act (FERPA)  
Individuals with Disabilities  
Education Act (IDEA)

ASSISTANCE TO STATES  
FOR THE EDUCATION OF  
CHILDREN WITH  
DISABILITIES  
GENERAL  
ADMINISTRATIVE  
REQUIREMENTS,  
ADMINISTRATIVE  
REQUIREMENTS AND  
SECURITY AND PRIVACY

Management Resources:

2017 - July Issue

2015 - December Issue

2015 - April Issue

2012 - April Issue

2010 - February Issue

Policy News, June 2006

Policy News, October 2005

Washington State Office of  
the Attorney General

Washington State Office of  
the Attorney General

Open Government Training

Model Rules on Public Dis-  
closure

**Adoption Date: 02.19.97**  
**Chewelah School District #36**  
**Revised Date: 01.18.06**  
**Classification: Essential**



## **Public Access to District Records**

### **Purpose of these Procedures and General Principals**

The following procedures shall be used to carry out the district's policy regarding public access to district records: These procedures have been established by the Superintendent and published pursuant to Board Policy 4040 and RCW 42.56.040 to explain the process for public access to school district records and to provide guidance in how the District will respond to such requests.

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

### **DISTRICT PUBLIC RECORDS OFFICER**

#### **Public Records Custodian Officer**

At each facility where district records are kept, an administrator shall serve as public records custodian who shall be responsible for the maintenance of district records in accordance with district policy. The custodian shall permit access to, and copying of, district records by the public with authorization from the superintendent who is the public records coordinator. The public records coordinator shall be listed in the district directory and student/parent handbook.

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

The current Public Records Officer of the District may be reached at the District's Central Administrative Building as follows:

Public Records Officer  
Address: 210 N. Park St., PO Box 47  
Chewelah, WA 99109  
Email: [publicrecordsrequest@chewelahk12.us](mailto:publicrecordsrequest@chewelahk12.us)

Information regarding contacting the Public Records Officer is also available at the District website at [chewelah.k12.wa.us](http://chewelah.k12.wa.us).

#### **Public Records Officer Training**

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



**Display of Descriptions, Policies and Procedures.** The coordinator shall 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 and the public can obtain information and copies of public records (this policy and procedure);
- D. Descriptions or statements of all formal and informal district procedures;
- F. All district rules of procedure;
- G. All substantive rules of general applicability;
- H. All statements of general policy; and
- I. All interpretations of general applicability developed or utilized by the district.

The public record's coordinator shall update the displayed materials identified above whenever an item is amended, revised or repealed.

**Index of Certain Records.** The coordinator shall be responsible for the preparation and maintenance and availability for inspection and copying by the public of current indexes of the following records:

- A. Statements and interpretations of district policies; and
- B. Administrative staff manuals and instructions to staff that may affect a member of the public;
- C. Planning policies and goals and interim and final planning decisions;
- D. Factual staff reports, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by district staff or others.

The indexes described above shall be kept at the district's central office.

If the coordinator determines that the indexing of one or more of the categories of records described above or one or more of the subcategories within such categories would be unduly burdensome or interfere with district operations, he/she shall request that the board adopt a formal resolution exempting such categories or subcategories from the indexing required by this

~~section. The resolution shall specify the reasons and the extent to which indexing would unduly burden or interfere with district operations.~~

## AVAILABILITY OF PUBLIC RECORDS

### Hours for Inspection

Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 8:30 a.m. to 3:30 p.m., during the school year, and 8:30 a.m. to 3:00 p.m., on days school is not in session, excluding legal holidays. Records must be inspected at the offices of the District.

### Organization of Records

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

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

### Information Online

A variety of records and information are available on the District website at [chewelah.k12.wa.us](http://chewelah.k12.wa.us). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

## MAKING A REQUEST FOR PUBLIC RECORDS

### Requests for Inspection and Copying to Public Records Officer

. Upon written request, the district shall make available to any person for inspection and copying any record or records not exempted by district policy. Any person wishing to inspect or copy public records of the District shall make the request in person during the District's normal office hours, or in writing by letter, fax, or email addressed to the Public Records Officer and ~~A written request for inspection and/or copying of records may include~~ including the following information:

- A. ~~Name, address, and signature of the party requesting disclosure and the date of request~~ telephone number, and email address of the requestor;



- B. ~~Specification~~ Identification of the public records ~~or types of records requested~~ adequate for the Public Records Officer or designee to locate the records; and
- C. ~~A statement of the intended use of requested documents if lists of individuals are included. The district shall not deny a request solely due to refusal to furnish a reason for the request~~ The date the request is submitted to the District.

The District recommends using its Public Records Request Form when submitting a request for records. This form is available for use by requestors at the District's central office and online at [chewelah.k12.wa.us](http://chewelah.k12.wa.us).

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

~~Written requests shall be made and records shall 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 which the coordinator has designated in writing as "open to inspection," the student record's custodian at the facility where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the coordinator.~~

### Identifiable Records

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

### Requesting Electronic Records

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

### Creating New Records

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



### Copies of Records

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

### Requests Not in Writing

The Public Records Officer or designee may accept informal requests for public records by telephone or in person. To avoid any confusion or misunderstanding, however, requestors should be mindful that a request reduced to writing is always the preferred method. If the Public Records Officer or designee receives a request by telephone or in person, the Public Records Officer will confirm his or her understanding of the request with the requestor in writing.

## PROCESSING OF PUBLIC RECORDS REQUESTS

### Order of Processing Requests

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

### Central Review

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

### Five-Day Response

A response to each written request for inspection and copying of district records shall be provided ~~w~~Within five (5) business days of receipt of a request, the Public Records Officer will do one or more of the following:

1. . The district may respond by providing ~~Provide copies of the requested record(s) requested or make the record available for inspection – or ,~~ in the alternative, provided an internet address and link to the District's website where the specific record can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the internet); or
2. Acknowledge that the District has received the request and provide a reasonable estimate of time it will require to fully respond; or
3. Acknowledge that the District has received the request, and ask the requestor to provide clarification for a request that is unclear, while providing to the greatest extent possible a reasonable estimate of the time the District will require to respond to the request if it is not clarified; or
4. ~~d~~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 shall contain an explanation of the statutory basis of the denial. If a record contains disclosable information, the district shall disclose the record with the nondisclosable portion deleted and provide a written explanation of the statutory basis for the deletion. (although no request will be denied solely on the basis that the request is overbroad).



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

The District may deny a bot request that is one of multiple requests from the requestor within a twenty-four (24) hour period if the District establishes that responding to the multiple bot requests would cause excessive interference with the District's other essential functions. The District may deem a request to be a bot request when the District reasonably believes the request was automatically generated by a computer program or script.

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

#### **Purpose of Request**

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

#### **Protecting Rights of Others**

If ~~a~~ ~~In the event that the~~ requested records contains personally identifiable information about a person ~~information that may affect rights of others and may be arguably exempt from disclosure,~~ the Public Records Officer may, prior to ~~release~~ providing the records, ~~the person and~~ appropriate bargaining unit, if any, shall be notified of the request and the district's intended response give notice to such others. The notice may make it possible for the others to contact the requestor and ask him or her to revise the request, or, if necessary, seek a court order to prevent or limit the disclosure. The notice to the affected persons may also include a copy of the request.

#### **Records Exempt from Disclosure**

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

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

If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and



indicate to the requestor why portions of the record are being redacted in the withholding index or log.

### List of Laws Exempting or Prohibiting Disclosure

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

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

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

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

### Inspection of Records

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



**Providing Copies of Non-Electronic Records**

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

**Providing Electronic Records**

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

**Providing Records in Installments**

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

**Completion of Inspection**

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

**Closing Withdrawn or Abandoned Request**

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

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

**Later Discovered Documents**

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

If the public record's coordinator concludes that disclosure of a requested record that is not exempt from disclosure is not in the public interest and would substantially and irreparably



~~damage any person or vital governmental function, the coordinator shall seek an injunction to prevent disclosure.~~

~~Staff shall provide full assistance to members of the public making inquiries or requests related to district records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which 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 shall make copies of public records for a per page fee of fifteen cents and the actual cost of postage and an envelope, if any. Determining the actual cost of copying is excessively burdensome therefore the district is using the statutory fifteen cents per page charge. The district may require a deposit not to exceed 10 percent of the estimated cost of providing copies of a request and may charge per installment. The district may stop filling a request if an installment is not claimed.~~

~~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 record's custodian shall 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.~~

### **COSTS OF PROVIDING RECORDS, WAIVER OF COSTS, AND AGREEMENTS REGARDING COSTS**

#### **Cost of Printed Copies and Mailing**

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

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

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

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



### Customized Service Charge

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

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

### Cost for Electronic Records

The cost for providing electronic records is as follows:

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

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

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

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

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

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



**Deposits**

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

**Waiver**

The Public Records Officer may waive any charge assessed for a request. On behalf of the District, the Public Records Officer may also enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this Procedure, or in response to a voluminous or frequently occurring request.

**REVIEW OF DENIALS OF PUBLIC RECORDS**

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

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

**Consideration of Petition for Review**

The Public Records Officer shall promptly provide the petition and any other relevant information to the customize as appropriate e.g. the district Superintendent or another administrative official who supervises the district Public Records Officer. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the district's receipt of the petition, or within such other time, which the District and the requestor mutually agree.

**REPORTING COSTS OF PRODUCING PUBLIC RECORDS**

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

## CERTIFICATED AND CLASSIFIED STAFF JOB DESCRIPTIONS

Staff are subject to the policies of the district, provisions of staff agreements in effect, state board of education regulations, state superintendent of public instruction regulations and other applicable state law.

Employees ~~shall will~~ be directly responsible to the principal and/or immediate supervisor at their respective building for implementing the policies, instructions, rules and regulations of ~~each principal, the superintendent and the board of directors~~ the district. It ~~shall will~~ be the duty of each employee to know the rules, policies and regulations of the school and the school district.

The superintendent ~~shall will~~ be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved. Each staff member ~~shall will~~ receive a job description which shall also serve as a basis for evaluation. Job descriptions ~~shall will~~ be reviewed annually and revised when appropriate.

Legal References:

RCW28A.405

Teachers--General Provisions

28A.405.100(2)

Minimum criteria for the evaluation of certificated employees, including administrators--Procedure--Scope--Penalty

~~WAC180-44~~

~~Teacher's Duties~~ WAC repealed in 2015

**Adoption Date:** 02.19.97  
**Chewelah School District #36**  
**Revised Date:**  
**Classification:**



## OPIOID RELATED OVERDOSE REVERSAL

The board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. To assist a person at risk of experiencing an opioid-related overdose, the district will may seek to obtain and maintain at least one set of opioid overdose reversal medication doses in each of its high schools.

The district has authority to obtain and maintain opioid overdose reversal medication either through a standing order, prescribed and dispensed according to RCW 69.41.095(5), or through one or more donation sources. The district will may seek at least one set of opioid reversal medication doses for each of its high schools school sites. However, if the district documents a good faith effort to obtain and maintain opioid overdose reversal medication through a donation source, and is unable to do so, the district is exempt from the obligation to have a set of opioid reversal medication doses for each high school.

The following personnel may distribute or administer the school-owned opioid overdose reversal medication to respond to symptoms of an opioid-related overdose:

- A school nurse;
- School personnel who become designated trained responders; or
- A health care professional or trained staff person located at a health care clinic on public school property or under contract with the school district.

Training for school personnel to become designated trained responders and distribute or administer opioid overdose reversal medication must meet the requirements for training described in the statute and any rules or guidelines for such training adopted by the Office of Superintendent Public Instruction. If a district high school does not have a full-time school nurse or trained health care clinic staff, the district shall identify at least one member of each high school's personnel to become a designated trained responder who can distribute and administer opioid overdose reversal medication.

Opioid overdose reversal medication may be used on school property, including the school building, playground, and school bus, as well as during field trips or sanctioned excursions away from school property. A school nurse or a designated trained responder may carry an appropriate supply of school-owned opioid overdose reversal medication on in-state field trips and sanctioned in-state excursions.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such "self-carrying" individuals must show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training as specified in the accompanying procedure.

If any type of overdose is suspected, including an opioid related overdose, district staff will call 9-1-1 and alert a first responder. The school nurse, designated trained responder, or trained staff



person located at a health care clinic on public school property or under contract with the school district will follow the Washington Department of Health steps for administering naloxone for a suspected opioid related overdose.

Cross References:                    3416 – Medication at School  
                                                 3418 – Emergency Treatment

Legal References:                    Chapter 28A.210 RCW – Health Screening and Requirements  
                                                 Chapter 69.50.315 RCW – Health Screening and Requirements  
                                                 Chapter 69.50.315 RCW – Drug-related overdose

Management Resources:            2020 – February Issue  
                                                 OSPI, January 2020, *Opioid Related Overdose Policy*  
                                                 *Guidelines and Training in the School Setting*

**Adoption Date:**  
**Chewelah School District #36**  
**Revised Dates:**  
**Classification: Essential**

## OPIOID RELATED OVERDOSE REVERSAL

Opioid overdose reversal medication and rescue breathing are evidence-based interventions known to result in positive outcomes for individuals experiencing an opioid related overdose. The district shall utilize the *Opioid Related Overdose Policy Guidelines & Training in the School Setting* published by the Office of the Superintendent of Public Instruction.

### Opioids and Overdose

Opioids are a class of drugs derived from opium poppy or entirely created in a lab. Opioids include morphine, codeine, oxycodone, hydrocodone, hydromorphone, heroin, meperidine, fentanyl, and methadone. There are prescription opioids and opioids that are created and obtained illicitly.

An opioid overdose happens when someone has taken too much of an opioid. Synthetic opioids such as Fentanyl are especially dangerous due to its potency and can be added to illicit street drugs. A person may experience non-life threatening effects such as nausea, vomiting, or sleepiness. A person may also experience life threatening effects that may lead to death, including infrequent or absent breathing, slowed or irregular heartbeat, no response to stimuli, and severe allergic reaction.

Risk factors for an opioid overdose include:

- Mixing opioids with other substances including benzodiazepines or alcohol
- Using after a break in use due to decreased tolerance
- Taking too many opioids
- Other health conditions
- Previous overdose
- Using opioids not from a pharmacy because the strength is unknown
- Using alone (increases risk from dying from an overdose)

Those who overdose rarely experience sudden breathing cessation. There is usually enough time to intervene before breathing completely stops and death occurs. Opioid overdose reversal medication and rescue breathing are evidence-based intervention outcomes for individuals experiencing an opioid overdose.

An opioid high presents differently than an opioid overdose.

<u>Opioid High</u>	<u>Opioid Overdose</u>
<u>Normal skin tone</u>	<u>Pale, clammy skin</u> <u>Blue or purple lips or fingernails for person with light complexion and white or ashy lips and fingernails for person with dark complexion</u>
<u>Breathing appears normal</u>	<u>Infrequent, shallow, or absent breathing</u> <u>Respiratory rate less than 8 breaths per minute</u>
<u>Normal heart rate</u>	<u>Slow or irregular heartbeat</u>
<u>Looks sleepy</u>	<u>Unconscious or unable to wake</u>



<u>Speech slurred or slow</u>	<u>Deep snoring, gurgling, or choking sounds (death rattle)</u>
<u>Responsive to stimuli</u>	<u>Not responsive to stimuli</u>
<u>Pinpoint pupils (with some exceptions)</u>	<u>Pinpoint pupils</u>

An opioid overdose may occur intentionally or in many cases unintentionally after injection, ingestion, or inhalation of an opioid. Assessing an individual for responsiveness and breathing is critical to a successful outcome of a person experiencing an opioid overdose. A few quick ways to determine this are:

- Shout their name and shake them
- Rub knuckles hard on the breastbone in the middle of the chest or on the upper lip of the individual.

If the person responds to the stimuli, assume an overdose has not yet occurred. However, emergency medical services should be notified. Remain with the individual and continue to assess for responsiveness and breathing until help arrives. It is important to monitor the person and try to keep the individual awake and alert. If the person does not respond to hearing their name, being shook, or having knuckles rubbed on their breast bone or upper lip, assume they may be experiencing an opioid overdose.

An opioid overdose requires immediate medical attention. It is essential to have a trained medical professional assess the condition of a person experiencing an overdose. All schools are expected to activate emergency medical services in an expected case of an overdose. Naloxone is effective only if there are opioids involved in the overdose. Naloxone will not reverse an overdose involving alcohol, benzodiazepines, or cocaine. Washington's Good Samaritan Law provides some protections when calling 911 to save a life, even if drugs are at the scene according to RCW 69.50.315. The victim and person calling 911 cannot be prosecuted for simple possession. The District shall follow the Washington Department of Health's steps for administering naloxone for drug overdose.  
(<https://www.doh.wa.gov/Portals/1/Documents/Pubs/150-126-NaloxoneInstructions.pdf>)

The district may seek to obtain opioid overdose reversal medication through donations from manufacturers, non-profit organizations, hospitals, and local health jurisdictions. The district may also purchase opioid overdose reversal medication directly from companies or distributors at discounted pricing. The district must maintain written documentation of its good faith effort to obtain opioid overdose reversal medication from these sources.

A school administrator at each district high school shall ensure that the opioid overdose reversal medication is stored safely and consistently with the manufacture's guidelines. School administrators will also make sure that an adequate inventory of opioid overdose reversal medication is maintained with reasonably projected demands. Medication should be routinely assessed to ensure enough time for reacquiring the medication prior to the expiration date.

Opioid overdose reversal medication shall be clearly labeled in an unlocked, easily accessible cabinet in a supervised location. Consider storing opioid overdose reversal medication in the same location as other rescue medications. Expiration dates should be documented on an appropriate log a minimum of two times per year. Additional materials (e.g. barrier masks,



gloves, etc.) associated with responding to an individual with a suspected opioid overdose can be stored with the medication.

School-based health centers are responsible for training their personnel.

The district will ensure each high school has at least one personnel member who can distribute or administer opioid overdose reversal medication. Training for designated trained responders will occur annually prior to the beginning of each school year and throughout the school year as needed. Training may take place through a variety of platforms, including online or in a more conventional classroom setting. Training may occur in small groups or conducted one-on-one and may be offered by nonprofit organizations, higher education institutions, or local public health agencies. A licensed registered professional nurse who is employed or contracted by the district may train the designated trained responders on the administration of the opioid overdose reversal medication consistent with OSPI's guidelines and this policy/procedure.

The district will maintain a log of all designated trained responders for each high school. The log will include a list of all persons who are designated trained responders, a list of their trainings with the date and location of the training and the name of the trainer.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such "self-carrying" individuals must either show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training. These self-carrying individuals do not count toward the designated trained responders at each high school.

### Liability

The district's and practitioner's liability is limited as described in RCW 69.41.095.

Date:

## DISCIPLINARY ACTION AND DISCHARGE

### Grounds for Disciplinary Action or Discharge

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job ~~or in such other ways that the law determines to be sufficient cause affect their effectiveness on the job shall~~ may be subject to disciplinary action or discharge. Behavior, conduct or action ~~which that provides sufficient cause may~~ institute warrant disciplinary action or discharge. Such behavior, conduct, or action may include, but is not limited to:

- A. ~~Gross~~ incompetence;
- B. Inefficiency;
- C. Misappropriation or misuse of district property;
- D. Neglect of duty;
- E. Insubordination
- F. eConviction/guilty plea of any crime which adversely affects the employee's ability to perform a job including a any felony crime involving:
  - 1. The physical neglect of a child;
  - 2. The physical injury or death of a child;
  - 3. Sexual exploitation of a child;
  - 4. ~~s~~Sexual misconduct offenses
  - 5. Promotion of a minor for prostitution purposes; or
  - 6. The sale or purchase of a minor child; [employees are required to report in writing to the superintendent any conviction or guilty plea of the above referenced crimes (and of any other crimes that are workplace related) within five days of conviction or guilty plea];
- G. Malfeasance;
- H. ~~nonprofessional~~ Misconduct;
- I. Inability to perform job functions;
- J. Willful violation of district policies and procedures, laws, or regulations;
- K. Mistreatment, abuse or assault of fellow workers, students, or members of the public;
- L. Conflict of interest;
- M. Abuse of leave;
- N. Unlawful harassment, verbal abuse, physical abuse or sexual misconduct toward staff, students, or members of the public;
- O. Manufacture, possession, distribution, sale or being under the influence of alcohol, controlled, illegal, addictive or harmful substances including anabolic steroids'
- P. Conduct (whether on the job or off the job) that has a substantial negative impact on performance;
- Q. Mental or physical inability to perform the duties for which employed;
- R. Intemperance;
- S. Intentional discrimination or harassment;
- T. Vulgar speech or actions;



- U. Use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington;
- V. Use of alcoholic beverages on school premises or at a school-district sponsored activity off the school district premises;
- W. Use of district supplies and equipment for personal betterment or financial gain or other improper purposes;
- X. Falsification or omission of material information from district records or any report or statement required of or submitted by the employee. This includes, but is not limited to, providing false information to the district (i.e., timesheets, application materials, during formal investigations);
- Y. Engage in the obstruction of justice, which includes witness intimidation, retaliation, destruction of evidence, or engaging in conduct to compromise an investigation or inquiry of misconduct; or
- Z. Engage in any other conduct that lacks educational value/legitimate professional purpose and harms students.

~~immorality~~

~~Discipline shall be reasonably appropriate to the circumstances but may include suspension or discharge.~~

In the event that allegations or charges are made against a staff member for ~~immorality~~ misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding the staff member as an adjudicated or admitted perpetrator of child abuse or neglect. ~~Discharge or other adverse action affecting the contract status of certificated staff shall be instituted by the superintendent in the manner prescribed by law.~~ Appropriate reports will also be made to law enforcement, the Office of the Superintendent of Public Instruction, and the student's parents or guardians, as required by law.

### Nondisciplinary Dismissal

Nonrepresented classified employees and certificated administrators may be subject to nondisciplinary dismissal for behaviors such as, but not limited to, refusal to provide proof of vaccination or refusal to obtain a medical or religious accommodation. The option to use nondisciplinary dismissal does not obligate the District to do so or in any way limit or prevent the District from pursuing other responses as determined by the superintendent or designee.

### Abuse and Sexual Misconduct

~~When allegations are made against an employee of sexual abuse, verbal abuse or physical abuse, the district shall make a determination whether the abuse or misconduct occurred.~~



If the district determines that sufficient information exists to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the district, the district must forward known information about the employee sexual misconduct to prospective school district employers.

The district ~~shall~~ will not enter into any contract that is contrary to law to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee and will comply with all legal requirements regarding such misconduct. Neither shall the district expunge such information from the employee's file.

The District, or an individual acting on behalf of the District, shall not provide a recommendation of employment for a current or former employee, contractor, or agent that the District or individual acting on behalf of District knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law. District/school employees, contractors, and agents are also prohibited from providing a recommendation of employment to a current or former employee, contractor, or agent that the employees, contractors, or agents know or has probable cause to believe engaged in sexual misconduct with a student or minor in violation of the law. This does not prohibit the routine transmission of administrative or personnel files, but does prohibit doing more than that to help the current or former employee obtain new employment.

In cases where the allegations involve violations of the state professional code of conduct for certificated staff, the superintendent shall file a report with the office of professional practice in the state superintendent's office. When the district or superintendent discharges, fails to renew the contract or permits a certificated staff member to resign, the superintendent shall notify the state board of education of such termination of employment.

### Suspension of Staff

The superintendent is authorized to suspend a provisional status classified staff member immediately. Provisional status as used herein is granted to a classified staff member for the first 70 days of employment. Thereafter, if performance has been acceptable, the classified staff member shall be granted regular status.

The superintendent is authorized to suspend a regular status classified staff member immediately. The staff member shall be advised of the right to request an informal pre-termination meeting within five (5) working days following notice. At such time the staff member may receive notice of the charges against him/her, an explanation of the evidence, and an opportunity to refute any of the charges made.

Upon the request of the suspended staff member, the board shall meet with the suspended staff member to determine if discharge action shall be taken. If a request is not received, the board shall act upon the recommendation of the superintendent.



The superintendent/designee is authorized to suspend a staff member immediately as deemed appropriate.

Cross References:	<u>Board Policy 5006</u>	<u>Certification Revocation</u>
	<u>5240</u>	<u>Evaluation of Staff</u>
	<u>5280</u>	<u>Separation from Employment</u>
	<u>Board Policy 5121</u>	<u>Unprofessional Conduct</u>
Legal References	RCW 28A.400.300	Hiring and discharge of employees-Written leave policies-Seniority and leave benefits of employees transferring between school districts and other educational employers
	28A-400.340	Notice of discharge to contain notice of right to appeal if available
	28A-405.300	Adverse change in contract status of certificated employee-Determination of probable cause—Notice—Opportunity for hearing
	28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract—Hearings—Procedure
	28A.410.090	Revocation or suspension of certificate or permit to teach – Criminal basis – Complaints – Investigation - Process
	28A.400.320	Crimes against children - Mandatory termination of classified employees – Appeal – Recovery of salary or compensation by district
	28A405.470	Crimes against children - Mandatory termination of

certified employees – Appeal  
– Recovery of salary or  
compensation by district

49.44.200

Personal social networking  
accounts – Restrictions on  
employer access - Definitions

28A.400.340

~~Notice of discharge to contain  
notice of right to appeal if  
available~~

Chapter 181-86 RCW

Policies and procedures for  
administration of certification  
proceedings

WAC 181-87

Acts of Unprofessional  
Conduct

~~180-44-060~~

~~Drugs and alcohol – Use of as  
cause for dismissal~~

Management Resources:

March 2019 – March Policy  
Issue  
2015 – December Issue  
2014 – December Issue  
2004 – October Issue

**Adoption Date: February 19, 1997**  
**Chewelah School District #36**  
**Revised Date: December 22, 2004**  
**Classification: Discretionary**



## SEPARATION FROM TERMINATION OF EMPLOYMENT

~~Under Washington law the~~ The superintendent has the statutory authority to issue an appropriate notice of probable cause for discharge or nonrenewal termination to any certificated staff member. The board of directors will consider the notice of probable cause for a certificated staff member, or the superintendent's recommendation regarding the discharge. ~~The board shall consider the termination of a classified staff member, and render a decision regarding based upon the discharge or nonrenewal. A recommendation of the superintendent.~~ The notice of discharge will termination shall include notice of any appeal rights the employee may have and notice of the appeal processes.

### **A. Certificated Staff Member Release from Contract**

~~Upon request a~~ A certificated staff member may be released from contract under the following conditions:

1. A letter requesting release will shall be submitted to the superintendent's office. ~~If accepted by the board at its next meeting,~~ the staff member may shall be released from contract.
2. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
3. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.
4. Each request will shall be reviewed and a decision rendered based on the totality of the circumstances, determined upon its own merits. The needs of the district and continuity of the educational program offered to students will shall receive primary consideration in the board's decision.

### **B. Resignation**

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1 (or the district may insert alternate date).

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

### **C. Retirement**

Staff will shall participate in the retirement programs under the Federal Social Security Act and the Washington State Teachers' Retirement System or the Public Employees' Retirement

System. Payroll deductions ~~will~~shall be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to April 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date.

~~Because of their contribution to the children of the district, retiring staff shall be given appropriate recognition. The district office may assist them in making arrangements for their retirement benefits.~~

### **C. Probation, Non-renewal or Termination**

~~The employment contracts of individual certificated staff may be non-renewed at the end of the staff member's contract period by action of the superintendent. Such non-renewals may be based upon unsatisfactory performance or changes in the district's financial circumstances and/or staffing needs. Except for "provisional employees", non-renewals for unsatisfactory performance shall be preceded by a probationary period.~~

~~The superintendent shall establish procedures to assist those certificated staff whose performance, through the evaluation process, does not meet minimum requirements. The district may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement.~~

~~Classified staff are granted provisional status during the first 70 days of employment. During that period of time, they are subject to termination without advance notice. Upon satisfactory completion of 70 days of consecutive service, a staff member may be granted regular status. Regular status classified staff are employed on a month-to-month basis and shall be provided at least 10 (work) days' notice before termination. Such staff member shall be entitled to an informal pretermination meeting with the superintendent prior to any action taken by the board of directors.~~

*Current district practice - included in CBA*

### **D. Program and Staff Reductions**

~~The board of directors determines the educational and operational programs for the district. Program and staff reductions may be required as a direct result of many factors, including but not limited to enrollment decline, programmatic needs or interests, a change in staffing needs, failure of a special levy election or other events resulting in a significant reduction in revenue, increase in costs, and/or ; or termination or reduction of funding of categorically-funded projects. The board will Board shall, after a review appropriate information of such indicators as test results, community surveys, informal and based on administrative recommendations formal statements of support and/or opinion, and the district's statement of philosophy, identify those educational programs and services which will shall be reduced, modified or eliminated.~~



~~When the reduction, modification or elimination of programs and/or services necessitates a reduction in staff, the board shall retain staff members based upon service in the state of Washington and qualifications and experience necessary for the retained position.~~

~~A staff member who receives notice of non-renewal of contract due to enrollment decline or loss of revenue may, in his/her request for a hearing, stipulate that initiation of the arrangements for a hearing officer shall occur within ten (10) days following July 15, rather than the day the staff member submits the request for a hearing.~~

~~The superintendent shall develop procedures to implement this policy except that any staff agreement in effect shall supersede this policy.~~

Cross References:	Policy 5006	Certification Revocation
	Policy 5240	Evaluation of Staff
	<u>Policy 5281</u>	<u>Disciplinary Action and Discharge</u>
Legal References:	RCW 28A.400.300	Hiring and Discharging Employees – <u>Written leave policies</u> <del>Leaves for</del> <del>employees</del> – Seniority and leave benefits, retention <u>of employees</u> upon transfers between school <u>districts and</u> <u>other educational employers</u>
	RCW 28A.400.320	Mandatory termination of classified employees – <u>Appeal – Recovery of</u> <u>salary or compensation by district</u>
	RCW 28A.400.340	<u>Notice of discharge to contain notice</u> <u>of right to appeal if available</u> <del>Discharge Notices Include Appeal</del> <b>Rights</b>
	<u>RCW 28A.405.100</u>	<u>Minimum criteria for the evaluation</u> <u>of certificated employees – Revised</u> <u>four-level evaluation systems for</u> <u>classroom teachers and principals –</u> <u>Procedures – Steering committee –</u> <u>Models – Implementation – Reports</u>
	RCW 28A.405.140	Assistance for teacher may be required after evaluation
	RCW 28A.405.210	Conditions and contracts of employment – Determination of probable cause for non-renewal of contracts – <u>Nonrenewal due to</u> <u>enrollment decline or revenue loss -</u>
	RCW 28A.405.220	Notice – Opportunity for hearing Conditions and contracts of employment – Non-renewal of provisional employees – <u>Notice -</u> Procedure

RCW 28A.405.300	Adverse change in contract status of certificate employee – Determination of probable cause – Notice – Opportunity for hearing
RCW 28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract – Hearings – Procedure
RCW 28A.405.470	<u>Crimes against children</u> - Mandatory termination of certified <u>employees</u> – <u>Appeal</u> – <u>Recovery of salary or compensation by district</u>
RCW 28A.410.090	Revocation of authority to teach – <u>Criminal basis</u> – <u>Complaints</u> – <u>Investigation</u> – <u>Process</u>
RCW 41.32.240	Membership in <del>system</del> – <u>Procedure when exempted person desires membership</u> – <u>Continuation of exemption</u> – <u>Persons formerly exempt, minimum period to qualify for retirement allowance</u>
RCW 41.33.020(6)	Terms and provisions of plan
RCW 41.40.023	Membership
<u>Chapter RCW 41.41</u>	State Employees' Retirement –
<u>RCW</u>	Federal Social Security
<u>Chapter WAC 180-86</u>	Policies and procedures for administration of certification proceedings
<u>WAC</u>	Acts of Unprofessional Conduct
<u>Chapter WAC 180-87</u>	
<u>WAC</u>	
<u>WAC 180-44-060</u>	<del>Drugs and alcohol</del> – <u>Use of as cause for dismissal</u>
<u>Chapter 392-191 WAC</u>	<u>School Personnel – Evaluation of Professional Performance</u> <u>Capabilities</u>

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