Griffin School District #324

Griffin School Board Study Session

Date and Time

Wednesday February 11, 2026 at 6:00 PM PST

Location

Griffin School District - Library
6530 33rd Avenue NW
Olympia, WA 98502

Zoom Link

Agenda

		Purpose	Presenter
I.	**Opening Items**		
	A. Record Attendance		
	B. Call the Meeting to Order		
	C. Pledge of Allegiance & Land Acknowledgement		
	D. Approval of Agenda	Vote	
II.	**New Business**		

		Purpose	Presenter
A.	Resolution 25-26-02: Reduction in Force	Discuss	Kirsten Rue
B.	Formal Recommendation from Superintendent	Discuss	Kirsten Rue
C.	Choice Transfer Process	FYI	Kirsten Rue
D.	Contracted Services Discussion	Discuss	Anneka Brown, Erin Hagen, Kyle Nixon

III. New Policy

IV. Policy Updates

A.	1310 Policy Adoption, Manuals & Administrative Procedures	Discuss
B.	2104 Federal and/or State Funded Special Instructional Programs	Discuss
C.	3220 Freedom of Expression	Discuss
D.	3510 Associated Student Bodies	Discuss
E.	4040 Public Access to District Records	Discuss

V. Policy Review

VI. Policy Removal

A.	1810 Annual Governance Goals & Objectives	Discuss

VII. Superintendent Updates

A.	Superintendent Kirsten Rue	FYI

VIII. Closing Items

A.	For the Good of the Order	
B.	Adjourn Meeting	Vote

"Where students thrive, feel valued, and shape a better world."

Coversheet

Resolution 25-26-02: Reduction in Force

Section:	II. New Business
Item:	A. Resolution 25-26-02: Reduction in Force
Purpose:	Discuss
Submitted by:	
Related Material:	RESOLUTION 25-26-02 Reduction in Force.pdf

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

Resolution 25-26-02
Reduction in Force (RIF)

The undersigned, being all the directors of the Griffin School District Board of Directors, hereby sign the following amended resolutions:

WHEREAS, the Board of Directors of Griffin School District #324 has received the recommendations of the Superintendent concerning the necessity for and the extent of a certified and/or classified staff reduction for the 2026-2027 school year; and

WHEREAS, a financial necessity exists based on a reduction of anticipated funding that creates the prospect of insufficient funds to provide the same educational program the District now offers; and

WHEREAS, a financial necessity exists for the District to reduce and reorganize its educational program and certified and/or classified staff for the 2026-2027 school year based upon this necessity;

THEREFORE, BE IT RESOLVED, by the Board of Directors of Griffin School District #324 as follows:
The Board hereby finds that the financial situation of the District necessitates implementation of the certified and/or classified reduction-in-force. The Board directs the Superintendent to explore alternatives to layoff in order to implement the educational program. In the event that the Superintendent determines there are no feasible alternatives, the Superintendent is directed to give appropriate notice of layoff to implement the above-described educational program and reduction-in-force and reorganization, and to reduce, re-assign and transfer certified and/or classified staff members as required to implement the reduced educational program for the 2026-2027 school year.

ADOPTED this day on the _____of February 2026.

Board Chair: _____

Vice Chair: _____

Director: _____

Director: _____

Director: _____

Secretary to the Board: _____

"Where students thrive, feel valued, and shape a better world."

Coversheet

Formal Recommendation from Superintendent

Section: II. New Business
Item: B. Formal Recommendation from Superintendent
Purpose: Discuss
Submitted by:
Related Material: Art Fee 2026-27 KR Signed.pdf

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

FORMAL RECOMMENDATION FROM THE SUPERINTENDENT

SUBJECT MATTER	• Visual Art Fee for 2026-27 School Year
APPLICABLE REGULATIONS *(LINK: RCW, POLICY, CBA, HANDBOOK ETC.)*	• Policy 3520 Student Fees, Fines, or Charges
ACCOMPANYING DOCUMENTATION *(if necessary)*	Items that will be included in the elementary art kits: • Watercolor sets, 450: about $1350 • Pencils 20 boxes of 72: about $300 • Glue 15 boxes of 30-pack: $250 • Erasers Pink Pearl Eraser - Large, 37 Boxes of 12: about $280 • Color pencils: 450 sets @ $2.77 per set: about $1250 • 450 pouches: not secured estimate yet
COUNCIL FROM ATTORNEY OR INSURANCE CO. *(if necessary)*	• N/A
CONNECTION TO STRATEGIC PLAN *(if necessary)*	• Commitment #1: Effective & Engaging Instruction; Outcome A: Student-centered teaching and learning; Key Action i: Involve students in identifying real-world challenges they care about and want to address. • Commitment #1: Effective & Engaging Instruction; Outcome B: Students apply learning through engaging, real-world experiences, Key Action ii: Expand enrichment opportunities and equip spaces with materials and technology for hands-on exploration, engineering, and design thinking. • Commitment #4: Responsible Fiscal & Operational Management; Outcome A: Financial planning that reflects strategic priorities and demonstrates responsible stewardship of public funds while acknowledging fiscal constraints; Key Action iv: Strive to maintain healthy reserves, in compliance with district policy.

*"Where **students thrive, feel valued, and shape a better** world."*

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

RECOMMENDATION TO THE BOARD OF DIRECTORS

Approval of a $10 Art Fee for elementary and middle school students who are enrolled in Art.

RATIONALE

It is the goal of the Griffin School District to provide robust learning experiences for our student body related to the Visual Arts. To provide a quality program requires consumable resources and art supplies. This fee will ensure that every student has the developmentally appropriate art supplies that they need in order to explore, design, and learn at high levels in their Art class. Here is what students will receive as a result of this fee:

- Elementary art students will each be given a "Griffin Art Kit" that will enable them to create beautiful artwork in class. These kits will belong to the students who will use the art supplies throughout the year and then be able to take them home at the end of the year.
- The fee paid by middle school students will be used to purchase supplies for the middle school art classes, including ceramics, screen printing, block printing, and acrylic painting supplies. Our middle school students will create "higher level" art projects from those created in elementary school and will be able to take those projects home.

The district will pay the fee for families that request assistance and that qualify for free and reduced meals.

SUPERINTENDENT SIGNATURE: Kristen N. Lee	DATE: 2/6/26

*"Where **students thrive, feel valued, and shape a better** world."*

Coversheet

Choice Transfer Process

Section: II. New Business
Item: C. Choice Transfer Process
Purpose: FYI
Submitted by:
Related Material: Choice Transfer Letter SPRING 2026.pdf

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515 www.griffinschool.us

"Where students thrive, feel valued, and shape a better world."

Dear Griffin Families,

We are already looking forward to the **2026-27 school year** and are pleased to share information regarding our out-of-district choice transfer application process. Whether your child is a returning Griffin student or looking to join our community for the first time, we appreciate your interest in being part of the Griffin family.

How it Works

- To attend Griffin while living outside of our district boundaries, you must submit a **Choice Transfer Request *annually***.
- Your "home" school district must release your student first, then Griffin will be notified of the transfer request.
- The decision to accept or deny the transfer request is outlined in Board Policy 3141.
- You will receive a notification of acceptance or denial from the OSPI Choice Transfer Portal during the timeframe listed below.

How to Apply

1. Visit the OSPI Choice Transfer Request Portal.
2. Submit your request during one of our two application windows.
3. *New Applications Only: Fill out and Submit the Griffin Enrollment Questionnaire.
    - After completing the questionnaire, you will be contacted for a "meet and greet," which includes a tour of the building.

Please note: Ongoing enrollment for transfer students may be rescinded if a student does not maintain appropriate disciplinary standing and consistent attendance.

Application Windows and Timeline

We aim to welcome as many students as possible based on the capacity and space available within each grade level. *To ensure your application is considered, please note these key dates, and we encourage you to apply early:*

Window	Dates	Notification Timeline
Round 1: Early Bird	March 15 – April 30	*Decisions shared before the end of the 2025-26 school year.*
Round 2: General	May 1 – August 20	Decisions shared before the start of the 2026-27 school year.

We are excited about the possibility of having your child with us next year. Thank you for choosing the Griffin School District!

Warmly,

Kirsten Rue

Kirsten Rue, Superintendent

OSPI Choice Transfer Portal

Griffin Enrollment Questionnaire

Coversheet

Contracted Services Discussion

Section: II. New Business
Item: D. Contracted Services Discussion
Purpose: Discuss
Submitted by:
Related Material: AI Subcommittee Recommendation 2-11-26.pdf

SCHOOL BOARD WORK SESSION 2-11-26

AI Subcommittee Recommendation

PRESENTED TO

Griffin School Board

PRESENTED BY

Kyle Nixon, Erin Hagen, Anneka Brown

The Task

- Form an “AI” Subcommittee
- Research School Data Storage Systems
- Research Closed & Secure AI Systems
- Fiscally compare a comprehensive system (Panorama) to other companies
- Make a Recommendation to the Superintendent



Recommendation Overview

- The team invited vendor proposals, stakeholder feedback, educational research, and district data priorities to form the recommendation.

- The Subcommittee recommends implementing two targeted systems instead of the full Panorama Suite.

Recommended Programs



- Data Storage: Homeroom (SchoolData.net)
- AI Platform: SchoolAI
  - Survey Platform - "Spaces" in School AI

<u>Why this shift matters:</u>

- Designed strategically for Education & Educators
- Direct alignment with Griffin systems
  - Time Saving on Data Entry
- Scalable for TK–12
- Strong fiscal stewardship

schoolai

Homeroom Program Features

MTSS, Reporting, Steamlined Access

- **Automated Syncing:** Seamless nightly integration with Skyward Qmlativ and Clever for real-time accuracy.
- **"Whole Child" Dashboard**: Centralizes attendance, behavior, health, and academic history in one view.
- **Visual Data Tracking:** Automatically transforms i-Ready and SBAC scores into easy-to-read growth charts.
- **Early Warning System:** Uses automated "Smart Groups" and risk indicators to flag students for intervention.
- **Integrated MTSS/504/IEP:** Simplifies documentation and monitoring of student support plans in one portal.
- **Custom Reporting:** Rapidly generates professional tables and charts for board and state compliance.

SchoolAI Features

Closed AI, Security, Education

- **Security & Privacy:** Automated data scrubbing ensures full FERPA/COPPA compliance and student anonymity.
- **Ethical Governance:** Guided by a "Human behind the Ethics" policy with support for district AUP creation.
- **Education-Native Design:** Built exclusively for K-12 with Clever integration and full administrative oversight.
- **Advanced Educator Tools:** Features Live Web access for current data and specialized modules for IEP support.
- **Integrated Surveys:** "Spaces" feature allows for custom climate surveys (replaces standalone survey vendors).
- **Local & 24/7 Support:** Includes in-person training with local experts and round-the-clock technical assistance.
- **PD Plan Included in Base Price**

Climate Surveys in SchoolAI "Spaces"

- School AI Spaces can be used to customize and create Climate surveys for our TK-8 School
- Custom surveys for students, staff, and families
- Closed, secure data environment
- Included in licensing cost
- Maintains climate insight without purchasing another program (=another cost)

Proposed Budget & Timeline

Program	Cost for 2026-2027	Prorated Start 3/1/26
Homeroom by SchoolData.net	$3000 Set up Fee (Year 1 only) $3998 License Fee $1500 annual maintenance fee	$11,900 31 months $4,500 (annual fee) $3,000 Set up (1 year only) 31 months
SchoolAI	$4.50 per student = $2700 No Set up fee, PD included	$3.00 per student = $1800
TOTAL	$11,198 - Year 1 $8,198 Annually	Panorama Suite Cost: $27,000

Questions?



Coversheet

1310 Policy Adoption, Manuals & Administrative Procedures

Section: IV. Policy Updates
Item: A. 1310 Policy Adoption, Manuals & Administrative Procedures
Purpose: Discuss
Submitted by:
Related Material:
1310 Policy Adoption Manuals and Administrative Procedures (Griffin 2024).pdf
1310 Policy Adoption Manuals and Administrative Procedures (WSSDA 2025).docx.pdf

Policy: 1310
Section: 1000 - Board of Directors

Policy Adoption, Manuals and Administrative Procedures

Policy Adoption
Proposed new policies and proposed changes in existing policies will be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption will take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or community members as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through eighth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy will be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

Policy Manuals
The superintendent will develop and maintain a current policy manual which contains the policies of the district.

The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end, each administrator will have ready access to the manual. In addition, a manual will be available as the superintendent may determine for the use of staff, students and community members.

All policy manuals distributed to anyone will remain the property of the district. They will be subject to recall at any time.

Administrative Procedures
The superintendent will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent will submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; however, on controversial topics, the superintendent may request prior board consultation.

Legal References:	RCW 28A.320.010 Corporate powers RCW 28A.320.040 Bylaws for board and school government RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice— Secret voting prohibited
Management Resources:	2011 - December Issue

Adoption Date: **July 24, 2024**

Classification: **Encouraged**
Revised Dates: **02.00; 12.11**

Policy 1310
Section: 1000 - Board of Directors

Policy Adoption, Manuals and Administrative Procedures

Policy Adoption
Proposed new policies and proposed changes in existing policies will be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption will take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or community members as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through ~~twelfth~~ (eighth) grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy will be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

Policy Interpretation

It is the policy of the state of Washington that policies and procedures adopted by school districts under Title 28A RCW must prioritize the protection of every student's safety, access to

the state's statutory program of basic education as defined in RCW 28A.150.203, and privacy, to the fullest extent possible, except as required by state or federal law.

Policy Manuals
The superintendent will develop and maintain a current policy manual which contains the policies of the district.

The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end, each administrator will have ready access to the manual. In addition, a manual will be available as the superintendent may determine for the use of staff, students and community members.

All policy manuals distributed to anyone will remain the property of the district. They will be subject to recall at any time.

Administrative Procedures
The superintendent will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent will submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; however, on controversial topics, the superintendent may request prior board consultation.

Griffin Review: February 11, 2026
WSSDA Last Revised: **July 16, 2025**
Griffin Adopted: **July 24, 2024**
Classification: **Important**
Prior Revised Dates: **02.00; 12/01/2011**

Legal References:
- RCW 28A.320.010 Corporate powers
- RCW 28A.320.040 Bylaws for board and school government
- RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings - Notice - Secret voting prohibited
- Engrossed Substitute House Bill 1296 (2025), Section 101

© 2020-2025 Washington State School Directors' Association. All rights reserved.

Coversheet

2104 Federal and/or State Funded Special Instructional Programs

Section: IV. Policy Updates
Item: B. 2104 Federal and/or State Funded Special Instructional Programs
Purpose: Discuss
Submitted by:
Related Material:
2104 Federal and-or State Funded Special Instructional Programs (Griffin 2000).pdf
2104 Federal and-or State Funded Special Instructional Programs (WSSDA 2018).docx.pdf

Policy No. 2104
Instruction

FEDERAL AND/OR STATE FUNDED SPECIAL INSTRUCTIONAL PROGRAMS

The district shall participate in those special programs which are funded by state or federal government for which a local need can be defined and for which a local program would be developed if funds were available. Board approval shall be required before submission of an application for such a program.

The superintendent shall adopt procedures in order that planning, implementation and evaluation phases of a special program are in compliance with the rules and regulations of the funding agency. Applications may include, but not be limited to, programs for gifted, remedial and minorities.

Legal References:	RCW	28A.300.070	Receipt of federal funds for school purposes—Superintendent of Public Instruction to Administer

Adoption Date: May 17, 2000

Policy: 2104
Section: 2000 - Instruction

Federal and/or State Funded Special Instructional Programs

The district will participate in those special programs that are funded by state and/or federal government for which a local need can be defined and for which a local program would be developed if funds were available. Board approval will be required before submission of an application for such a program. Applications may include, but are not limited to, programs for highly capable, remedial, and minority students.

Pursuant to federal law, school districts receiving Title I funds to provide educational services to students must do so in accordance with Title I. It is the Board's intent that Title I funds will be used efficiently and effectively to benefit the academic opportunities and progress of students in School-wide or Targeted Assistance Programs.

Title I funds will be used to provide educational services that are in addition to the regular services provided for district students. By adoption of this policy, the board ensures equivalence among schools in teachers, administrators, and auxiliary personnel, and equivalence in the provision of curriculum materials and supplies.

The superintendent or designee will adopt procedures to ensure that planning, implementation, and evaluation phases of a special program comply with the rules and regulations of the funding agency.

Griffin Review: February 11, 2026
WSSDA Last Revised: **February 01, 2018**
Classification: **Important**
Prior Revised Dates: **08.04; 12.11**

Legal References:
- RCW 28A.300.070 Receipt of federal funds for school purposes - Superintendent of public instruction to administer
- 20 U.S.C. 6321(c) Title I Comparability Report

Management Resources:
- 2018 - February Policy Issue

Cross References:
- 2190 - Highly Capable Programs
- 2108 - Learning Assistance Program

© 2020-2025 Washington State School Directors' Association. All rights reserved.

Coversheet

3220 Freedom of Expression

Section:	IV. Policy Updates
Item:	C. 3220 Freedom of Expression
Purpose:	Discuss
Submitted by:	
Related Material:	3220 Freedom of Expression (Griffin 2000).pdf 3220 Freedom of Expression (WSSDA 2021).pdf

Policy No. 3220
Students

FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

The superintendent may develop guidelines ensuring that students are able to enjoy free expression of opinion while maintaining orderly conduct of the school.

1. Student Publications

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. They are operated and substantively financed by the district.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such materials may not: be libelous, obscene or profane; cause a substantial disruption of the school, invade the privacy of others; demean any race, religion, sex, or ethnic group: or, advocate the violation of the law or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.

The superintendent may develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards.

2. Distribution of Materials

Publications or other material written by students may be distributed on school premises in accordance with procedures developed by the superintendent. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the posting of such material on school property.

Students responsible for the distribution of material which leads to a substantial disruption of school activity or otherwise interferes with school operations shall be subject to corrective action or punishment, including suspension or expulsion, consistent with student discipline policies.

Materials shall not be distributed on school grounds by non-students and non-employees of the district.

Cross Reference:	Board Policy	2340	Religious-related Activities and Practices
		3241	Corrective Actions or Punishment
Legal References:	WAC	180-40-215	Student rights

Adoption Date: March 15, 2000, Rev. 3-20-02

Policy: 3220
Section: 3000 - Students

Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. The district encourages students' verbal and written expression of opinion on school premises so long as it does not substantially disrupt the operation of the school or otherwise violate this policy. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

Student Publications

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. Although substantively financed and operated by the district, student editors of school-sponsored media are responsible for determining the news, opinion, feature, and advertising content of the media, consistent with chapter 28A.600 RCW. Material appearing in such publications may reflect various areas of student interest, including topics about which there may be controversy and dissent. When engaging with a controversial issue, student publications should strive to provide in-depth treatment and represent a variety of viewpoints. Such materials may not:

- Be libelous or slanderous;
- Be an unwarranted invasion of privacy;
- Be obscene or profane, such that it would violate federal or state laws, rules or regulations or incites others to violate federal or state laws, rules or regulations, including the standards established by the federal communications act or applicable federal communication commission rules or regulations;
- Incite students so as to create a clear and present danger of the material and substantial disruption of the school;
- Violate district policy or procedure related to harassment, intimidation, bullying, or related to the prohibition on discrimination pursuant to RCW 28A.642.010.
- Violate federal or state laws, rules, regulations, or incite the violation of such laws; or
- Advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.

The superintendent will develop guidelines, assuring that students are able to exercise freedom of expression so long as it does not present a material and substantial disruption of the orderly operation of the school, implementing the standards above, and establishing procedures for the

prompt review of any materials that appear not to comply with the standards.

Distribution of Materials

Students and district staff may distribute student publications or other materials on school premises in accordance with procedures developed by the superintendent. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the posting of such material on school property.

Students responsible for the distribution of material that leads to a substantial disruption of school activity or otherwise interferes with school operations will be subject to corrective action, including suspension or expulsion, consistent with student discipline policies.

No one who is neither a student nor a district employee may distribute materials on school grounds.

Griffin Review: February 11, 2026
WSSDA Last Revised: **October 13, 2021**
Classification: **Critical**
Prior Revised Dates: **10.01; 12.06; 12.11; 07.15; 05.18; 06/01/2018**

Legal References:

- RCW 28A.600

Management Resources:

- 2021 - October Issue
- 2018- June Policy Alert
- 2018 - May Issue
- 2015 - July Policy Alert
- Policy News, August 2001 A Few Civil Liberty Reminders

Cross References:

- 2340 - Religious-Related Activities and Practices
- 3241 - Student Discipline

© 2020-2025 Washington State School Directors' Association. All rights reserved.

Coversheet

3510 Associated Student Bodies

Section: IV. Policy Updates
Item: D. 3510 Associated Student Bodies
Purpose: Discuss
Submitted by:
Related Material: 3510 Associated Student Bodies (Griffin 2000).pdf
3510 Associated Student Bodies (WSSDA 2020).docx.pdf

Policy No. 3510
Students

ASSOCIATED STUDENT BODIES

An associated student body (ASB) shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An associated student body shall be a formal organization of students, including sub-components or affiliated student groups. Each associated student body shall submit a constitution and bylaws to the board for approval. The constitution and bylaws shall identify how student activities become approved as student body activities and establish standards for their supervision, governance and financing. Subject to such approval process, any lawful activity which promotes the educational, recreational or cultural growth of students as an optional extracurricular or co-curricular activity may be considered for recognition as an associated student body activity. Any lawful fund raising practices that are consistent with the goals of the district and which do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for student body activities. The board of directors may act or delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six.

The principal shall designate a staff member as the primary advisor to the ASB and ensure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety or ordinarily accepted standards of behavior in the community. When in doubt, advisors shall consult the principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measure.

Each ASB shall prepare and submit annually a budget for the support of the ASB program to the board for approval. All \property and money acquired by ASB's, except private nonassociated student body funds, shall be district funds and shall be deposited and disbursed from the district's associated student body program fund. Private nonassociated student body funds shall be held in trust by the district for the purposes indicated during the fund raising activities until the student group doing the fund raising requests disbursement of the funds and the accounts of the fundraising are complete and reconciled.

Cross Reference:	Board Policy	6020	System of Funds and Accounts
Legal References:	RCW	28A.325.020	Associated student bodies--Powers and responsibilities affecting
		28A.325.030	Associated student body program fund--Created--Source of funds--Expenditures --Budgeting--Care of other moneys received by students for private purposes

Adoption Date: March 15, 2000, Rev. 11-20-01

Policy: 3510
Section: 3000 - Students

Associated Student Bodies

An associated student body (ASB) will be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district.

An ASB will be a formal organization of students, including sub-components or affiliated student groups. Each ASB will submit a constitution and bylaws to the board for approval. The constitution and bylaws will identify how student activities become approved as student body activities and establish standards for their supervision, governance, and financing.

Subject to such approval process, any lawful activity that promotes the educational, recreational, or cultural growth of students as an optional extracurricular or co-curricular activity may be considered for recognition as an ASB activity. Any lawful fundraising practices that are consistent with the goals of the district and that do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for student body activities. The board may act or delegate the authority to a staff member to act as the ASB for any school that contains no grade higher than grade six.

The school principal will designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors will have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety, or ordinarily accepted standards of behavior in the community. When in doubt, advisors will consult with the school principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measure.

Each ASB will prepare and submit annually a budget for the support of the ASB program to the board for approval. All property and money acquired by ASBs, except private nonassociated student body funds, will be district funds and will be deposited and disbursed from the district’s ASB program fund.

Money acquired by ASB groups through fundraising and donations for scholarships, student exchanges, and charitable purposes will be private nonassociated student body fund moneys.

Solicitation of funds for nonassociated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds and the fact that the district will hold the funds in trust for their intended purpose. Nonassociated student body fund moneys will be disbursed as determined by the group raising the money. Private nonassociated student body funds will be held in trust by the district for the purposes indicated during the fundraising activities until the student group doing the fundraising requests disbursement of the funds and the accounts of the fundraising are complete and reconciled.

The board may establish and collect a fee from students and nonstudents as a condition to their attendance at, or participation in, any optional noncredit extracurricular district event of a cultural, social, recreational, or athletic nature. If the board establishes such a fee or fees, the superintendent or designee will establish a procedure for waiving fees for students who are eligible to participate in the federal free or reduced-price meals program and for reducing fees for students' family members and other nonstudents sixty-five or older who, by reason of their low income, would have difficulty in paying the entire amount of such fees. Fees collected pursuant to this paragraph shall be deposited in the ASB program fund of the district.

Classification: Essential (Required if students raise money for school activities)

Griffin Review: February 11, 2026
WSSDA Last Revised: **August 20, 2020**
Classification: **Critical**
Prior Revised Dates: **04.01; 12.11; 12.14; 02/01/2020**

Legal References:

- RCW 28A.325.010 Fees for optional noncredit extracurricular events - Disposition
- RCW 28A.325.020Associated student bodies - Powers and responsibilities affecting
- RCW 28A.325.030Associated student body program fund - Fundraising activities - onassociated student body program fund moneys
- Chapter 392-138 WAC Finance - Associated student body moneys
- RCW 28A.325.050 Associated student body program fund - Publication of information on school district web site

Management Resources:

- 2020 - August Issue
- 2020 - February February Issue
- 2014 - December Issue

Cross References:

- 2150 - Co-Curricular Program
- 3515 - Student Incentives
- 4200 - Parent Access and Safe and Orderly Learning Environment
- 6020 - System of Funds and Accounts

© 2020-2025 Washington State School Directors' Association. All rights reserved.

Coversheet

4040 Public Access to District Records

Section: IV. Policy Updates
Item: E. 4040 Public Access to District Records
Purpose: Discuss
Submitted by:
Related Material: 4040 Public Access to District Records (Griffin 2000).pdf
4040 Public Access to District Records (WSSDA 2023).docx.pdf

Policy No. 4040
Community Relations

PUBLIC ACCESS TO DISTRICT RECORDS

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

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

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

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

A. Personal information from any file maintained for students (RCW 42. 17.310(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(l)(j);

G. Records or portions of records the disclosure of which would violate personal rights of privacy--RCW 42.17.260(1) and RCW 42.17.310(2);

H. Records or portions of records the disclosure of which would violate governmental interests--RCW 42.17.310(2);

I. The residence addresses and telephone numbers of staff members and volunteers held in personnel records, rosters, and mailing lists(1)RCW 42.17.310 (i)(u).

J. Personally identifiable information for special education students WAC 392-172-422.

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

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

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

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 Reference:	Board Policy 3231	Student Records
Legal Reference:	Ch. 42.17 RCW	Disclosure - Campaign - Finances - Lobbying -- Records

Adoption Date: July 19, 2000

Policy: 4040
Section: 4000 - Community Relations

Public Access to District Records

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. 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 containing information relating to the conduct of the District or the performance of any District governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. 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 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 Superintendent 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.

Griffin Review: February 11, 2026
WSSDA Last Revised: **July 24, 2023**
Classification: **Important**
Prior Revised Dates: **08.98; 10.05; 05.06; 02.10; 12.11; 04.15; 12.15; 07/01/2017**

Legal References:

- Chapter 5.60 RCW WITNESSES - COMPETENCY
- Chapter 13.04.155(3) RCW Notification to school principal of conviction, adjudication, or diversion agreement - Provision of information to teachers and other personnel - Confidentiality.
- Chapter 26.44.010 RCW Declaration of purpose.
- Chapter 26.44.030(9) RCW Reports - Duty and authority to make - Duty of receiving agency - Duty to notify - Case planning and consultation - Penalty for unauthorized exchange of information - Filing dependency petitions - Investigations - Interviews of children - Records - Risk assessment process.
- Chapter 28A.605.030 RCW Student education records - Parental review - Release of records - Procedure.
- Chapter 28A.635.040 RCW Examination questions - Disclosing - Penalty.
- Chapter 40.14 RCW Preservation and destruction of public records
- Chapter 42.17A RCW Campaign Disclosure and Contribution
- Chapter 42.56 RCW Public Records Act
- WAC 392-172A Rules for the provision of special education
- Public Law 98-24, Section 527 of the Public Health Services Act, 42 USC 290dd-2
- 20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)
- 20 U.S.C. 1400 et. seq. Individuals with Disabilities Education Act (IDEA)
- 42 U.S.C. 1758(b)(6)
- 34 CFR Part 300 ASSISTANCE TO STATES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES
- 45 CFR Part 160-164 GENERAL ADMINISTRATIVE REQUIREMENTS, ADMINISTRATIVE REQUIREMENTS AND SECURITY AND PRIVACY

Management Resources:

- 2023 - July Issue
- 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 Open Government Training
- Washington State Office of the Attorney General Model Rules on Public Disclosure

Cross References:

- 3231 - Student Records
- 6513 - Workplace Violence Prevention

© 2020-2025 Washington State School Directors' Association. All rights reserved.

Coversheet

1810 Annual Governance Goals & Objectives

Section:	VI. Policy Removal
Item:	A. 1810 Annual Governance Goals & Objectives
Purpose:	Discuss
Submitted by:	
Related Material:	1810 Annual Governance Goals and Objectives (Griffin 2024).pdf

Policy: 1810
Section: 1000 - Board of Directors

Annual Governance Goals and Objectives

Each year the board will formulate goals and objectives to guide effective board governance. The goals and objectives may include but are not limited to board functions of:

A. Responsible school district governance;

B. Communication of and commitment to high expectations for student learning;

C. Creating conditions district-wide for student and staff success;

D. Holding the district accountable for student learning; and

E. Engagement of the community in education.

At the conclusion of the year the board will reflect on the degree to which it has met its goals and objectives by conducting a board self-assessment and engaging in board development activities where needed.

Cross References:	1822 - Training and Professional Development for Board Members 1820 - Board Self-Assessment 1005 - Key Functions of the Board
Management Resources:	2012 - February Issue

Adoption Date: **July 2024**

Classification: **Encouraged**
Revised Dates: **12.98; 02.12**