

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.

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

The Superintendent 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.

Cross Reference(s)

Board Policy 3231 – Student Records

Legal Reference(s)

RCW Chapter 5.60 – Witnesses – Competency

RCW Chapter 13.04.155(3) – Notification to School Principal of Conviction, Adjudication, or Diversion Agreement – Provision of Information to Teachers and Other Personnel – Confidentiality

RCW Chapter 26.44.010 – Declaration of Purpose

RCW Chapter 26.44.030(9) – 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

RCW Chapter 28A.605.030 – Student Education Records – Parental Review – Release of Records – Procedure
RCW Chapter 28A.635.040 – Examination Questions – Disclosing – Penalty
RCW Chapter 40.14 – Preservation and Destruction of Public Records
RCW Chapter 42.17A – Campaign Disclosure and Contribution
RCW Chapter 42.56 – Public Records Act
WAC 392-172A – Rules for the Provision of Special Education
42 USC 290dd-2 – Public Law 98-24, Section 527 of the Public Health Services Act
20 USC 1232g – Federal Education Rights Privacy Act (FERPA)
20 USC 1400 et. seq. – Individuals with Disabilities Education Act (IDEA)
42 USC 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 Resource(s)

Policy News, October 2010 – Policy News, October 2004 – Anaphylaxis Prevention Policy Required
Policy News, October 2004 – Revisions to the State Leave Sharing Program
Policy News, August 1999 – Staff May Share Personal Holiday

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