

# **6000 Series Management Support**

**TABLE OF CONTENTS**  
Management Support - Series 6000

**FINANCIAL PLANNING AND MANAGEMENT**

Program Planning, Budget Preparation, Adoption, and Implementation .....	6000
Procedures .....	6000P
Fiscal Year .....	6010
System of Funds and Accounts .....	6020
Procedures .....	6020P
Interfund Loans .....	6021
Minimum Fund Balance .....	6022
Financial Reports .....	6030
Expenditures in Excess of Budget .....	6040

**REVENUES**

Revenues from Local, State and Federal Sources .....	6100
Procedures .....	6100P
Federal Cash and Financial Management .....	6101
District Fundraising Activities.....	6102
Allowable Costs for Federal Programs.....	6106
Procedure.....	6106P
Rental or Lease of District Real Property.....	6112
Rental of Musical Instruments .....	6113
Gifts .....	6114
Procedures .....	6114P
Uncollected Tax Revenue .....	6119
Investment of Funds .....	6120

**PURCHASING**

Purchasing: Authorization and Control .....	6210
Procedures .....	6210P
Charge Cards .....	6212
Procedures .....	6212P
Reimbursement for Travel Expenses .....	6213
Procedures .....	6213P
Voucher Certification and Approval .....	6215
Procedures .....	6215P
Reimbursement for Goods and Services: Warrants .....	6216
Bid Requirements .....	6220
Procedures .....	6220P
Use of Electronic Signature .....	6225
Relations with Vendors .....	6230
Food and Beverage Consumption .....	6240
Procedures .....	6240P

**RISK MANAGEMENT**

Risk Management .....	6500
Procedures .....	6500P
Safety .....	6510

Procedures .....	6510P
Staff Safety .....	6511
Procedures.....	6511P
Infection Control Program .....	6512
Procedures .....	6512P
Workplace Violence Prevention .....	6513
Integrated Pest Management (IPM) .....	6522
Procedures .....	6522P
Insurance .....	6530
Student Insurance .....	6535
School District's Responsibility For Privately-owned Property .....	6540
Data and Records Management .....	6570
Procedures .....	6570P
Sexual Harassment .....	6590
Procedures .....	6590P

## TRANSPORTATION

Transportation .....	6600
Procedures .....	6600P
Student Safety Walking to School and Riding Buses .....	6605
Procedures .....	6605P
Special Transportation .....	6620
Private Vehicle Transportation .....	6625
Driver Training and Responsibility .....	6630
Contracting for Transportation Services .....	6690

## FOOD SERVICES

Nutrition and Physical Fitness.....	6700
Procedures .....	6700P

## SCHOOL PROPERTY

Operations and Maintenance of School Property .....	6800
Capital Assets/Theft-Sensitive Assets.....	6801
Procedures .....	6801P
Energy Management/Education .....	6810
Disposal of Surplus Equipment and/or Materials .....	6881
Procedures .....	6881P
Sale of Real Property .....	6882
Closure of Facilities .....	6883
State Environmental Policy Act Compliance .....	6890
Pesticide Notification, Posting and Record Keeping .....	6895

## CAPITAL PROJECTS

Facilities Planning .....	6900
Site Acquisition .....	6905
Construction Financing .....	6910
Construction Design .....	6920
Educational Specifications .....	6921
Procedures .....	6921P
Energy Conservation .....	6923
Architect and Engineering Services .....	6925

Procedures .....	6925P
Contractor Assurances, Surety Bonds and Insurance .....	6950
Maintenance of Records .....	6955
Change Orders .....	6957
Acceptance of Completed Project .....	6959
Works of Art .....	6971

## **Program Planning, Budget Preparation, Adoption, and Implementation**

A district's annual budget is tangible evidence of the board's commitment toward fulfilling the aims and objectives of the instructional program and providing for the efficient and effective operation of the district. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs, and support services. Each year a budget will be prepared for the ensuing fiscal year. The budget will set forth the complete financial plan of the district for the ensuing fiscal year.

Prior to presentation of the proposed budget for adoption, the superintendent or designee will prepare for the board's study and consideration appropriate documentation supporting his/her recommendations, which will be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development will provide for staff participation and the sharing of information with community members prior to action by the board.

### **Fiscal Year**

The district fiscal year will begin September 1 each year and will continue through August 31 of the succeeding calendar year.

### **Budget Preparation, Notice, and Submission to ESD and OSPI**

On or before the tenth day of July in each year, the district shall prepare the budget for the ensuing fiscal year. The annual budget development process shall include the development or update of a four-year budget plan that includes a four-year enrollment projection. The four-year budget plan must include an estimate of funding necessary to maintain the continuing costs of program and service levels and any existing supplemental contract obligations.

The completed budget must include a summary of the four-year budget plan and set forth the complete financial plan of the district for the ensuing fiscal year.

Upon completion of the budget, the district will electronically publish a notice stating that the district has completed the budget, posted it electronically, placed it on file in the district administration office, and that a copy of the budget and a summary of the four-year budget plan will be furnished to any person who calls upon the district for it.

By July 10th, the district will submit a copy of the budget and four-year budget plan to its educational service district and to the office of the superintendent of public instruction for review and comment, unless the superintendent of public instruction has delayed the date because the state operating budget was not adopted by June 1st.

### **Budget Notice, Hearing, Adoption, and Filing**

The board of directors will meet to fix and adopt the budget for the ensuing fiscal year. The district will provide notice of the meeting. The notice will designate the date, time, and place of the meeting. The notice will also state that any person may appear at the meeting and be heard for or against any part of the budget, the four-year budget plan, or any proposed changes to uses of enrichment funding. The district will publish the notice electronically and will publish it at least once each week for two consecutive weeks in a newspaper of general circulation in the district (or if there is none in the district, in a newspaper of general circulation in the county or counties in which the district is a part). The last notice will be published no later than seven days before the meeting.

On the day given in the notice, the board of directors will meet at the time and place designated. At the meeting, the board of directors will fix and determine the appropriation from each fund contained in the budget separately; will by resolution adopt the budget, the four-year budget plan summary,

and the four-year enrollment projection; and will record its action in the official minutes. (First Class District Provision: Copies of the budget as adopted will be filed with the education service district for review.) (Second Class District Provision: Copies of the budget as adopted will be filed with the educational service district for review, alteration, and approval by the budget review committee.) Copies of the budget will be filed with the superintendent of public instruction.

The dates for adoption and filing are as follows:

1st Class Districts:

Budget adopted by 8.31  
Budget filed with ESD by 9.3  
Budget filed with OSPI by 9.10

2nd Class Districts:

Budget adopted by 8.1  
Budget forwarded to ESD for review, alteration, and approval by budget review committee by 8.3  
Budget review committee approves budget by 8.31  
Budget returned to school district and filed with OSPI by 9.10

**Budget Implementation**

The board places responsibility with the superintendent or designee for administering the operating budget, once adopted. All actions of the superintendent or designee in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

- A. Expenditure of funds for the employment and assignment of staff meet the legal requirements of the state of Washington and adopted board policies;
- B. Funds held in reserve accounts (General fund #810-890) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the board;
- C. Complete listing of expenditures for supplies, materials and services is presented for board approval and/or ratification;
- D. Purchases are made according to the legal requirements of the state of Washington and adopted board policy;
- E. Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the board;
- F. The superintendent or designee will be responsible for establishing procedures to authorize and control the payroll operations of the district; and
- G. Financial reports are submitted to the board each month.

Cross References:

6213 - Reimbursement for Travel Expenses  
5005 - Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

Legal References:

RCW 28A.300.060 Studies and adoption of classifications for school district budgets — Publication  
RCW 28A.320.010 Corporate powers  
RCW 28A.320.020 Liability for debts and judgments  
RCW 28A.320.090 Preparing & distributing information on district's instructional program, operation and maintenance — Limitation  
RCW 28A.330.100 Additional powers of the board  
RCW 28A.400.240 Deferred compensation plan for school district or educational service district employees—Limitations  
RCW 28A.400.250 Tax deferred annuities—Regulated company stock  
RCW 28A.400.280 Employee benefits—Employer contributions—

Optional benefits—Annual report

RCW 28A.400.300 Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers.

RCW 28A.405.400 Payroll deductions authorized for employees

RCW 28A.405.410 Payroll deductions authorized for certificated employees—Savings

RCW 28A.505.040 Budget — Notice of completion — Copies — Review by ESD

RCW 28A.505.050 Budget — Notice of meeting to adopt

RCW 28A.505.060 Budget — Hearing and adoption of — Copies filed with ESDs

RCW 28A.505.080 Budget — Disposition of copies

RCW 28A.505.150 Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for nonbudgeted expenditures

Chapter 28A.510 RCW Apportionment to District — District Accounting

RCW 41.04.020 Public employees—Payroll deductions authorized

RCW 41.04.035 Salary and wage deductions for contributions to charitable agencies—United Fund defined—Includes Washington state combined fund drive

RCW 41.04.036 Salary and wage deductions for contributions to charitable agencies—Deduction and payment to United Fund or Washington state combined fund drive—Rules, procedures

RCW 41.04.230 Payroll deductions authorized

RCW 41.04.233 Payroll deductions for capitation payment to health maintenance organizations

RCW 41.04.245 Payroll deductions to a bank, savings bank, credit union, or savings and loan association

WAC 392-123-054 Time Schedule for Budget

Management Resources:

2021 – June Issue

2018 - June Policy Alert

2011 - October Issue

Adoption Date: 23 October 2001

Classification: **Encouraged**

Revised Dates: **04.21**

## **6000P PAYROLL: AUTHORIZATION AND CONTROL PROCEDURES**

Employment of all certificated and classified staff must be approved by the board and authority to pay for such services rendered follows this approval. Annual salaries shall be determined by placement on the district salary schedule in terms of position, experience and training (where applicable). Proper documentation is required to receive credit for experience and training.

### **PERSONNEL ACTION**

To initiate a personnel action, the superintendent shall initiate a personnel action notice. The notice shall

- A. Give assurances that the contemplated action is consistent with all procedures related to the district's employment practices;
- B. Give assurance that there are adequate funds covering the proposed action.

### **SALARY WARRANTS**

Unless otherwise indicated, each staff member shall receive a salary warrant on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual and voluntary deductions. Voluntary payroll deductions shall be authorized by the board. (See policy 5313 - Payroll Deductions.) The board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member.

Present statutory deductions are as follows:

FICA	Deducted during the calendar year from each pay warrant beginning with January 1 payroll until the required amount is deducted.
WITHHOLDING TAX	Deducted according to the current Internal Revenue Service schedule.
MEDICAL AID	Deducted from each pay warrant for all staff as set by the State Department of Labor and Industries.
RETIREMENT:	Washington State Public Employees' Retirement System - Deducted from each pay warrant of non-certificated staff holding eligible positions at the rate set by the state. Washington State Teachers' Retirement System Deducted from each pay warrant of certificated full-time staff at the rate set by the state.

Present contractual deductions are as follows:

HEALTH INSURANCE	Deducted from the pay warrant each month for (enter name(s) of medical insurance companies).
SALARY INSURANCE	Deducted from the pay warrant each month for (enter name(s) of salary insurance companies).
LIFE INSURANCE	Deducted from the pay warrant each month.
ASSOCIATION/UNION DUES	As negotiated in each agreement.
DENTAL INSURANCE	Deducted from the pay warrant each month for eligible staff.



VISION INSURANCE

Deducted from the pay warrant each month for eligible staff.

Present voluntary deductions are as follows:

CREDIT UNION:

Deducted from the pay warrant each month for credit union.

UNITED WAY

Deducted for \_\_\_\_\_ equal monthly installments beginning \_\_\_\_\_.

TAX-SHELTERED ANNUITIES

Deducted for \_\_\_\_\_ equal monthly installments beginning \_\_\_\_\_.

DEFERRED COMPENSATION:

Deducted for \_\_\_\_\_ equal monthly installments beginning \_\_\_\_\_.

**LEAVE**

District leave provisions are covered in district policies. Upon return from a leave, the staff member shall complete a time slip and any related leave forms. The time slip must be approved by the staff member's supervisor. The business office shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's warrant statement. Staff must submit time slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, non-reimbursable leave or vacation.

Implementation Date: 23 October 2001  
Grapeview School District

**6010 FISCAL YEAR**

The district fiscal year shall begin September 1 each year and shall continue through August 31 of the succeeding calendar year.

Legal Reference:

RCW 28A.505.030      District fiscal year

Adoption Date: 23 October 2001

Grapeview School District

## 6020 SYSTEM OF FUNDS AND ACCOUNTS

The district shall maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the state superintendent of public instruction. The funds are:

- A. General fund: The fund is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The fund includes moneys which have been segregated for the purpose of carrying on specific activities such as the basic education program, the program for the handicapped and so on. The fund is managed in accordance with special regulations, restrictions and limitations and constitutes an independent fiscal and accounting entity.
- B. Capital projects fund: The fund contains the proceeds from the sale of bonds, state school construction matching moneys, transfers from the district's basic education allotment, the proceeds of special levies earmarked for building purposes, earnings from capital projects fund investments, rental or lease proceeds, and proceeds from the sale of property. Permissible expenditures from the sale of bonds including the interest earnings, thereof, may include the acquisition of land or existing buildings, improvements to buildings and/or grounds, design and construction and/or remodeling of buildings, or initial equipment, provided the proposition approved by the voters authorizing the raising of such moneys includes these items. Proceeds from other sources may be used for major renovation and replacement including but not limited to roofing, heating and ventilating systems, floor covering and electrical systems; renovation of play fields and other district real property; and energy audits and capital improvements and major items of equipment and furniture. Any residue within the fund left over exclusively from an excess levy for a specific purpose must be transferred to the general fund and subsequent tax collections shall be credited to the general fund by the county treasurer. Any residue from the sale of bonds and interest on investments must be transferred to the debt service fund when no longer needed for the purpose for which it was raised.
- C. Debt service fund: The fund is for the redemption of outstanding bonds and the payment of bond interest. The fund is not a warrant fund. Disbursements are made by the county treasurer by means of treasurer's checks. Provision shall be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The proceeds from the sale of real property may be placed in this fund or in the capital projects fund, except for the amount required to be expended for the costs associated with the sale of such property.
- D. Associated student body program fund: The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the fund are for the benefit of students.

Student involvement in the decision-making processes related to the use of these funds is an integral part of the associated student body, except that the board may 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. Moneys raised by students through recognized student body organizations shall be deposited in and disbursed from the fund which is maintained by the county treasurer. The fund is subject to management and accounting procedures which are similar to those required for all other district moneys. ASB constitutions shall provide for participation by ASB representatives in the decisions to budget for and disburse ASB moneys.

- E. Transportation vehicle fund: The transportation vehicle fund includes the proceeds from the sale of transportation vehicles; lease, rental, or occasional use of surplus buses; depreciation reimbursement for district owned buses; proceeds of transportation vehicle fund levies; optional transfers from the general fund; and investment funds coming from the transportation vehicle fund. The transportation vehicle fund may be used to purchase and/or rebuild buses on a contract or cash basis. Money may be transferred from the transportation vehicle fund to the debt service fund exclusively for the payment of debt and

interest incurred by the transportation vehicle fund. Such a transfer does not constitute a transfer of moneys from the transportation vehicle fund with the meaning of RCW 28A.160.130.

Policy 6100

Revenues from Local, State and Federal Sources

Legal References:

RCW 28A.320.330	School funds enumerated Deposits in--Use
RCW 28A.325.010	Fees for optional noncredit extra curricular events--Disposition
RCW 28A.325.020	Associated student bodies Powers and responsibilities affecting
RCW 28A.325.030	Associated student body program fund—Created Source of funds—Expenditures
	Budgeting Care of other moneys received by students for private purposes
RCW 28A.335.060	Sale of transportation vehicles
RCW 28A.505.140	Rules and regulations for budgetary procedures--Review when superintendent [SPI] determines budget irregularity--Revised budget, state board's financial plan until adoption
RCW 39.44	Bonds Form, Terms of sale, Payment, etc.
RCW 43.09.200	Division of municipal corporations--Uniform system of accounting
RCW 43.09.210	Division of municipal corporations--Separate accounts for each fund or activity
WAC 392-123	Finance--School District Budgeting
WAC 392-138	Finance Associated Student Body Moneys
WAC 392-138-055	Imprest bank checking account
WAC 392-138-060	Petty cash funds

State Auditor

Petty Cash Bulletin #301, III(E)

Adoption Date: 23 October 2001  
Grapeview School District

## **6020P SYSTEM OF FUNDS AND ACCOUNTS PROCEDURES**

The following guidelines shall be used in managing bank accounts:

- A. The amount of the imprest fund of a school shall be based on the highest amount of funds expended in one month. The amount shall be approved by the board of directors.
- B. The board of directors shall appoint a staff member to serve as custodian of the fund. A surety bond shall be secured in the amount of the fund.
- C. Use of imprest funds and/or petty cash shall be restricted to those obligations which cannot be handled by voucher.
- D. Imprest funds and/or petty cash may not be used to circumvent any laws related to purchasing.
- E. All receipts which are submitted for reimbursement shall be dated and signed by the submitter.
- F. Imprest accounts shall be replenished at least monthly by warrant of check payable to the custodian. The replenishment must be made by voucher with appropriate receipts attached.
- G. Whenever an individual's appointment as custodian is terminated the imprest fund must be replenished and turned over to the fiscal officer.
- H. Local audits of each imprest account by someone other than the custodian of the account shall be made on a surprise and unscheduled basis at least twice per year.

### **ASSOCIATED STUDENT BODY FUND PROCEDURES**

The following guidelines shall be in effect in the operation of the associated student body:

- A. The principal shall appoint the primary advisor to the ASB.
- B. The principal shall be responsible for supervising the accounting functions.
- C. At the beginning of each year, the ASB shall submit a report which describes in summary those activities which constitute ASB programs.
- D. The ASB shall participate in the determination of the purposes for which ASB financial resources shall be budgeted and disbursed. Such purposes shall be reflected in the ASB budget which is submitted to the board of directors for its approval.
- E. The ASB shall approve all expenditures before money shall be disbursed from the fund.
- F. ASB funds may be used for any purpose approved by the governing body of the organization and subject to the provisions incorporated into the student body constitution and bylaws.
- G. Other fundraising activities not associated with an ASB sponsored organization are not permitted by law to be done under the direction or supervision of staff nor with the use of district equipment, supplies, facilities or other district resources unless the district is fully reimbursed for all such costs. The principal shall have the authority to arrange for non-ASB funds to be held in trust in separate accounts in the fund so long as students are informed in advance that a charge shall be made to cover the full cost of the service.
- H. For schools with students in grade seven or above, evidence of student approval must appear on all vouchers supporting a disbursement of ASB money. This includes purchase orders and imprest fund check requests.

- I. ASB moneys must be on deposit with the county treasurer with the exception of an imprest banking account and petty cash. Such funds shall be administered in the manner required by the regulations of the state board of education.

#### **MANAGEMENT OF DISTRICT BANK ACCOUNTS**

Moneys received for the district shall be handled as follows:

- A. Receipts shall be given for all moneys;
- B. All moneys received by the district, except those received by the county treasurer on behalf of the district, shall be deposited in the district's transmittal account. In no cases shall money remain in a building for more than 24 hours;
- C. Receipts from special events shall be deposited intact;
- D. All moneys in the transmittal account, shall be transmitted to the county treasurer no later than the first of each month. Such transmittals shall be accompanied by a report indicating the sums to be credited to each of the district's funds;
  1. An accurate record shall be kept of all expenditures from each imprest account. Reimbursement to the maximum permitted shall be made to each imprest account by voucher each month; and
- F. Local audits of each imprest account shall be made on a surprise and unscheduled basis at least twice per year. In addition, whenever there is a change of administrator, the imprest accounts which he/she administered shall be audited by the district.

Implementation Date: 23 October 2001  
Grapeview School District

## **6021 INTERFUND LOANS**

Inter-fund loans between the general fund, the transportation vehicle fund, the capital projects fund, or the debt service fund may be used to alleviate a temporary cash deficiency.

Such loans shall not be used to balance the budget of the borrowing fund; nor shall they deter any function or project for which the fund was established.

The board must adopt a resolution before any inter-fund loan transaction takes place. The resolution shall contain the exact amount of the loan, the funds involved, the specific source of funds for repayment, the schedule for repayment and the interest rate involved.

### **Legal References**

RCW 28A.505.150	Budgeted expenditures as appropriations--Interim expenditures--Transfer between budget classes Liability for non-budgeted expenditures
WAC 392-123-135	Inter-fund loans through 160

Adoption Date: 23 October 2001

Grapeview School District:

## Minimum Fund Balance

The district recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district adopts this policy in regard to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources.

Annually, the superintendent or designee will present a general fund budget that includes a commitment of at least nine to fourteen percent of the current year's expenditures towards a minimum fund balance.

Cross References:                      6040 - Expenditures in Excess of Budget  
   6020 - System of Funds and Accounts

Legal References:                      RCW 28A.320.070 School district as self-insurer -  
   Authority  
   RCW 28A.505 School Districts' Budgets  
   28A.505.130 Budget - Requirements for balancing  
   estimated expenditures

Adoption Date: 25 September 2018  
Classification: **Discretionary**  
Revised Dates: **01.22**



## **6030 FINANCIAL REPORTS**

### **Monthly Report**

The business office shall prepare a monthly budget status report of the following funds:

- A. General fund,
- B. Capital projects fund,
- C. Debt service fund,
- D. Associated student body fund, and
- E. Transportation vehicle fund.

A "statement of financial condition" shall be submitted to the board each month. The superintendent shall reconcile ending net cash and investments, revenues and expenditures reported by the county treasurer with the district records for all funds.

### **Annual Financial and Statistical Report**

At the close of each fiscal year, the superintendent, as board secretary, shall submit to the board an annual financial statistical report. The report shall include at least a summary of financial operations for the year.

### **Legal References**

RCW 28A.150.230	Basic Education Act of 1977--District school directors as accountable for proper operation of district--Scope--Responsibilities
RCW 28A.400.030 (3)	Superintendent's duties
WAC 392-123-110	Monthly financial statements and reports prepared by school district administrator
WAC 392-123-115	Monthly budget status report for general fund operations
WAC 392-123-120	Statement of financial condition--Financial position of the school district
WAC 392-123-125	Personnel budget status report
WAC 392-123-132	Reconciliation of monthly county treasurers' statement to district records

Adoption Date: 23 October 2001

Grapeview School District

## **6040 EXPENDITURES IN EXCESS OF BUDGET**

Total budget expenditures for each fund as adopted in the budget shall constitute the appropriations of the district for the ensuing fiscal year. The board shall be limited in the incurring of expenditures to the grand total of such appropriations.

Board members, administrators or staff who knowingly or negligently violate or participate in a violation of this policy by incurring expenditures in excess of appropriations shall be held civilly liable, jointly and severally, for such expenditures, including consequential damages, for each such violation. If as a result of any civil or criminal action the violation is found to have been done knowingly, such board member, administrator or staff member who is found to have participated in such breach shall immediately forfeit his/her office or employment.

In the event of an emergency requiring expenditures in excess of the budget, the board may adopt a resolution which states the conditions constituting the emergency and the amount of the appropriation necessary to correct the situation. At any other time that the budget is to be increased by making an additional appropriation, the board, after proper notice, shall adopt a resolution stating the facts and the amount of appropriation necessary to correct the situation. Any person may appear at the meeting at which the appropriation resolution is to be voted on and may be heard for or against the adoption. Passage of the resolution requires a majority vote of all members of the board.

### **Legal References:**

RCW 28A.225.250 and regulations	Voluntary, tuition-free attendance programs among school districts, scope-Rules
RCW 28A.505.150	Budgeted expenditures as appropriations--Interim expenditures--Transfer between budget classes--Liability for non-budgeted expenditures
RCW 28A.505.170 Procedure	First class school districts--Emergency or additional appropriation resolutions--
WAC 392-123-071	Budget extension--First class district
WAC 392-123-072	Budget extension--Second class district

Adoption Date: 23 October 2001  
Grapeview School District

## **Revenues from Local, State and Federal Sources**

### **Revenues from Local Resources**

#### *Use of Local Revenues for Enrichment*

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and
- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the pre-ballot approval process required by RCW 84.52.053 and 28A.505.240.

#### *Enrichment Levies*

As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

#### *Response to Audit Findings on the Use of Local Revenues*

As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.276, the statute that limits the district's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

### **Revenues from State Resources**

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants, or enrichment levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities, and for such other programs as it deems appropriate to assist schools.

If the superintendent or designee identifies an optional state grant and determines that the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, the board may formally authorize accepting the grant.

### **Revenues from the Federal Government**

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs, and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- Maintenance of fiscal records that show the receipt and disposition of federal funds;
- Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported by federal funds;
- Provision for testing to identify target students as well as to measure program results; and
- Provision for staff and parent involvement, program planning, budget development, and program evaluation.

The district agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
- Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

### **Federal Impact Funds**

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program, including those educational programs and services to be provided with federal impact funds.

Indian students will have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent or designee will establish procedures to assure the involvement of the tribes and parents of Indian students in the development of the basic education program, including the education services to be provided with federal impact funds and the participation of Indian children in the program on an equal basis. The superintendent or designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Cross References:                      6020 - System of Funds and Accounts

Legal References:                      RCW 28A.150.230 District school directors' responsibilities  
RCW 28A.150.250 Annual basic education allocation — Full funding — Withholding of funds for noncompliance  
RCW 28A.300.070 Receipt of federal funds for school purposes — Superintendent of public instruction to administer  
RCW 84.52.0531 Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.  
Chapter 180-16 WAC State Support of Public Schools  
Public Law 81-874 Impact Aid

Management Resources:              2019 - July Policy Issue  
2019 - March 2019 - March Policy Issue  
2018 - June Policy Alert  
2017 - July Issue

Adoption Date: 23 October 2001  
Classification: **Essential**  
Revised Dates: **09.19**

## **6100P FEDERAL GOVERNMENT REVENUES PROCEDURES**

### **Internal Controls -- Title 1**

The following controls are established for the Title 1 program:

- A. All Title 1 funded purchases and expenditures shall be directly related to allowable Title 1 activities and services that are necessary to effectively carry out the objectives of the current program, and for the benefit of eligible participants.
- B. Title 1 purchases and expenditures shall be restricted to those incurred by persons with direct Title 1 duties and responsibilities and/or which benefit only eligible Title 1 participants.
- C. Title 1 funded in-service training shall be directly related to specific Title 1 program activities and provided only to persons with Title 1 program responsibilities and duties.
- D. Appropriate documentation of all Title 1 purchases and expenditures incurred shall be maintained for accountability and audit purposes.

### **Parent Involvement -- Title 1**

Each school offering Title 1 programs shall comply with federal and state requirements by providing for:

- A. Written parent notification of the selection of students for services;
- B. Accessibility to parents of specific instructional objectives for their children;
- C. Periodic student progress reports to parents;
- D. Accessibility of support materials to be utilized in the home when requested by parents;
- E. Parent participation in the instructional program on a volunteer basis; and
- F. Parent input and recommendations in program planning and modification.

Implementation Date: 23 October 2001  
Grapeview School District

## Federal Cash and Financial Management

The District's financial management system and records will be sufficient for preparing required reports and for tracing expenditures to a level that establishes funds have been used according to federal statutes, regulations, and the terms and conditions of the federal award. This is in addition to maintaining a system of funds and accounts in accordance with state law and the accounting manual (Policy 6020).

The District's financial management system will:

- Identify all federal awards received and expended, including specific information pertaining to the award: federal program name; CFDA title and number; identification number and year; and name of federal and any pass-through agency.
- Provide for accurate, current, and complete disclosure of the results of each federal award in accordance with reporting requirements.
- Include records and supporting documentation that identify the source and application of funds for federally funded activities, including authorizations, obligations, unobligated balances, expenditures, assets, income and interest.
- Enable the District to maintain effective internal controls to ensure accountability and proper safeguarding and use of all funds, property and other assets (for example, adequate segregation of duties).
- Provide a comparison of expenditures with budget amounts for each federal award.

In order for the District to comply with federal regulations for grant recipients, the superintendent will implement written procedures for 1) cash management; and 2) determining the allowability of costs in accordance with Cost Principles and the federal award terms and conditions.

Cross References:                      6020 - System of Funds and Accounts  
   6100 - Revenues From Local, State and Federal Sources

Legal References:                      Code of Federal Regulations (CFR), Part 200 Uniform  
   Administrative Requirements, Cost Principles, and Audit  
   Requirements, Sections  
   200.302 and  
   200.305  
   Cash Management Improvement Act of 1990

Management Resources:              2015 - October Policy Issue

Adoption Date: 23 May 2017  
Classification: **Essential**  
Revised Dates:

## **District Fundraising Activities**

The District recognizes that it needs a balance of state, federal, local, and nongovernmental funds to achieve its goals. The District further recognizes that dwindling state and federal funds present challenges for the District. Increasingly, the District is seeking local and nongovernmental funding sources in order to preserve, establish and enhance important District programs and educational opportunities. The District's ability to offer diverse, quality educational programs and experiences for our students depends in part on our ability to secure reliable alternative sources of funding.

To preserve and to establish District programs and educational opportunities the Board limits fundraising activities through the general fund to soliciting funds through grants and donations or inter-local agreements with other governmental agencies that: (1) Promote K-12 education; (2) Provide educational experiences for students, and/or (3) Address local funding obligations that support the educational mission of the District; (4) and/or promote the effective, efficient, or safe management and operation of the District.

This policy governs the establishment and administration of District fundraising for the general fund and for particular programs in the District. It does not address fundraising programs conducted by Parent Teacher Organizations, other non-profit or citizens' organizations, or the Associated Student Body. Fundraising by the Associated Student Body is addressed by [RCW 28A. 325.030](#) and [Policy 3510](#).

The superintendent will establish procedures for the administration of District fundraising programs to ensure compliance with all applicable laws.

Cross References:	3530 - Fundraising Activities Involving Students 3510 - Associated Student Bodies
Legal References:	RCW 28A.320.015 School Boards of Directors – Powers –Notice of adoption of policy RCW 28A.320.030 Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration AGO 2003 No. 1 Attorney General's Opinion
Management Resources:	Policy News, December 2003 District Fundraising Activities

Adoption Date: 23 May 2017  
Classification: **Discretionary**  
Revised Dates:



## Allowable Costs for Federal Programs

Expenditures under federal programs are governed by the Federal Cost Principles contained in [2 CFR Part 200 Subpart E – Cost Principles](#). The district is committed to ensuring that costs claimed under Federal awards follow these cost principles as well as any special terms and conditions contained in the award. Additionally, as a grantee, the district is required to follow the more restrictive of the federal, state, and district policies.

When applying these cost principles, the district will:

- Maintain responsibility for the efficient and effective administration of the Federal award through the application of sound management practices;
- Assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives and the terms and conditions of the federal award; and
- Apply accounting practices that are consistent with the cost principles, support the accumulation of costs as required by the principles, and provide for adequate documentation to support costs charged to the federal award.

The district will maintain a system of internal controls over federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles. Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the district;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period; and
- Be adequately documented.

In extraordinary circumstances, such as those caused by emergencies, the district may continue to pay the compensation of employees who are paid with Federal grant funds using the Federal funds, despite the employees' inability to work due to the extraordinary circumstances, consist with the districts' use of all funding sources to pay its employees.

Cross References:      1610 - Conflicts of Interest  
                                 3423 - Emergencies  
                                 6101 - Federal Cash and Financial Management  
                                 6210 - Purchasing: Authorization and Control  
                                 6220 - Bid or Request for Proposal Requirements  
                                 6801 - Capital Assets/Theft-Sensitive Assets

Legal References:      2 CFR Part 200, Subpart E

Management            2020 – May Issue  
Resources:              2015 - December Issue

Adoption Date: 23 May 2017

Classification: **Essential**

Revised Dates: **08.20**

## **Procedure - Allowable Costs for Federal Programs**

The purpose of this procedure is to ensure federal funds are spent only on allowable activities in accordance with CFR Part 200 Subpart E – Cost Principles, other special terms or conditions of the grant award, and/or other applicable state and federal guidelines. In determining allowable costs, the district will use the guiding principles as established in the Allowable Costs Policy 6106.

Two categories of costs may be charged to a Federal award. The first are direct costs, which are costs that directly benefit the activity and are easy to identify. The second are indirect costs, which are costs that either benefit the activity in an indirect manner or directly benefit the activity but the complexity of adequately identifying the costs as such outweighs the benefit of charging them directly.

Costs will meet the requirements of necessary and reasonable when they do not exceed those which would be incurred by a prudent person under the circumstances at the time the decision was made to incur the cost. District employees will use the following questions to determine reasonable and necessary costs:

- Does the district really need this item/service?
- Is the expense targeted to a valid programmatic/administrative need?
- Is this the minimum amount we need to spend to meet our needs?
- Do we have the capacity to use what we are purchasing?
- If we were asked to defend this purchase, would we be able to?
- Did we pay a fair rate?

The district will implement a reasonable method of allocating costs that equates to the relative benefit received by the program for the proportion of the costs charged to the program.

### **Period of Performance**

Federal funds may be obligated on the later of the date funds become available or the submission date of the grant application, either in full form, or "Substantially Approvable Status (SAS)", depending on the terms of the Federal award.

Federal funds may not be expended subsequent to the end date of the grant except to liquidate allowable obligations that were made on or before that date. All liquidations of prior obligations must be made within 90 days of the grant end-date, or an earlier date established by the granting agency.

The following table indicates the date that an expenditure is determined to be obligated:

<b>IF THE OBLIGATION IS FOR</b>	<b>THE OBLIGATION WAS MADE</b>
Acquisition of real or personal property	On the date on which the district makes a binding written commitment to acquire the property
Personal services by an employee of the district	When the services are performed
Personal services by a contractor who is not an employee of the district	On the date on which the district makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date on which the district makes a binding written commitment to obtain the work

Public utility services	When the district receives the services
Travel	When the travel is taken
Rental of real or personal property	When the district uses the property

### **Direct Costs**

Expenditures charged directly to a federal grant award will follow all district policies and procedures as well as federal requirements applicable to those costs, including, but not limited to; procurement requirements, property standards, travel policies, and cost criteria established by 2 CFR Part 200, Subsection E, as identified in the allowable cost policy. Additionally, all direct expenditures will be allowable under the terms of the grant award and program regulations. Requirements followed will be the more restrictive of the local, state, or federal regulations associated with a particular type of expenditure.

Staff responsible for reviewing expenditures for allowability will be familiar with the allowable costs of all programs reviewed. Staff responsible for budget and expenditure monitoring will be responsible for ensuring all charges are reviewed by appropriate staff for allowability.

Prior approvals of expenditures, as stated in 2 CFR, Part 200 and the grant award terms, will be obtained prior to the expenditure being obligated. Expenditures will be supported by adequate documentation including all pertinent details that assists in determining the item was allowable.

### **Indirect Costs**

Federal grant awards will include an amount of indirect expenditures that districts are entitled to for organization wide costs of the grantee that benefit the federal program being administered by the district, unless specifically disallowed by the terms of the grant award.

Indirect rates are negotiated by the district's cognizant or oversight agency and can be applied to all Federal awards the district receives.

For grants awarded by the Office of Superintendent of Public Instruction (OSPI), indirect rates are calculated annually based on financial information obtained through the F-196. OSPI negotiates the indirect cost rate calculation methodology with the Department of Education every 5 years.

There are two types of federal indirect costs. A restricted rate is used for any federal program that has a "supplement, not supplant" requirement, which means the federal money is used to supplement the amount of money that a district has to spend on a particular program, and is not used "in place of" state/local funds. An unrestricted rate is used for programs that do not have a "supplement, not supplant" requirement.

The district is not required to claim any or all of the indirect amount they are entitled to, but may claim up to the full amount, as long as it is included in the district's approved budget. The indirect rate may be applied to all allowable direct expenditures that will be claimed under a particular grant award, less some exceptions (e.g., indirect costs will only be applied to the first \$25,000 of an individual contract).

No expenditures will be charged through both a direct cost and an indirect cost.

Implementation Date: 25 August 2020

Classification: **Essential**

Revised Dates:

## **Rental or Lease of District Real Property**

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is \$10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property will be rented or leased for lawful purposes. The rental or lease will be in the best interests of the district and not interfere with the conduct of the district's educational program and related activities. The lease or rental agreement shall permit the recapture of the leased or rented surplus property should such property be needed for school purposes in the future unless proximity to an international airport precludes the possible or appropriate use of the property for a school, or the property is leased or rented for affordable housing purposes.

Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease will be deposited in the capital projects fund or debt service fund.

At the option of the board of directors, after evaluating the sufficiency of the school district's capital projects fund for purposes of meeting demands for new construction and improvements, moneys derived from the lease or rental of real property may be deposited into the district's general fund to be used exclusively for nonrecurring costs related to operating school facilities, including but not limited to, expenses for maintenance.

It is a violation of district policy for any person, including a renter or leaser to knowingly carry a firearm or dangerous weapon on district premises. "Premises" includes district property, including rental property, used exclusively for school district activities and does not extend to a property rented or leased as a personal domicile.

Cross References:	4210 - Regulation of Dangerous Weapons on School Premises
Legal References:	RCW 28A.335.040 Surplus school property, rental, lease or use of — Authorized — Limitations RCW 28A.335.050 Surplus school property, rental, lease or use of — Joint use—Compensation—Conditions generally RCW 28A.335.060 Surplus school property, rental lease or use of — Disposition of moneys received from RCW 28A.335.070 Surplus school property, rental, lease or use of — Existing contracts not impaired RCW 28A.335.080 Surplus school property, rental, lease or use of — Community use not impaired RCW 28A.335.090 Conveyance and acquisition of property — Management— Appraisal RCW 28A.335.130 Real property — Sale — Use of proceeds
Management Resources:	2022 -June Issue 2020 - August Issue

Adoption Date: 23 October 2001  
Classification: **Essential**  
Revised Dates: **05.17; 12.19; 10.20; 11.22**

## **6113 RENTAL OF MUSICAL INSTRUMENTS**

The district shall purchase only those instruments which, because of cost and/or unsuitability as a solo instrument, are not likely to be purchased by parents and yet are needed for full instrumentation of school music groups. Such instruments shall be rented with the fee used to help cover maintenance costs, except when the rental instrument is in addition to an instrument that is already owned or rented by the student. Arrangements shall be made for the reduction/waiver of fees for students whose families, by reason of income, would have difficulty paying the fee.

The USDA child nutrition program guidelines shall be used to determine qualification for a reduction/waiver. Parents shall be notified of the availability of fee reduction/waivers. Rental instruments shall be used only in preparation for and playing in school organizations. The user shall be responsible for any damage to the instrument which might occur while it is in his/her care.

If a parent approves that his/her child shall borrow and use a musical instrument belonging to the school, the parent agrees to:

1. Replace the instrument if it is lost, stolen or damaged beyond repair.
2. If the district requests a student to play an instrument there will be no charge.

Adoption Date: 25 May 2004  
Grapeview School District

## **6114    GIFTS**

The board recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

Any gift to the district of real property can be accepted only by board approval. Any gift to the district or to an individual school or department of money, materials or equipment having a value of \$150.00 or greater shall be subject to board approval. In no event shall any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization. The board shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions or which shall obligate the district to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

The superintendent shall establish criteria to be met in the acceptance of gifts to the district.

### **Legal References:**

RCW 28A.320.030            Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration

Adoption Date: 23 October 2001  
Grapeview School District

## **6114P GIFTS PROCEDURES**

Equipment and material which are donated to a school or are brought to the school for temporary use shall be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal shall be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal shall indicate the reason(s) in writing. If found to be acceptable, the principal will arrange for the appropriate installation. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

Any gift presented to the district shall satisfy the following criteria:

- A. The purpose or use shall be consistent with philosophy and programs of the district;
- B. The district shall assume only a minimum financial obligation for installation, maintenance and operation;
- C. The equipment shall be free from health and/or safety hazards; and
- D. The equipment shall be free from a direct or implied commercial endorsement.

Implementation Date: 23 October 2001  
Grapeview School District

## **6119     UNCOLLECTED NONTAX REVENUE**

The board will make an effort to collect all revenues due from federal, state, local and nontax sources. At the first meeting in a new fiscal year, the superintendent will prepare a list of uncollected nontax revenues from the past fiscal year including but not limited to unpaid rentals, fines, fees, and other charges and the actions that have been taken to collect the receivables. If not collected by December 30, the board will declare the remaining receivables as uncollectable.

Adoption Date: 23 October 2001  
Grapeview School District



## **6120 INVESTMENT OF FUNDS**

The superintendent is authorized to direct and authorize the county or state treasurer to invest district moneys which are not needed for current obligations in any district fund. Such investments shall be made with the objective of producing the greatest return, consistent with prudent practice.

### **Legal References:**

RCW 28A.320.300	Investment of funds, including funds received by ESD--Authority--Procedure
RCW 28A.320.320	Investment of funds of district not needed for immediate necessities--Service fee
RCW 36.29.020	Custodian of moneys Investment of funds not required or immediate expenditures, service fee
RCW 43.250	Investment of local government funds
WAC 210-01	Local Government Investment Pool

Adoption Date: 23 October 2001  
Grapeview School District

## **Purchasing: Authorization and Control**

The superintendent or designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$5,000.00 except that the superintendent will have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students.

The superintendent or designee will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staffs who obligate the District without proper prior authorization may be held personally responsible for payment of such obligations.

Adoption Date: 23 October 2001

Classification: **Essential**

Revised Dates: **05.17**

## **6210P PURCHASING: AUTHORIZATION AND CONTROL PROCEDURE**

Requisitions shall be approved by the superintendent. As a minimum, requisitions shall provide the following information:

- A. Name of originator, and date originated;
- B. Person to whom material is to be delivered;
- C. Budget year;
- D. Specifications of equipment items (manufacturer, stock number, etc.);
- E. Estimated cost based on latest price.

Upon placement of a purchase order, the business office shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.

Materials desired for "examination" should be ordered on requisition, "following items for examination for 30 days."

Implementation Date: 23 October 2001  
Grapeview School District

## 6212 CHARGE CARDS

For official district purchases and acquisitions the board authorizes the use of credit cards. The board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions: The superintendent/principal and administrative assistant, certificated teaching staff. The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

The board authorizes the issuance of charge cards to officers and staff for the purpose of travel or in those situations where the vendor will not accept other than a credit card for the purchase of goods or services. Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card shall submit a fully itemized travel expense voucher. The official or staff member shall pay any charges not properly identified on the travel expense voucher or not allowed following review by the auditing officer. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding. For purchase of goods and services, only the superintendent or designee may use the card. A purchase order must be issued and signed prior to the purchase of goods or services.

The superintendent shall establish procedures for the issuance and use of charge cards.

### Cross Reference:

Policy 6213                      Reimbursement for Travel

### Legal References:

RCW 42.24.115              Municipal corporations and political subdivisions Issuance of charge cards to officers and employees for travel expenses  
RCW 43.09.2855              Local governments--Use of credit cards

Adoption Date: 25 May 2004  
Grapeview School District

## **6212P CHARGE CARDS**

### **Charge Card Use by Employees:**

These procedures apply when employees are traveling and incur authorized travel expenses on behalf of the Grapeview School District.

1. Charge cards are to be used only when an employee is traveling on behalf of the Grapeview School District.
2. Charge cards will be issued to employees for travel expenses only when other purchase order methods of payment are not accepted for lodging, transportation, meals and transportation.
3. A charge card certification form, as well as all receipts, shall be submitted within thirty days of the travel for reimbursement.

### **Charge Card Use for Goods and Services:**

1. All charge cards will be kept with the administrative assistant.
2. A purchase order number must be obtained prior to receiving a charge card for goods and services.
3. Upon the purchase a charge card certification form, invoices and receipts shall be submitted to the administrative assistant.
4. The charge card is to be used only when another method of payment or purchase cannot be made to a vendor.

Adoption Date: 22 July 2004  
Grapeview School District

## **6213 REIMBURSEMENT FOR TRAVEL EXPENSES**

The actual and necessary expenses of the superintendent/principal, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses shall be made pursuant to the federal internal revenue code and internal revenue service regulations.

The superintendent is authorized to provide advanced travel expenses to staff to any workshop approved by the district.

### **Legal References:**

RCW 28A.320.050	Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates--Advancing anticipated
RCW 42.24.090	Municipal corporations and political subdivisions--Reimbursement claims by officers and employees--Detailed account--Travel allowances and allowances in lieu of actual expenses--Certification--Forms

### **State Auditor Bulletin**

#301-III(D)--	Employee travel expenses
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### **Management Resource:**

PNA 9912.05	IRS rules impact travel reimbursement
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Adoption Date: 23 October 2001  
Grapeview School District

## **6213P REIMBURSEMENT FOR TRAVEL EXPENSE PROCEDURES**

### **TRAVEL REQUEST**

Travel requests must be approved by the superintendent.

Staff can receive advanced travel expenses.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

### **REIMBURSEMENT OF CLAIMS**

Certified claims must be submitted to the district business office at least 5 business days prior to the regular board meeting.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

### **REIMBURSABLE EXPENSES**

Lodging Reasonable rates Itemized receipt required

Meals: Reasonable rates No receipt required.

Employees may be reimbursed for a maximum of 3 meals per day to a limit of \$30.00 per day.

Airline, Train, Tourist rate Bus Fare

Cancelled ticket serves as receipt

Taxi, Parking, Toll

Receipt required

Mileage--personal car:

Reimbursement allowed, at the prevailing State of Washington employee travel reimbursement rate, only when approved in advance by the superintendent. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.

### **NONREIMBURSABLE EXPENSES**

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other nonofficial school functions.
- E. Entertainment.
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Implementation Date: 23 October 2001  
Grapeview School District

## Voucher Certification and Approval

Expenditures will be made on District voucher forms. Before vouchers are submitted to the Board for payment, they will be audited and certified by the District's appointed auditing officer for accuracy and proof that the goods or services have been received and are satisfactory and that previous payment has not been made. The certification must be signed and dated by the auditing officer or his/her delegate. Vouchers will be approved by a recorded affirmative vote of a majority of the Board.

The Board authorizes advance payment of a voucher when a delay in payment would otherwise result in a penalty or late fee or an interest charge on the unpaid balance except that advance payment for goods or services to a single vendor in excess of \$2,500.00 will not be permitted unless previously authorized by the Board through a bid award or by action of the Board at a preceding Board meeting. The Board will review and approve all such advance payments at its next regularly scheduled public meeting. In the event the claim is disapproved, the auditing officer and superintendent or designee will cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the Board approves the payment of those claims.

The auditing officer and the superintendent or designee will each furnish an official bond, for not less than \$50,000 for the faithful discharge of such duties. The school District will purchase and pay for the surety bonds.

Cross References:                      6500 - Risk Management

Legal References:                      RCW 28A.330.080 Payment of claims—Signing of warrants  
   RCW 28A.330.090 Auditing committee and expenditures  
   RCW 42.24.080 Municipal corporations and political subdivisions — Claims against for contractual purposes — Auditing and payment — Forms— Authentication and certification  
   RCW 42.24.180 Taxing District — Issuance of warrants or checks before approval by legislative body — Conditions

Adoption Date: 27 November 2001  
Classification: **Essential**  
Revised Dates: **05.17**



## **6215P VOUCHER CERTIFICATION AND APPROVAL PROCEDURES**

All claims against the Grapeview School District must be preaudited and certified by the auditing officer. This certification may be a blanket voucher certification so long as it indicates the particular vouchers so certified. The use of a blanket certification in no way relieves the auditing officer of his/her responsibility and liability for each individual voucher so certified. The certification must be signed and dated by the auditing officer. For all claims, except expense reimbursement claims certified by officers or employees (see employee travel procedures), the certification must include the following language:

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described on voucher numbers \_\_\_\_\_ through \_\_\_\_\_ are just, due and unpaid obligation against the Grapeview School District #54 and that I am authorized to authenticate and certify to said claim."

The auditing officer's certification for employee/officer expense reimbursement claims must include the following language:

"I, the undersigned, do hereby certify under penalty of perjury that the expense reimbursement claims voucher numbers \_\_\_\_\_ through \_\_\_\_\_ are just, due and unpaid obligation against the Grapeview School District #54 and that I am authorized to certify to said claim."

To indicate board approval for payment of those vouchers audited and certified by the auditing officer, the following statement must be entered in the minutes of the governing body:

"Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

"As of this date \_\_\_\_\_ the Grapeview School District #54 Board of Education, by a (unanimous, majority) vote, does approve for payment those vouchers included in the above list and further described as follows: (funds) voucher numbers \_\_\_\_ through \_\_\_\_ in the total amount of \$\_\_\_\_\_."

Implementation Date: 27 November 2001  
Grapeview School District

## **Reimbursement for Goods and Services: Warrants**

A majority of the members of the Board will approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the Board.

Expenditures of District moneys will be made on approved vouchers by a warrant signed by the secretary of the Board or, in his/her absence, the Board *chair/president*.

Warrants to be issued will first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

### **Unclaimed or Reissued Warrants**

Warrants which have not been redeemed within a period of twelve (12) months or longer will be cancelled by the authority of the Board. Such action will take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a "stop payment" with the District's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

Cross References:                      6215 - Voucher Certification and Approval

Legal References:                      RCW 28A.330.080 Payment of Claims—Signing of warrants  
   RCW 28A.330.090 Auditing Committee and Expenditures  
   RCW 28A.330.230 Drawing and issuance of warrants  
   RCW 39.56.040 Cancellation of Municipal Warrants  
   Chapter 63.29 RCW Uniform Unclaimed Property Act

Adoption Date: 27 November 2001

Classification: **Essential**

Revised Dates: **05.17**

## **Bid or Request for Proposal Requirements**

The board recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

### **I. Procurement and Public Works Using Non-Federal Funds**

#### **A. Furniture, Supplies, or Equipment**

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review; and
- over \$75,000, the board will follow the formal competitive bidding process by:
  1. preparing clear and definite plans and specifications for such purchases;
  2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
  3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
  4. providing the clear and definite plans and specifications to those interested in submitting a bid;
  5. requiring that bids be in writing;
  6. opening and reading bids in public on the date and in the place named in the notice; and
  7. filing all bids for public inspection after opening.

#### **B. Use of Non-Federal Funds for Improvements or Repairs**

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

#### **C. Exemptions**

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;

- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

#### **D. Rejection of Bids**

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

#### **E. Interlocal Cooperation Act**

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. The board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section.

#### **F. Crimes Against Children**

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

### **II. Procurement Using Federal Funds**

#### **A. Goods**

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods**, including furniture, supplies, and equipment:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

#### **Self-Certification**

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information

and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.

- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

## **B. Services**

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

## **Self-Certification**

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.]

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

## **C. Noncompetitive Procurement**

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

#### **D. Cost/Price Analysis**

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and, in all cases, where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred, or cost estimates would be allowable under 2 CFR 200.400 - .476.

#### **D. Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

#### **E. Conflict of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

#### **F. Interlocal Cooperation**

The board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies pursuant to 2 CFR 200.318(e) and the Interlocal Cooperation Act, Chapter 39.34 RCW. Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures.

### **III. Procedures**

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

#### **Legal References:**

RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract

RCW 39.04.155 Small works roster contract procedures  
— Limited public works process Definition

RCW 39.04.280 Competitive bidding requirements —  
Exemptions

RCW 39.26.160 Bid Awards - Considerations -  
Requirements and criteria to be set forth - Negotiations  
- Use of enterprise vendor registrations and bid  
notification system

RCW 39.30.060 Bids on public works — Identification,  
substitution of contractors - Review, report of  
subcontractor listing requirements

Chapter. 39.34 RCW Interlocal Cooperation Act

2 CFR Part 200—Uniform Administrative Requirements,  
Cost Principles, and Audit Requirements for Federal  
Awards

2 CFR 200.1 Simplified Acquisition Threshold

2 CFR 200.318 – General Procurement Standards

2 CFR 200.320 Methods of Procurement to be Followed

2 CFR 200.324 Contract Cost and Price

2 CFR 200.520 Criteria for a low-risk auditee

2 CFR Part 3485 Non-procurement Debarment and  
Suspension

Management Resources:

2021 – December Issue

2020 - December Issue

2019 - January 2019 - January Policy Alert

2018 - August Issue

2017 - July Issue

2016 - March Issue

2015 - October Policy Issue

2015 - June Policy Issue

2013 - June Issue

2012 - April Issue

2011 - February Issue

Policy News, October 2005 Competitive Bid Process  
Changes

Policy News, June 2001 Legislation Further Simplifies Bid  
Compliance

Adoption Date: 27 November 2001

Classification: **Essential**

Revised Dates: **10.00; 06.01; 10.05; 12.09; 04.17; 10.17; 04.19; 02.21; 02.22**

## 6220P BID REQUIREMENTS PROCEDURES

The following procedures shall be in effect for purchasing through the bidding process:

- A. Formal bids shall be opened at the time and place stated in the official advertisement for bids, and any interested member of the public may attend the bid opening. It shall be the bidder's sole responsibility to see that his/her bid is delivered to the district prior to the time set for opening of bids. Any bid received after the time set for opening the bids shall be returned to the bidder unopened and shall receive no consideration by the district.
- B. Formal bid tabulations shall be presented at the next regular meeting of the board for study purposes.
- C. Formal bid awards shall be made by the board on the basis of staff recommendations at the second meeting after the bid opening except that the board can waive this requirement when time is of the essence.
- D. Brand names and manufacturers' catalog numbers used in specifications are for the purpose of identification and to establish a standard of quality. Bids on equal items shall be considered providing the bidder specifies brand and model and furnishes descriptive literature. The acceptance of alternative "equal" items shall be conditioned on the district's inspection and testing after receipt. If not found to be equal, the material shall be returned at the seller's expense and the contract canceled.
- E. The district shall reserve the right to reject any or all bids, waive any formalities and cancel the solicitation, if a compelling reason exists.
- F. On construction projects, the bidder shall include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements and shall provide a performance bond.
- G. The superintendent may solicit bids by telephone and/or written quotation for furniture, equipment and supplies which have an estimated cost between \$40,000 and \$75,000. At least three telephone or written bids shall be secured prior to the date established by the superintendent. All telephone quotations must be confirmed in writing within seven days in order to constitute a valid quotation.
- H. For public works projects estimated to cost less than \$~~23~~300,000, the superintendent may solicit bids by telephone, electronic means and/or written quotations from contractors who have requested to be placed on the small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster. The small works roster shall be revised at least once each year by publishing a notice of such opportunity in at least one newspaper of general circulation in the district. Also, responsible contractors shall be added to the small works roster any time they submit a written request and necessary records. The application form shall be designed to collect such information as (1) name of contractor, (2) state of Washington contractor's license number, (3) bonding verification, (4) liability coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding and insurance on file with the district.

The following steps shall be employed to engage a contractor for a small works project:

- 1. Written specifications shall be prepared which describe the work to be completed and the materials to be used. Completion date; contractor's assurances (prevailing wages, fair employment, etc.); bid and performance bond requirements; opportunity to visit the work site; closing date; and bid form may be provided detailed plans and specifications need not be included in the invitation.
- 2. All qualified small works contractors may receive written invitation to bid. In the alternative, quotations may be invited from at least five contractors on the roster qualified to do the work being contracted in a manner that will equitably distribute the opportunity among qualified contractors on the roster. If the estimated cost of the work is between \$100,000 and \$300,000 and five or more contractors are invited to offer quotations, all other contractors on the roster



shall be notified of the quotations being sought by publishing notice in a legal newspaper in general circulation in the district. *(Implementation note: Districts may choose to provide notification by mail, facsimile or other electronic means instead of publication. Administrators should choose the ONE method that is most efficient under the circumstances in the local district--availability of an appropriate newspaper, size of the roster, availability of facsimile or e-mail communications with local contractors, etc.--and place that means in this paragraph instead of the reference to publication in a newspaper.)*

3. After the closing time, bids shall be opened, recorded and made available for inspection or telephone inquiry.
4. The superintendent shall award the contract to the lowest responsible bidder. The district shall post a list of contracts awarded pursuant to the small works roster once every two months, including the name of the contractor or vendor, amount of the contract a brief description of the work done, or items purchased and the date awarded. The notification must also include the location where quotations for the contracts listed are available for public inspection.

The following factors shall be considered in determining the lowest responsible bidder:

1. The ability, capacity and skill of bidder to perform the work required;
  2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
  3. The ability of the low bidder to perform the work in the time specified;
  4. The quality of performance of previous contracts or services;
  5. The previous and existing compliance of the bidder with laws relating to public works; and
  6. Such other information related to the performance of the contract as the superintendent deems advisable.
- I. For limited public works projects estimated to cost less than \$35,000 the superintendent may solicit electronic or written quotations from a minimum of three contractors from the small works roster. The contract may be awarded to the lowest responsible bidder pursuant to the factors listed above. After an award is made, the quotations received are open to public inspection and are available by electronic request. The superintendent shall attempt to distribute opportunities for limited public works projects equitably among contractors willing to perform in the district. The district will maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, a brief description of the work and the date the contract was awarded. A project may not be divided into parts in order to qualify for the limited public works process.
  - J. An acceptable bid or offer and a district purchase order shall constitute the only contract necessary for the purchase of supplies, equipment, and minor repairs of construction projects, except that the successful bidder shall meet all conditions included in the specifications.
  - K. Formal written contracts shall be prepared for all major construction and repair projects. Such contracts shall be signed by the board president/chair and secretary on behalf of the district after the contracts have been awarded by a majority vote of the board with action recorded in the minutes of the board meeting. All contracts shall provide that, in the event of a suit by the district to enforce the terms of the contract, venue for the suit shall be laid in the county in which the district is located and that, if the district is successful in the suit, the court may order reimbursement of the district's attorney's fees and court costs in such amount as the court deems reasonable. The contract shall contain a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she has contact with public school children. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

Implementation Date: 27 November 2001

Revision: March 27, 2012

Grapeview School District

## **Use of Electronic Signature**

### **Purpose:**

To establish an electronic signature policy for the Grapeview School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider Adobe Sign, as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

### **Scope, Manner, and Format of Use**

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the Adobe Sign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: Such as Board meeting minutes, resolutions adopted by the Grapeview School Board, voucher listings approved by the School Board, and any and all contracts and agreements to which the District is a party.

Electronic signatures **may not** be used on District records requiring execution by a third party.

The Board may modify, rescind, or replace this policy at any time.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References: 15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act

Management Resources: 2020 - May Issue

Adoption Date: **25 August 2020**

Classification: **Discretionary** (But required for districts that will use electronic signatures)

Revised Dates: **12.21**

## **6230 RELATIONS WITH VENDORS**

Financial and business transactions of the district shall be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendships or other personal relationships. Board members, administrators or staff shall not accept a gift or favor from vendors or prospective vendors or other firms or individuals who have had or hope to have transactions with the district. Financial interests of board members, administrators or staff in any district purchase, sale or other transaction shall be prohibited.

### **Legal References:**

RCW 42.23.030	Interest in contract prohibited--Excepted cases
RCW 42.23.040	Remote interests

Adoption Date: 27 November 2001  
Grapeview School District

## **6240 FOOD AND BEVERAGE CONSUMPTION**

The board recognizes that staff members and others associated with the district are expected to pay for their own food and beverages. However, under certain circumstances when the district is deriving benefit, the district may expend funds for food and beverage consumed by staff and others while in the conduct of the business of the district.

The superintendent is directed to establish procedures which reflect the intent of the board to provide for reasonable food and beverage consumption while in the conduct of business that is of benefit to the district. Such expenditures shall be supported by statements that show:

- A. the occasion for incurring expenses;
- B. the nature of expenses that were incurred; and
- C. the general nature of the business that was being conducted.

Adoption Date: 27 November 2001  
Grapeview School District

## **6240P FOOD AND BEVERAGE CONSUMPTION PROCEDURES**

### **MEETINGS, STUDY SESSIONS, TRAINING SESSIONS**

Food and nonalcoholic beverages may be served at district expense when a meeting, study session, training session or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. Expenses for food and beverage must be reasonable and serve a public purpose. Participants shall be restricted to officers, staff members, volunteers or "quasi-employees,"--noncompensated volunteers, or advisory committee members who might otherwise be entitled to actual monetary payment. Snacks and nonalcoholic beverages of a nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. Such events must be approved by the superintendent. All expenditures must be properly documented consistent with board policy.

### **INDIVIDUAL CONFERENCES**

Reasonable expenses for food and nonalcoholic beverages are permitted when staff members are engaged in conferences or meetings with individuals or small groups who have an interest in the operation of the district.

Implementation Date: 27 November 2001  
Grapeview School District

## **6500 RISK MANAGEMENT**

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers, or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, to determine which risks the district can afford to assume and to transfer to an insurance company those risks which the district does not wish to assume or cannot economically afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring, or joint employment of a risk manager. The administration and supervision of the risk management program is the responsibility of the superintendent, as the district Risk Manager, and who is hereby designated as the individual to receive all claims against the Grapeview School District #54. The board shall review the status of the risk management program each year.

The district shall purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the district's financial operations. Such bonds may include a deductible proviso not to exceed two percent of the employee's annual salary.

### **Legal References:**

RCW 28A.320.100	Actions against officers, employees or agents of school districts and educational service districts--Defense, costs, fees-Payment of obligation
RCW 28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
RCW 28A.330.100(10)	Additional powers of board
RCW 28A.400.350 authorized--Premiums	Liability, life, health, health care, accident, disability and salary insurance
RCW 28A.400.360	Liability insurance for officials and employees authorized
RCW 28A.400.370	Mandatory insurance protection for employees
RCW 48.62	Local government insurance transactions

Adoption Date: 27 November 2001  
Grapeview School District

## **6500P RISK MANAGEMENT PROCEDURES**

The risk manager shall:

- A. Report situations to the board where he/she feels the district faces the greatest potential liability, the changes that should be made to reduce the risk and the estimated cost of such changes;
- B. Examine the feasibility of and conduct in-service education classes for staff in areas where he/she feels risk is great or can be lessened;
- C. Assume responsibility for the district's insurance program;
- D. Review annually the insurable value of the district's buildings and equipment; and
- E. Supervise an annual inventory of all real property and equipment. (See policy 6570 - Data and Record Management.)

Implementation Date: 27 November 2001  
Grapeview School District

## **6510 SAFETY**

### **PLAYGROUND EQUIPMENT**

The board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community or school-related group, should be assessed in terms of suitability and durability and for possible health or safety hazards.

The superintendent shall develop specifications for playground equipment and related play surfaces. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment shall be based upon safety and contribution to child development.

### **CHEMICAL AND LABORATORY SAFETY**

The board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling. Instruction shall be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, non-hazardous environment.

The superintendent is directed to establish safety guidelines and procedures which will minimize the hazards inherent in the science classes and laboratories in the schools.

Policy 2151	Interscholastic Activities
Policy 6511	Staff Safety
Policy 6605	Student Safety Walking to School and Riding Buses

Legal References:	
RCW 28A. 335.300	Playground matting
20 USC 3171 et seq.,	1989 Drug-Free Schools and Communities

Adoption Date: 27 November 2001  
Grapeview School District



## **6510P PLAYGROUND EQUIPMENT PROCEDURES**

Plans to install playground equipment, either temporarily or permanently at a school site, shall be reviewed by a committee appointed by the principal and other appropriate staff members. A representative from the current insurance carrier shall be contacted prior to installation.

### **Guidelines:**

- A. Equipment must meet the safety criteria listed below:
  - 1. All playground equipment must have an immediate ground surface which limits the impact from a fall, according to ASTM F-355-72. The safety surface must extend to the maximum distance to which a fall could occur.
  - 2. Equipment is to be placed so as to take advantage of topography of surrounding terrain and far enough apart so that there will be a dispersment of children allowing safe, free movement with the least possible congestion.
  - 3. All equipment is to be free from hazardous protrusions, points and sharp edges.
  - 4. Exposed component materials are to be rust-free, clean and durable to use and weather with a minimum amount of splintering, flaking or other deterioration. Lead paint and creosote shall not be used.
  - 5. Equipment that is low to the ground and with a six (6) foot maximum vertical limit is preferred.
  - 6. All moving parts are to be concealed and be designed to minimize the chances of pinching or catching of clothing or of body.
  - 7. All equipment must be securely anchored according to manufacturer's recommendations and installed by the manufacturer or his/her authorized representative.
- B. Equipment should require a minimum of maintenance, specifically for replacement of parts and painting.
- C. Equipment should be aesthetically appealing, and encourage active and creative use.
- D. Equipment should be difficult to vandalize.
- E. Unpadded cement or steel stationary poles should not be in areas intended for running games.

Inspections will be conducted.

Implementation Date: 27 November 2001  
Grapeview School District

## **Staff Safety**

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements.

All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Each school in the District will comply with the US Hazard Communication Standard (HCS) and maintain on site the current required Safety Data Sheet (SDS) for each Hazardous Material used and stored at the school. Staff members at the school will be informed of the location of the required SDS and be trained in the use of them. SDS will be kept current.

Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the District office.

The District will have at least one staff member at each school and work site in the District who holds a valid certificate of first aid training or equivalent training provided by a District nurse. Each school and work site will have first aid supplies readily accessible and if the work site has more than fifty employees a first-aid station will be established.

The superintendent or designee will develop necessary safety and health standards to comply with Department of Labor requirements.

Cross References:                      6512 - Infection Control Program

Legal References:                      Chapter 49.17 RCW Washington Industrial Safety and Health Act

Adoption Date: 27 November 2001

Classification: **Essential**

Revised Dates: **06.17**

## **6511P STAFF SAFETY PROCEDURES**

The principal is responsible for:

### **A. General Safety**

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site.
2. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.
3. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.
4. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

### **B. Worker Right to Know (chemical hazards)**

1. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site.
2. Labeling of hazardous chemicals at each site.
3. Photocopying or purchasing any required hazard warnings.
4. Replacing missing, unreadable, or incorrect labels.
5. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals.
6. Maintaining current MSDS files.
7. Maintaining easily accessible MSDS files, and making MSDS's available to staff members.
8. Training staff members at time of initial assignment or whenever a new hazard is introduced.
9. Maintaining records which show that employees have received training and information.

Implementation Date: 27 November 2001  
Grapeview School District

## **Infection Control Program**

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that school staff members (including volunteers) provide documentation of immunization or evidence of immunity against certain vaccine-preventable diseases. The following immunizations are recommended for school staff: measles, mumps, rubella (MMR), varicella (chickenpox), diphtheria, tetanus, and pertussis (Tdap and Td), and influenza (flu). Staff members born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. If excluded, he/she is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled, or is otherwise provided for in a collective bargaining agreement.

The superintendent or designee will evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The district will maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine will be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work.

In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation, follow-up and treatment, if indicated.

The district will provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees will receive district provided training on HIV/AIDS within six months of initial employment.

Records will be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material. The records will be kept for the duration of the employee's employment, plus thirty years. The district will also keep records that employees have received appropriate training.

Cross References:                   3414 - Infectious Diseases

Legal References:                   Chapter 246-110 WAC Contagious disease -- School districts and day care centers  
Chapter 296-823 WAC Occupation exposure to bloodborne pathogens  
Chapter 392-198 WAC Training — school employees — HIV/AIDS

Management Resources:           2020 – September Alert  
2015 - June Policy Issue  
2015 - April Policy Issue

Adoption Date: 27 November 2001

Classification: **Encouraged**

Revised Dates: **10.20**

## **Procedure - Infection Control Program**

### **Immunization**

Staff members, including substitutes, student teachers and volunteers, are encouraged to complete an Immunization History form to be placed on file at the district office. In the event of an outbreak of a vaccine-preventable disease in a school, the local health officer has the authority to exclude all susceptible persons, including school staff. This authority would likely be exercised in the event of one or more cases of measles or rubella within the school. Susceptible, as related to measles, means any staff member born after January 1, 1957 who does not have documented evidence of immunity.

A staff member who is excluded is not eligible to receive sick leave benefits unless he/she is ill or physically disabled or is otherwise provided for in the collective bargaining agreement.

If a staff member needs to be vaccinated, he/she should contact a personal physician or clinic.

### **Infection Control Program**

The district's infection control program will be consistent with [WAC 296-823](#) Occupation exposure to blood-borne pathogens and the Guidelines for Implementation of Hepatitis B and HIV School Employee Training published by the Superintendent of Public Instruction.

All employees with reasonably anticipated on-the-job exposure to blood or other potentially infectious material will be identified. Potentially infectious human body fluids are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to differentiate between body fluids. Examples of employees with reasonably anticipated risk of exposure include, but are not limited to, school nurses; teachers and aides in classrooms for the developmentally disabled, the institutionalized or group home residents; bus drivers of such students, or who provide first aid; communication disorders specialists for such students; coaches or assistants who provide first aid, and first aid providers. All job duties should be evaluated by the superintendent or her/his designee for the risk of exposure to blood or potentially infectious material. The district will maintain a list of job classifications with reasonably anticipated exposure to blood or other potentially infectious material.

All employees identified as having reasonably anticipated exposure to blood or other potentially infectious material will be offered the hepatitis B vaccine at the district's expense.

If an employee has a specific exposure to blood or other potentially infectious material, the district will provide a free and confidential medical evaluation and follow-up performed by an appropriately trained and licensed health care professional. Any necessary post-exposure treatment will be provided.

Employees with reasonably anticipated exposure to blood and other potentially infectious material will participate in district-provided training within ten days of employment and annually before the first day of school. The training will include:

- A. A general description of blood-borne diseases;
- B. An explanation of modes of transmission of blood-borne pathogens;
- C. An explanation on the use and limitations of methods of control;
- D. Information about personal protective equipment;

- E. Information on the Hepatitis B vaccine;
- F. A description of procedures to follow if an exposure incident occurs;
- G. An explanation of signs, labels, tags and color coding used to designate biohazards;
- H. Where to obtain a copy of WAC 296-823 Occupation exposure to blood-borne pathogens;
- I. An explanation of the district's infection control plan and how to obtain a copy;
- J. How to identify tasks and activities that may involve exposure to blood or other potentially infectious material; and
- K. Appropriate actions to take in emergencies involving blood or other potentially infectious material.

The training will be provided by a qualified person and will include opportunities for questions.

The district will provide training to all employees regarding HIV/AIDS. The training will be provided within six months of initial employment. The training will include:

- A. History and epidemiology of HIV/AIDS;
- B. Methods of transmission of HIV;
- C. Methods of prevention of HIV infection including universal precautions for handling body fluids;
- D. Current treatment for symptoms of HIV and prognosis of disease prevention;
- E. State and federal laws barring discrimination against persons with HIV/AIDS; and
- F. State and federal laws regulating the confidentiality of a person's HIV antibody status.

The Hepatitis B vaccination status and records regarding any occupational exposure, if any, will be kept in strict confidence during employment, plus thirty years, for any employee with reasonably anticipated exposure to blood or other potentially infectious material. The records of occupational exposures will include:

- A. The employee's name and social security number;
- B. The employee's Hepatitis B vaccination status;
- C. Examination results, medical testing and follow-up procedure records;
- D. The healthcare professional's written opinion; and
- E. A copy of information provided to the healthcare professional.

The district will also keep records of training sessions including the dates, a summary of the material, names and qualifications of the trainers and names of employees attending the training.

These records will be kept for three years.

Implementation Date: 27 November 2001

Classification: **Encouraged**

Revised Dates: **09.20**

## **6513 WORKPLACE VIOLENCE PREVENTION**

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, or e-mail shall be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

All violent incidents shall be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials are readily available to all employees.

### **Cross Reference:**

Policy 4210	Regulation of Dangerous Weapons on School Premises
Policy 5281	Disciplinary Action and Discharge
Policy 6511	Staff Safety

### **Management Resources:**

PNA 9802.02	Workplace violence policies stress prevention
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Adoption Date: 27 November 2001  
Grapeview School District

## **6522 INTEGRATED PEST MANAGEMENT (IPM)**

The Grapeview School District will provide a safe and healthy environment for our students, staff, and users of school properties. To this end, the District will utilize safe and effective practices to control structural, nuisance, and landscape pests.

When pests reach an unacceptable threshold they can adversely impact the school environment. Pesticides used to control pests can also pose risks if used indiscriminately. A pest is any living organism that by the situation or size of its population adversely interferes with the health, environmental, functional, or economic goals of humans.

To minimize risk from both pests and pesticides, the District will implement an Integrated Pest Management (IPM) program. IPM emphasizes preventing and reducing pest problems by using proactive, non-chemical control practices, rather than responding to a pest crisis through the use of pesticides. IPM relies on a combination of common sense strategies. IPM programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides.

### **Legal References:**

RCW 17.21  
RCW 28A.320  
RCW 74.15

Pesticide Notification, Posting and Record Keeping  
Provisions applicable to all districts  
Licenses-denial, suspension, revocation, modification . . .

Adoption Date: 23 July 2002  
Grapeview School District



## **6522P INTEGRATED PEST MANAGEMENT PROCEDURES**

### **Introduction**

The District will use IPM procedures to prevent pests or their damage from reaching unacceptable levels. IMP is an approach to pest control that utilizes regular monitoring to determine if and when treatments are needed and employs physical, cultural, biological, chemical, and educational tactics to keep pest numbers low enough to prevent intolerable damage or annoyance. The District will provide information to parents, staff, and students, as appropriate, to inform them about the IPM program and define their responsibilities in assisting with this process.

### **IPM Criteria**

IPM criteria for selecting treatment tactics and developing pest management strategies include:

- Least hazardous to human health
- Least damaging to environment
- Effectiveness at controlling the target pest
- Minimal negative impacts to non-target organisms
- Available resources

### **Notification**

At the beginning of the school year, all parents will receive information about the District IPM program that explains the concepts of IPM and includes the following:

1. All pesticide application (including insecticides, herbicides, rodenticides, and fungicides) made to District sites will be under the direction of a Washington State Department of Agriculture (WSDA) licensed pest control applicator or operator (PCO) or a licensed public agency operator. Unauthorized faculty and staff are not permitted to use their own pesticide products at any school site or facility.
2. The District will establish a registration system to notify parents, staff, and students, who express an interest, of proposed pesticide applications. Notices will be given to registered individuals 48 hours in advance of the application or on the day preceding a weekend. No notices will be sent when tamper-resistant insect or rodent bait stations or crack or crevice treatments.
3. Pre-notification requirements do not apply to any emergency application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made, notification consistent with registration system shall occur as soon as possible after the application.

### **Posting**

1. For indoor pesticide applications, sites will post 48 hours in advance of the application or on the day preceding a weekend or vacation period application. Personnel will comply with any existing or future federal or state laws regarding posting.
2. For outdoor pesticide applications, sites will post according to Washington State laws governing landscape applications (RCW 17.21.410)
3. Signs will remain 48 hours after an application has been completed. The District will not require that a sign be replaced if the original has been removed or destroyed. Licensed applicators or operators will not be held responsible for signs removed or destroyed by acts beyond their control.

### **Record keeping**

1. The Program Manager will maintain pesticide application records in accordance with the Washington State General Pesticide Rules (WAC 16-228-190). Pesticide application records, pest monitoring records, Material Safety Data Sheets (MSDS), and pesticide product labels will be on file in the Program Manager office.

2. The Program Manager will be responsible for maintaining a pesticide product label and MSDS sheet for each product used at their site. It will be the responsibility of the commercial applicator, commercial operator, or public operator to provide these documents to the Program Manager or their designated IPM contact person.

**Pesticide Storage**

All pesticides used at any school site will be registered with the United States Environmental Protection Agency and the ESDA. Pesticides will be stored in a clearly posted and secure site not accessible to students or other unauthorized personnel.

**Contractors**

All contractors must comply with the District IPM policy and procedures

**Construction Design**

All future construction, renovations, and landscape modifications will incorporate pest exclusion, prevention, and other established IPM techniques in the planning, design, and construction process.

Adoption Date: 23 July 2002  
Grapeview School District

## **6530 INSURANCE**

All insurance programs of the district shall be managed as part of the district's risk management program.

### **Liability Insurance**

The district shall maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be reviewed annually as part of the district's risk management program.

The board shall hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of, the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.

The district shall provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

A member of the board of directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the district for the tortious conduct of the board members and superintendent. The superintendent shall obtain errors and omissions insurance in the amounts deemed necessary by the board.

### **Property Damage Insurance**

The district shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

### **Staff Insurance**

The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available liability, life, health, health care, accident, disability or salary protection insurance or any one of or a combination of these types of insurance and may contribute all or part of the cost of such insurance.

### **Unemployment Insurance**

The district shall participate in the program lawfully available for fulfilling its unemployment insurance obligation that is most financially and administratively efficient. The unemployment compensation program shall be reviewed annually by the board.

Staff eligible under the terms of the unemployment compensation pool agreement with the educational service district shall be provided with the unemployment benefits to which they are entitled. The district shall maintain the records required by the state employment security department and retain them for not less than four years.

### **Workers' Compensation**

(*Insert school district name*) is self-insured through the (*trust name*) for the purpose of providing industrial insurance benefits to employees who sustain job-related injuries or occupational diseases. This trust has been approved by Washington State Department of Labor and Industries to administer industrial insurance

benefits. Employees of a self-insured business have the same rights and responsibilities as other workers insured through the State of Washington, Employees are protected in two ways:

A. Medical costs resulting from job-related injuries or diseases are paid under the claim; and

Injured employees are paid a partial wage replacement while off work due to a job-related injury or disease under the claim when certified off work by their doctor.

When an employee is injured on the job and is unable to perform his or her duties as a result of an on-the-job injury or occupational disease and certified off work by a doctor, the employee may elect to use leave as follows (provided the employer does not elect to keep the employee on full salary through means other than use of accrued leave):

B. Choose unpaid leave thus receiving only his or her entitled temporary total disability (TTD) benefits, or  
Elect to use a full day of accumulated leave (sick, annual or other similar benefit) in addition to their entitled TTD benefits, or

Elect to use a proportionate share of accumulated leave to make up the difference between the workers' compensation payments and the employee's regular pay at the time of injury.

The superintendent or designee will develop procedures to assure the legal administration of workers' compensation benefits.

### **Medical Insurance**

Medical plans are offered in the district on a payroll deduction plan. Staff may select from among those plans which are made available by the district's approval. The district shall make a contribution toward approved insurance premiums for each full-time staff member each month in an amount which is determined each year. The district may provide prorated contributions toward premiums for less than full-time staff. In the event of any fully-funded legislative changes for payment of insurance premiums, such funds shall be provided automatically as additional contributions.

When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district shall notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district shall accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence.

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member's retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary. The full policy premium plus a 2% administration fee will be paid by the staff member or the beneficiary to the district.

Cross Reference:

[Board Policy 2151](#)  
[Board Policy 5401](#)  
[Board Policy 6500](#)

[Board Policy 6535](#)  
[Board Policy 6540](#)

[Interscholastic Activities](#)  
[Sick Leave](#)  
[Risk Management](#)

[Student Insurance](#)  
[School District Responsibility for](#)  
[Privately Owned Property](#)

Legal Reference:

RCW 28A.320.060

Officers, employees or agents of school  
districts or educational service

	districts, insurance to protect and hold personally harmless
28A.320.100	Actions against officers, employees or agents of school districts and educational service districts — Defense, costs, fees — Payment of obligation
28A.335.010	School buildings, maintenance, furnishing and insuring
28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized when required — Premiums
28A.400.370	Mandatory insurance protection for employees
4.24.470	Liability of officials and members of governing body of public agency — Definition
4.96.010	Tortious conduct of local government entities — Liability for damages
41.50.160	Restoration of withdrawn contributions
50.20.050	Disqualification for leaving work voluntarily without good cause
50.44.030(3)	Political subdivisions, instrumentalities of this state and other state
50.44.050	Benefits payable, terms and conditions — “Academic year” defined
51.32.090	Temporary total disability — Partial restoration of earning power — Return to available work — When employer continues wages — Limitations
29 U.S.C. A §§ 1161-1168	Consolidated Omnibus Budget Reconciliation Act
WAC 296-15	Worker's compensation self-insurance rules and regulations

**Adoption Date: May 25, 2004**  
**Revision: April 23, 2013**  
**Grapeview School District**  
**Revised: 04.98; 06.10**  
**Classification: Priority**

## **6535 STUDENT INSURANCE**

Student accident insurance coverage shall be offered in order to keep the insurance premium within the reach of the majority of students. The superintendent is authorized to receive quotations from the various underwriters available and to recommend for board consideration the best single source of coverage. Upon approval by the board, the district shall distribute application forms and supply the necessary claims information (time of accident, cause of accident) when requested by a student or his/her parent.

To be eligible for consideration an agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures and expedite the entire program from the standpoint of communication among the claimant, doctor or hospital and claims office. The underwriting company, if not located in Washington, must maintain an agent within the state with authority to handle, adjust and process claims so that final claim determination shall be made within the state of Washington.

### **Cross Reference:**

Policy 2151                      Interscholastic Activities

### **Legal References:**

RCW 28A.400.350              Liability, life, health, health care, accident, disability and salary insurance  
authorized--Premiums

Adoption Date: 27 November 2001  
Grapeview School District

## **6540 SCHOOL DISTRICT'S RESPONSIBILITY FOR PRIVATELY-OWNED PROPERTY**

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided.
- B. The district shall not reimburse for loss of money or personal effects.
- C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor.
- D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage.
- E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item.
- F. Proper documentation shall accompany the requisition for reimbursement.

Adoption Date: 27 November 2001  
Grapeview School District

## **6570 PROPERTY, DATA AND RECORDS MANAGEMENT**

### **DATA MANAGEMENT**

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase data processing services. The board shall review the data management program annually.

### **RECORDS MANAGEMENT AND RETENTION**

The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.

The superintendent shall develop procedures to implement this policy which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports and permanent student records; and require retention of all fiscal records required for audits. The superintendent shall designate a staff member to serve as district records officer.

Records may be destroyed when authorized by the General Records. Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.

### **PROPERTY RECORDS**

Property records and inventory records shall be maintained on all land, buildings and personal property under the control of the district.

Property purchased in whole or in part with federal funds shall be inventoried every two years. The inventory shall include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Small attractive items (printers, video cassette recorders, tools, etc.) shall be inventoried annually and shall be signed out to staff. Sign-out records shall also be maintained.

At the end of each school year each teacher shall inventory the property items in his or her classroom. A randomly selected ten percent of those inventories shall be double-checked.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities shall be maintained on an ongoing basis.

No equipment shall be removed for personal or nonschool use except as authorized by the superintendent when it is deemed to be in the best interest of the educational program or to support the well being of the community at large. Property records shall show, as appropriate to the item recorded, the:

- A. Description and identification;
- B. Manufacturer;
- C. Year of purchase;
- D. Initial cost;
- E. Location;



F. Condition and depreciation; and,

G. Current valuation in conformity with insurance requirements.

Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.

Cross reference:

Policy 4040	Public Access to School District Records
Policy 3231	Student Records
Policy 6955	Maintenance of Records

Legal References:

RCW 40.14	Preservation and Destruction of Public Records
RCW 42.17.250	Public Records through 340
RCW 40.14.010	Definition of public records
WAC 414-24-050	General schedule maybe adopted

Adoption Date: 27 November 2001  
Grapeview School District

## **6570P RECORDS MANAGEMENT PROCEDURES**

The district records officer, as designated by the superintendent, shall have the responsibility for the safekeeping of all records according to the retention schedule cited below. The district records officer shall have authority to dispose of materials after the recommended retention period.

Official public records have a statutory minimum retention of 6 years. The retention period for office files and memoranda is based on operational requirements for each office. Whenever applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be "cut-off" on December 31, and a new file established on January 1; all fiscal year records can be "cut-off" only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in office files after "cut-off" only as long as is necessary to satisfy (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center for the remainder of the retention period.

The retention period shall be as follows:

### **Student Records**

- Student permanent record - Permanent
- Cumulative record - 5 years after graduation or withdrawal from school
- Confidential reports and records - 5 years after graduation or withdrawal from school
- Special services records - 5 years after graduation or service has been terminated
- Student discipline records - 2 years

### **Teacher Records**

- Elementary teacher grade books - 3 years
- Secondary teacher grade books - 5 years after graduation
- Lesson plan books - 1 year
- Faculty handbook - Until superseded

### **School**

- Attendance card - 3 years
- Daily attendance report - Until after audit
- Field trip authorization (parent) - 1 year
- Use of private vehicles - 1 year

### **Food Services**

- Cafeteria receipt books - 6 years
- Daily lunch and milk count report - 3 years
- Free or reduced price lunch applications - 3 years
- Meal ticket log - 3 years
- Purchase orders - 6 years
- Reimbursement claims - 6 years
- Revenue and expenditure ledger - 6 years
- Time cards - 6 years

### **Health Office**

Accident injury report - 5 years after child's 21st birthday  
Medication request - 5 years  
Student health card - Until graduation

#### Maintenance

Engineering & architectural drawings - As long as district retains property  
Maintenance folder on building - 6 years  
Work order request - 6 years  
Mileage claim form - 6 years  
Vandalism report - 3 years  
Laundry checklist - 6 years  
Boiler vessel record - Until boiler is disposed of  
Budget request - 2 years  
Rental of school facilities - 3 years

#### Transportation

Bus fuel reports - 2 years  
Bus schedules - 4 years  
Employee time sheet - 2 years  
Bus time sheet - 4 years  
Transportation reports - 3 years  
Purchase orders - 6 years  
Accident reports - 3 years  
Transportation requests - 6 years

#### Accounting Services

Cancelled checks - 6 years  
Check register - 6 years  
Voucher forms - 6 years (used as claims and supporting invoices)  
Consultant contracts - 6 years  
Purchase order - 6 years  
Warrant registers - 6 years  
Record of part-time students - Until after audit  
Classroom count report - Until after audit  
Records supporting ESEA Title I & Title III claims - 5 years  
Records supporting NDEA Title Va, ESEA Title II claims - 3 years  
Textbook and library book inventories - Useful life of each item  
Cash receipts transmittal forms - 6 years  
Monthly transmittal of district receipts - 3 years  
District invoice - 6 years  
Trial balances - 3 years  
Receipt books - 6 years  
County Treasurer Financial Reports - 6 years  
State apportionment - 6 years  
Banking records - 6 years  
State Auditor's Reports - 5 years  
General ledger - 6 years  
Deposit slips - Until after audit

#### Personnel Service

Employee file - 6 years  
Employment interview forms - 2 years

Employment requisition - 2 years  
Letters of resignation - 6 years  
Absence record - 6 years  
Employee history card - 6 years  
Application for employment - 6 years (hired) 2 years (nonhired)  
Letters of recommendation - Termination plus 6 years  
Employee contracts - 6 years  
Professional credit application - 6 years  
Title IX and affirmative action surveys - 6 years

#### District Payroll

Employee record - 6 years after termination  
Personnel pay history record - Permanent  
Personnel action form - 6 years after termination  
Time cards - Until after audit  
Payroll work report - 6 years  
Teacher sub report - 6 years  
Payroll warrant register - 6 years  
Warrant request form - 6 years  
Tax sheltered agreements - 4 years after expiration  
Jury or military service agreements - 6 years  
Garnishments - 6 years  
Retirement forms - 6 years  
Labor & industry quarterly report - 6 years  
Medical insurance listings - 6 years  
Payroll deductions - Until termination  
Labor & industries accident claims - Permanent  
Federal tax returns - 4 years

#### Budget Services

Final budget - Permanent  
Annual report of school funds - 6 years  
Monthly financial reports to board - Permanent  
Budget status report - 2 years

#### Purchasing

Bids and formal quotes - 6 years  
Purchasing requisition - 3 years  
Purchase orders - 6 years  
Inventory list of district property - 6 years after superseded

#### District

Copies of board minutes and resolutions - Permanent  
Verbatim transcripts of meetings - 6 years

#### Associated Student Body

Audits - 5 years  
Banking records - 6 years  
Minutes of meetings - Permanent  
Purchase authorizations - 6 years  
Receipts - 6 years

Invoices - 6 years  
Vouchers - 6 years  
General ledger - 6 years  
Warrants - 6 years  
Budgets - Permanent

Implementation Date: 27 November 2001  
Grapeview School District

## **6590     SEXUAL HARASSMENT**

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff is also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook [To be implemented by 2005].

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the

report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Policy 3210	Nondiscrimination
Policy 3240	Student Conduct
Policy 3421	Child Abuse and Neglect
Policy 5010	Nondiscrimination
Policy 5281	Disciplinary Action and Discharge

Legal References:

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination--Scope
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WAC 392-190-056 Through 058	Sexual harassment
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Adoption Date: 27 November 2001  
Grapeview School District

## **6590P SEXUAL HARASSMENT PROCEDURES**

### **INFORMAL COMPLAINT PROCESS**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from the principal reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

### **FORMAL COMPLAINT PROCESS**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
  1. That the district does not have adequate evidence to conclude that harassment occurred;
  2. Corrective actions that the district intends to take; and/or
  3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.



If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly, staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent will review the use and efficacy of this policy and procedure. The superintendent shall prepare a report to the board including, if necessary, any recommended policy changes.

Implementation Date: 27 November 2001  
Grapeview School District

## **6600 TRANSPORTATION**

The district may provide transportation to and from school for a student:

- A. Whose residence is beyond the one mile radius from the school to which the student is assigned;
- B. Whose walking route to school is hazardous;
- C. Whose disability prevents him/her from walking or providing for his/her own welfare while walking; or
- D. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.

The district's transportation program shall comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only). The superintendent is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available.

The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

### **ROUTES AND SCHEDULES**

The superintendent shall be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

- A. Where an alternate route may be considered without sacrifice of efficiency or economy, preference shall be given to that route more directly serving the largest number of students.
- B. Location of bus stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe.

The district shall apply for state transportation apportionment funds and shall maintain the records required to obtain such funding.

### **EMERGENCY ROUTES AND SCHEDULES**

The district shall develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. At the beginning of the school year, copies of emergency routes and schedules shall be distributed to parents with instructions on how to obtain emergency information.

#### **Legal References:**

RCW 28A.160	Transporting of children to school or school activities--Transporting of elderly--
Insurance	
RCW 28A.160.020	Authorization for private school students to ride buses--Conditions
RCW 28A.160.030	Authorizing individual transportation or other arrangements--Pupils must provide their own transportation, when
WAC 392-141	Transportation Authority and State Reimbursement

WAC 392-172-035	Definitions of "free appropriate, public education," "adult student," "handicapped student," "parent," and "school district"
WAC 392-172-204	Transportation (Handicapped)

Adoption Date: 27 November 2001  
Grapeview School District

## **6600P BUS STOP GUIDELINES PROCEDURES**

Bus stops shall be established which:

- A. Are frequent enough so students do not have to walk more than one (1) mile to and from the bus. Bus stops may be more frequent when the road has been declared unsafe for walking.
- B. Are located where students can stand a safe distance from the road.
- C. Allow, where possible, the bus to get completely off of the road.
- D. Provide at least 500 feet on 35-mile-per-hour roadways, and 800 feet on 50-mile-per-hour roadways of unobstructed visibility, both ways.
- E. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways.
- F. Are located where no damage is likely to occur to private property and where the number of students waiting does not create unsafe conditions and/or situations.

Implementation Date: 27 November 2001  
Grapeview School District

## **6605 STUDENT SAFETY WALKING TO SCHOOL AND RIDING BUSES**

A comprehensive school trip safety program shall address school walk routes, bus safety and route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.

### **BUS SAFETY**

The superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses.

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver shall order or allow a student to disembark at other than his/her customary boarding or alighting place unless so authorized by the superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

### **EMERGENCIES**

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI). A copy of the emergency procedures shall be located in each bus. To insure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The district shall conduct such other drills and procedures as may be necessary.

### **STUDENT CONDUCT ON BUSES**

The superintendent shall establish written rules of conduct for students riding school buses. Such rules shall include as a minimum the requirements of WAC 392-145-035 and shall be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses shall be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver shall review the rules with the students at or near the beginning of each school year. A copy of the rules shall be available upon request at the school office.

#### **Cross References:**

Policy 3241	Classroom Management
Policy 6510	Safety

#### **Legal References:**

RCW 28A.600.010	Government of schools, pupils, employees, rules and regulations for--Due process guarantee--Enforcement
WAC 180-20	School Bus Transportation
WAC 180-40-225	School district rules defining misconduct--Distribution of rules
WAC 392-145	Transportation--Operation rules
WAC 392-145-015	General operating regulations
WAC 392-145-035	Rules for students riding school buses

Adoption Date: 27 November 2001  
Grapeview School District

## **6605P STUDENT CONDUCT ON BUSES PROCEDURES Referred to superintendent**

Any misconduct by a student, which in the opinion of the bus driver, is detrimental to the safe operation of the bus shall be sufficient cause for the principal to suspend the transportation privilege.

### **RULES OF CONDUCT FOR STUDENTS RIDING BUSES:**

- A. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member.
- B. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- C. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
- D. Students assigned seats shall use only that seat unless permission to change is authorized by the driver.
- E. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
- F. Students shall not smoke or ignite lighters or matches on buses.
- G. Students shall not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Buses shall be kept clean.
- H. Students shall not open bus windows without the driver's permission.
- I. Students shall not extend any part of their body out of bus windows at any time.
- J. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles.
- K. Students shall not have animals on buses, except a dog providing assistance to a disabled student.
- L. Students shall not sit in the driver's seat or to the immediate right or left of the driver.
- M. Students shall refrain from talking to the driver unless necessary.
- N. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- O. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolmen on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
- P. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- Q. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.

- R. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
- S. Students shall follow emergency exit drill procedures as prescribed by the driver.
- T. Students shall not tamper with emergency doors or equipment.
- U. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- V. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

#### DISCIPLINARY PROCEDURES

The principal is responsible for correcting students whose abusive behavior results in a bus-incident report or violates the rules above. The principal shall provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal shall insure that students comply with the specified regulations.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to the principal for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor shall complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor shall provide the student with a copy of the report, hand the original report to the principal. The copy of the report concerning special education students shall be given to the principal for disposition.

The principal upon receiving the report shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent as follows:

- A. Warning: When a student's misconduct is of a minor nature which does not jeopardize the safety or welfare of other students or the operation of the bus.
- B. Suspension: When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
- C. Expulsion: When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

The action taken by the principal shall be annotated on the report and forwarded to the student's parent for signature. The driver shall be notified.

Drivers shall be advised to file assault and battery charges against students who physically assault them. Under no circumstances shall the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlement may appeal the principal's decision by submitting a written statement to the superintendent who shall ask for and obtain an outside arbitrator. The outside arbitrator shall render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for students riding buses, the decision shall require board concurrence before implementation.

#### EMERGENCIES

The transportation supervisor shall review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook.

In the event of an accident, the driver shall make contact with the transportation supervisor who shall:

- A. determine the nature of the accident;
- B. contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. contact the State Patrol regarding the accident;
- D. advise the superintendent of schools;
- E. investigate the accident and gather the names of all students and witnesses;
- F. dispatch another bus to transport the student to their destination;
- G. contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers, that are authorized to ride each bus route.

Implementation Date: Referred to superintendent  
Grapeview School District



## **6620 SPECIAL TRANSPORTATION**

The following uses of district transportation are a privilege, not a right, and, except where bound by the terms of a lease, the district may revoke that privilege through official board action at a regularly scheduled and legally advertised meeting. The superintendent shall have the authority to modify transportation services for school and extracurricular activities when the available fuel supply for regular transportation services appears to fall below the required level. Any staff member may deny transportation to any student who violates the district's written rules and regulations.

### **SCHOOL ACTIVITIES**

Transportation may be provided by the district for all activities which have been officially designated by the board as school activities. Activities may include, but not be limited to:

- A. Educational field trips growing out of regular classroom activity which are planned by the teacher, approved by the principal and supervised by school staff, provided that any overnight trip or any trip beyond a 50 mile radius of the district requires prior approval of the board; and
- B. Athletics, drama or music programs or other board-approved co-curricular programs.

Participants in any other activity who feel such activity should be considered an official school activity may petition the board, through the superintendent, to have it considered as a school activity.

### **EXTRACURRICULAR ACTIVITIES**

The superintendent may authorize the use of district transportation vehicles transporting nonparticipating students to extracurricular activities. Such vehicles may be so used when the users pay an amount sufficient to reimburse the district for the complete cost of such use. District drivers shall be used on all such trips. Participants shall be supervised by staff.

### **LEASING OF BUSES**

The board may enter into a written lease agreement with any of the following:

- A. A nonprofit organization transporting handicapped children and/or persons at least 60 years of age to and from the site of activities or programs deemed beneficial to such persons by such organizations, provided that commercial bus service is not reasonably available for such purpose;
- B. A governmental agency transporting personnel, supplies and/or evacuees in the event of a major forest fire, flood or other natural disaster;
- C. A user conducting an educational recreation program supported wholly or in part by tax funds.

Such a lease agreement shall contain a clause absolving the district of any and all liability arising from the lessee's use and operation of the district's buses and a clause requiring the lessee to maintain adequate insurance to recompense the district for the potential loss of the buses leased. Potential users shall stipulate in writing that commercial or charter bus service is not reasonably available to provide the services for which a school bus is needed. The user shall reimburse the district for the actual costs plus a reasonable fee for use of the bus. Funds derived from the lease of a surplus bus shall be deposited in the transportation vehicle fund. If a bus is a part of the regular fleet, the funds derived from a rental or lease agreement may be deposited in the general fund.

**Cooperative Programs.** The board may enter into cooperative transportation agreements with other districts when it is economically advantageous to the cooperating districts and when it does not impair the quality of educational programs available to students.

Cross Reference:

Policy 2320

Policy 6112

Policy 6605

Field Trips

Rental or Lease of District Property

Student Safety Walking to School and Riding Buses

Legal References:

RCW 28A.160.010

Insurance

RCW 28A.160.040

RCW 28A.160.070

RCW 28A.160.080

RCW 28A.160.100

RCW 28A.160.120

RCW 28A.335.060

from

WAC 180-20-106

Transporting of children to school or school activities--Transporting of elderly--

Lease of buses to transport handicapped children and elderly--Limitation

Lease of buses to transport handicapped children and elderly--Elderly persons defined--Program limitation

School buses, rental or lease for emergency purposes--Authorization

School buses, transportation of general public to interscholastic activities

Agreements with other governmental entities for transportation of public or other noncommon school purposes--Limitations

Surplus school property, rental, lease or use of--Disposition of moneys received

School bus operation for extracurricular use

Adoption Date: 27 November 2001

Grapeview School District

## **6625 PRIVATE VEHICLE TRANSPORTATION**

The board authorizes the use of private vehicles under the following circumstances:

- A. Under unusual circumstances, the district may request parents, or a responsible adult, to drive children to school in their own vehicles on a per-mile cost reimbursable basis. The transportation department determines when "in-lieu" transportation would be advantageous to the district and arranges its implementation. In cases where car pools are formed by families, reimbursement shall be provided only to the parent whose car is used to transport the students to school.
- B. Upon written approval of the principal, staff may transport students when a student's welfare is involved; when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in an occasional extracurricular activity. The staff member shall acknowledge that he/she agrees to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle. The district's liability insurance shall cover the risk assumed by the district. The mileage of the staff member shall be reimbursed by the district.

The superintendent shall establish procedures for the use of private auto transportation.

### **Legal References:**

RCW 28A.160.030      Authorizing individual transportation or other arrangements--Pupils must provide own transportation, when

WAC 392-143-070      All vehicles other than school buses used to transport students

Adoption Date: 27 November 2001  
Grapeview School District

## **6630 DRIVER TRAINING AND RESPONSIBILITY**

Bus operators shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The district shall, at the beginning of each school year, provide each driver with a copy of the School Bus Driver Handbook (SPI), any additional laws and/or rules which have been recently enacted and which apply to school bus drivers, and the district's written rules for student conduct on buses.

Each bus driver must have a type 1 school bus driver's authorization issued by the superintendent of public instruction, a passenger endorsement and either a Class B or C commercial driver's license. The bus driver shall also hold a valid and current first aid card. An air braked endorsement is required for a driver who is assigned to a bus with air brakes. A bus driver is required to pass a Department of Transportation and a Superintendent of Public Instruction physical examination every two years.

Any district employee, other than a bus driver, who transports students for school activities in a district or private vehicle must have a valid driver's license issued by the state department of licensing, or a state of residence, and proof of insurance. Such drivers may only operate vehicles with seating capacity of ten or less and may not drive students on scheduled routes between home and school.

Prior to driving students or a least once per school year, each driver must submit to the principal a photocopy of his or her license and proof of insurance, plus written assurance of the physical health necessary to safely transport children, that he or she has not had a driving license privilege suspended or revoked in the preceding three years, that he or she has not had three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period in the preceding three years, and that he or she has not been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor or felony that is related to the duty of driving students. Such offenses include but are not limited to those listed in WAC 180-20-101 (1) (j). Employees are responsible for reporting any potentially disqualifying offenses.

In addition, for any employees whose job assignment or supplemental contract requires the regularly scheduled transportation of students in vehicles with seating capacities of ten or fewer, the district shall obtain a certified abstract of the driving record of the employee before the employee transports students. Prior authorization is not necessary for persons transporting students in an emergency affecting health and/or safety.

When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility.

When the district utilizes charter buses or excursion carriers, the driver shall not have unsupervised access to children and children shall be supervised by a responsible employee of the district. Every contract between a school district and charter bus or excursion carrier shall contain a carrier profile from the Washington utilities and transportation commission.

### **Legal References:**

RCW 28A.160.210	School bus drivers, training and qualifications--Rules and regulations for
RCW 46.25	Uniform Commercial Drivers Act
WAC 180-20	School Transportation
WAC 392-145-015	General operating regulations
WAC 392-145-020	Rules for school bus drivers; through 030 Rules for students riding school buses

## **6690 CONTRACTING FOR TRANSPORTATION SERVICES**

If the board enters into a contract for transportation services, the contractor shall operate such equipment according to district policy and the rules and regulations of the state board of education. The contract shall be in effect for no more than five years. Prior to entering into such a contract the district shall determine that the cost of contracting will not exceed the projected cost of operating its own system. Such assurances shall be submitted to the superintendent of public instruction for approval.

### **Legal References:**

RCW 28A.160.010	Transportation of children to school or school activities--Transporting of elderly-- Insurance
RCW 28A.160.140	Contract for pupil transportation services with private nongovernmental entity-- Competitive bid procedures
RCW 28A.335.170	Contracts to provide pupil transportation services, lease building space and portable buildings and lease or have maintained security systems, computers and other equipment
WAC 180-20	School Bus Transportation
WAC 392-141-005	Purposes
WAC 392-143	Transportation--Specifications for School Buses
WAC 392-145	Transportation--Operation Rules

Adoption Date: 25 May 2004

Grapeview School District

## **Nutrition, Health, and Physical Education**

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals and engage in regular exercise are more likely to learn in the classroom. The board supports the district's increased emphasis on nutrition, health, physical education, and physical activity at all grade levels to enhance the well-being of the District's students. Therefore, it is the policy of the Board of Directors to provide students with access to nutritious food, emphasize health education and physical education, and provide students with opportunities for physical activity. The board recognizes the benefits of scheduling at least 20 minutes of seat time for lunch for every student and scheduling recess before lunch for elementary students. Therefore, to the extent appropriate and feasible, the Superintendent will strive to identify and remove barriers to these practices and periodically report back to the board.

### **Wellness Policy**

The district, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

### **Nutrition and Food Services Program**

The Board of Directors supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals for children in the District's schools. The Board authorizes the Superintendent to administer the food services program, provided that any decision to enter into a contract with a food service management company will require the approval of the Board. Expenditures for food supplies shall not exceed the estimated revenues.

The Superintendent or designee is responsible for:

- Annually distributing meal applications and determining eligibility for school meals;
- Protecting the identity of students eligible for free and reduced-price meals;
- Ensuring meals meet USDA meal pattern requirements;
- Ensuring meal periods are in compliance with USDA regulations;
- Establishing a Food Safety Plan;
- Determining meal prices and submitting them to the board for approval annually;
- Using the full entitlement of USDA Foods;
- Maintaining a nonprofit school food service account;
- Ensuring all revenues are used solely for the school meal program;
- Establishing a meal charge policy if not serving meals at no cost to students;
- Accommodating children with special dietary needs;
- Ensuring compliance with USDA nondiscrimination policies;
- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School standards.

### **Health and Physical Education Program**

The District's K-12 health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, eat nutritiously, access reliable health information and services, communicate effectively, and set health-enhancing goals.

The District will ensure that the following requirements are met:

- All students in grades one through eight receive an average of one hundred instructional minutes per week of physical education per year.
- All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education and one semester (.5 credit) of health education.

- Any student who is excused from participation on account of physical disability, employment, religious belief, participation in directed athletics or military science and tactics, or for other good cause will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with District policy.
- The district will offer a one-credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).
- All students have equal and equitable opportunities for health and physical education.
- All students, from kindergarten through grade 12, will participate in a quality, standards-based health and physical education program.
- OSPI developed assessments or other strategies will be used in health and physical education, formerly known as classroom-based assessments (CBAs).

Additionally, school districts must conduct an annual review of their PE programs. The review must consist of numerous provisions, including:

- The number of individual students completing a PE class during the school year;
- The average number of minutes per week of PE received by students in grades 1 through 8, expressed in appropriate reporting ranges;
- The number of students granted waivers (excused from participation) from PE requirements;
- An indication of whether all PE classes are taught by instructors who possess a valid health and fitness endorsement;
- The PE class sizes, expressed in appropriate reporting ranges;
- An indication of whether, as a matter of policy or procedure, the district routinely modifies and adapts its PE curriculum for students with disabilities; and
- An indication of whether the district routinely excludes students from PE classes for disciplinary reasons.

As a best practice and subject to available funding, the district will strive to ensure:

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All schools will have certificated physical education teachers providing instruction.
- All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality health and physical education consistent with state standards.
- All physical education teachers will be encouraged to participate in professional development in physical education at least once a year.

### **Physical Activity**

Physical education class is not to be used or withheld as punishment for any reason. All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (brain boosters/energizers);
- Physical activity before and after school;
- Recess (which will not be used or withheld as punishment for any reason);
- Family and community engagement;
- Staff wellness and health promotion;
- Active transportation; and
- School district facilities.

### **Cross References:**

2150 - Co-Curricular Program  
 2151 - Interscholastic Activities  
 2161 - Special Education and Related Services for Eligible Students  
 2162 - Education of Students With Disabilities Under

Legal References:

Section 504 of the Rehabilitation Act of 1973

2410 - High School Graduation Requirements

3210 - Nondiscrimination

3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest

4260 - Use of School Facilities

RCW 28A.210.365 Food choice, physical activity, childhood fitness — Minimum standards — District waiver or exemption policy.

RCW 28A.230.040 Physical Education – Grades 1-8

RCW 28A.230.050 Physical Education in High Schools

RCW 28A.230.095 Essential academic learning requirements and assessments — Verification reports.

RCW 28A.235.120 Meal Programs — Establishment and Operation — Personnel — Agreements

RCW 28A.235.130 Milk for children at school expense

RCW 28A.235.140 School breakfast programs

RCW 28A. 235.145 School breakfast and lunch programs –Use of state funds

RCW 28A. 235.150 School breakfast and lunch programs – Grants to increase participation – Increased state support

RCW 28A.235.160 Requirements to implement school breakfast, lunch and summer food service programs – Exemptions

RCW 28A.235.170 Washington grown fresh fruit and vegetable grant program

RCW 28A.623.020 Nonprofit program for elderly — Authorized — Restrictions

RCW 69.04 Intrastate Commerce in Food, Drugs and Cosmetics

RCW 69.06.010 Food and beverage service worker's permit — Filing, duration — Minimum training requirements

RCW 69.06.020 Permit exclusive and valid throughout state — Fee

RCW 69.06.030 Diseased persons — May not work — Employer may not hire

RCW 69.06.050 Permit to be secured within fourteen days from time of employment.

RCW 69.06.070 Limited duty permit

WAC 180-51-068 State subject and credit requirements for high school graduation—Students entering the ninth grade on or after July 1, 2015.

WAC 392-157-125 Time for meals

WAC 392-410-135 Physical Education – Grade school



and high school requirement.

WAC 392-410-136 Physical Education Requirement-  
Excuse

2 CFR Part 200 - Procurement

7 CFR, Parts 210 and 220

7 CFR, Part 245.5

Management Resources:

2022 – June Issue

2018 - May Issue

2017 - July Issue

2017 - April Issue

Comprehensive School Physical Activity Program

2015 - June Issue

Recommendations for Waivers in High School Physical  
Education/Fitness Education, OSPI (September 2013)

2014 - February Issue

Wellness Policy Best Practices, OSPI (January 2013)

Policy News, February 2005 Nutrition and Physical  
Fitness Policy

Policy News, December 2004 Nutrition and Physical  
Fitness Update

Alliance for a Healthier Generation Wellness Policies

OSPI Child Nutrition School Wellness Policy Best  
Practices for Policy Development, Implementation and  
Evaluation

Adoption Date: 20 June 2017

Classification: **Essential**

Revised Dates: **10.17; 04.20; 11.22**

## **Procedure - Nutrition, Health, and Physical Fitness**

### **Wellness Policy**

The wellness policy must include, but is not limited to:

- Goals for nutrition education, nutrition promotion, and other school-based activities to promote wellness;
- The Smart Snacks in School standards for all foods and beverages sold to students on campus during the school day, including access to water;
- Standards consistent with federal regulations for school meal programs and the Smart Snacks in School standards for other foods available to students (e.g., food brought from home for classroom events/parties and food used as rewards or incentives);
- Policies for marketing only food and beverages that meet the Smart Snacks in School standards;
- Standards for quality physical education and nutrition education programs aligned to state learning standards that help students develop lifelong healthy behaviors;
- Promotion of activities that provide students opportunities to be physically active before, during, and after school;
- Engagement of the community in support of the district's work in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;
- Establishment of a wellness committee that includes representatives from the school and that permits participation from members of the community;
- Designation of one or more school official(s) to ensure compliance of each school; and
- Direct committee review and assessment of the wellness policy every three years.

### **Wellness Committee**

The district will convene a wellness committee to establish goals for the district-level wellness policy and to oversee its development, implementation, periodic review and updating. The membership of the committee will represent all school levels (elementary and secondary schools). The following parties must be permitted to participate as committee members:

- Parents and caregivers;
- Students;
- Representatives of the school nutrition program (e.g., school nutrition director);
- Physical education teachers;
- School health professionals (e.g., health education teachers, nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services, school counselors, psychologists, social workers, or psychiatrists);
- School administrators (e.g., superintendent, principal, vice principal),
- School board members;
- Health professionals (e.g., dietitians, doctors, nurses, dentists); and
- Members of the general public.

The wellness committee is responsible for:

- Establishing committee membership and operating protocol;
- Understanding wellness policy compliance requirements;
- Developing an implementation plan for the wellness policy;
- Recordkeeping;
- Annual public notification of the wellness policy;
- Triennial progress assessments;
- Revising the wellness policy; and

- Leading community involvement, outreach, and communications initiatives regarding the wellness policy.

#### **Wellness Policy Implementation Plan**

The wellness committee will develop and maintain a plan for implementation, management and coordination of the wellness policy. The district will use online tools or other resources to review and consider evidence-based strategies (e.g., Centers for Disease Control and Prevention's School Health Index) in determining goals for nutrition promotion and education, physical activity and other school-based activities (e.g., school vegetable garden) for each school. *[District Note – the CDC's index cited here can be used to do school-level assessments, create action plans for implementation and to generate an annual report].*

The plan will include:

- Roles, responsibilities, actions and timelines specific to each school;
- The district official designated to oversee the wellness policy; and
- An action plan to implement all required elements of the wellness policy.

#### **Annual Notification**

The district will notify families and the public, on annual basis, of the availability of the wellness policy, and provide information that would enable interested households to obtain more details. The district will also annually distribute and collect applications to determine eligibility for free or reduced-price meals, as set forth below. The district is encouraged to provide as much information as possible about the school nutrition environment.

#### **Triennial Progress Assessments**

At least once every three years, the district will evaluate its compliance with the wellness policy. The triennial assessment will consider:

- The extent to which schools under the jurisdiction of the district are in compliance with the wellness policy.
- The extent to which the district's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy.
- The extent to which progress has been made in attaining the goals of the district's wellness policy.

The assessment report will include the position/person responsible for managing the triennial assessment and their contact information.

#### **Updates to the Policy**

The wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as priorities change and new federal or state guidance or standards are issued.

#### **Community Involvement, Outreach, and Communications**

The district will actively communicate ways in which members of the wellness committee and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means. The district will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply for those programs, and District compliance with Smart Snacks in School nutrition standards.

#### **Recordkeeping**

The district will maintain and make available for public inspection records documenting compliance with the wellness policy. They will be available at *[District note – insert URL and "on the District's website" or "at the following location: [insert location at which hard copy records will be kept]"]*.

Records will include, but will not be limited to:

- The written wellness policy.
- Documentation demonstrating that the document has been made available to the public *[District note – this is obviously not necessary if posted on a website providing public access]*
- Documentation of the triennial assessment.
- Documentation to demonstrate compliance with the annual public notification requirement.

## **Nutrition and Food Services Program**

### **Meal Applications and Eligibility for School Meals**

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs. The district will annually distribute the Letter to Households and Free and Reduced-Price Meal Applications to all student households at the beginning of each school year. If a parent or guardian of a student needs assistance with application materials in a language other than English, the District will offer appropriate assistance to that parent or guardian. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

If the district has obtained available information from other sources that the student is likely eligible for free or reduced-price meals, but the parent or guardian has not submitted an application to determine the student's eligibility, the district will complete and submit the application for the student in accordance with the authority granted under 7 C.F.R. Sec. 245.6 (d). The completed application must set forth the district's basis for determining the student's eligibility. A district family determined eligible under this process will be notified that the family's children are eligible for free or reduced-price meals or for free milk. This determination must be made family by family, and the district will not make eligibility determinations or certifications by categories or groups of children.

At least monthly, the district will directly certify students for free school meals if the students qualify because of enrollment in assistance programs, including but not limited to the supplemental nutrition assistance program, the temporary assistance for needy families, and Medicaid.

The district and its school staff will work to improve systems for identifying homeless students, students in out-of-home care, runaway students, and migrant students to ensure that each student has proper access to free school meals and that applicable accountability and reporting requirements are satisfied.

### **Meal Patterns and Menu Planning**

The District will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, and Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.

### **Breakfast After the Bell**

Beginning in the 2019-2020 school year, each high-needs school shall offer breakfast after the bell to each student and provide adequate time for students to consume the offered food. Schools that are not obligated by state law to offer breakfast after the bell are encouraged to do so.

High-needs schools with at least seventy percent (70%) of free or reduced-price eligible children participating in both school lunch and school breakfast are exempt from the requirements of the paragraph above. The Office of the Superintendent of Public Instruction will evaluate individual participation rates annually and make the participation rates publicly available.

Each high-needs school and the district may determine the breakfast after the bell service model that best suits its students. Service models include but are not limited to: a) breakfast in the classroom; (b) grab-and-go breakfast; and (c) second-chance breakfast. All breakfasts served in a breakfast after the bell program must comply with chapter 28A.235 RCW and federal meal patterns and nutrition standards for school breakfast programs under the federal healthy, hunger-free kids act of 2010, as well as any federal regulations implementing that act.

When choosing foods to serve in a breakfast after the bell program, schools must give preference to foods that are healthful and fresh, and if feasible, give preference to Washington-grown food.

- For this program, the following definitions shall apply:
- "Breakfast after the bell" means a breakfast that is offered to students after the beginning of the school day. Examples of breakfast after the bell models include, but are not limited to:

- a. "Grab-and-go," in which easy-to-eat breakfast foods are available for students to take at the start of the school day or in between morning classes;
  - b. "Second-chance breakfast," in which breakfast foods are available during recess, a nutrition break, or later in the morning, for students who are not hungry first thing in the morning, or who arrive late to school; and
  - c. "Breakfast in the classroom," where breakfast is served in the classroom, often during homeroom or first period.  
Breakfast after the bell programs, including the provision of breakfast, are not considered part of the definition or funding of the program of basic education under Article IX of the state Constitution.
- "Eligible for free or reduced-price meals" means a student who is eligible under the national school lunch program or school breakfast program to receive lunch or breakfast at no cost to the student or at a reduced cost to the student.
  - "High-needs school" means any public school:
    - a. That has enrollment of seventy percent (70%) or more students eligible for free or reduced-price meals in the prior school year; or
    - b. That is using provision two of the national school lunch act or the community eligibility provision under section 104(a) of the federal healthy, hunger-free kids act of 2010 to provide universal meals and that has a claiming percentage for free or reduced-price meals of seventy percent (70%) or more.
  - "Public school" has the same meaning as provided in RCW 28A.150.010.
  - "School breakfast program" means a program meeting federal requirements under 42 U.S.C. Sec. 1773.
  - "School lunch program" means a program meeting federal requirements under 42 U.S.C. Sec. 1751.
  - "Instructional Hours" means those hours students are provided the opportunity to engage in educational activity planned by and under the direction of school district staff, as directed by the administration and board of directors of the district, inclusive of intermissions for class changes, recess, and teacher/parent-guardian conferences that are planned and scheduled by the district for the purpose of discussing students' educational needs or progress, and exclusive of time actually spent for meals. If students are provided the opportunity to engage in educational activity that is part of the regular instructional program concurrently with the consumption of breakfast, the period of time designated for student participation in breakfast after the bell must be considered instruction hours.

#### **Meal Times**

The district will set meal times to allow breakfast to be served as close to the start of the school day as possible (with the exception of the Breakfast After the Bell program, above) and lunch to be served between 10:00 am and 2:00 pm. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene needs.

#### **Food Safety Plan**

The district will establish a Food Safety Plan based on Hazard Analysis and Critical Control Points. Because of the potential liability of the district, the food services program will not accept donations of food other than as provided in this policy without board approval. Should the board approve a food donation, the superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

#### **Meal Pricing**

The Board of Directors shall determine paid meal prices annually and for the National School Lunch Program and follow Paid Lunch Equity regulations. Adult meal prices shall be set to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

#### **USDA Foods**

The district will use the full entitlement of USDA Foods made available under the Federal Food Distribution Program for school meal programs.

**Non-Profit School Food Service Account**

The district will maintain a non-profit school food service account. All revenues shall be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover, at a minimum, food costs.

**Meal Charge Policy**

In order to allow students to receive nutritious meals, prevent over-identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program, the district will establish a written meal charge process for students eligible for reduced price meals and students that are not eligible for meals. The meal charge policy will be communicated to households each year so that school district employees, families and students have a shared understanding of expectations regarding meal charges.

**Unpaid Meal Charges**

If a student has not paid for five or more previous meals, the school will:

- (1) Determine whether the student is categorically eligible for free meals;
- (2) If no application has been submitted for the student to determine his or her eligibility for free or reduced-price meals, make no fewer than two attempts to contact the student's parent or guardian to have him or her submit an application; and
- (3) Have a principal, assistant principal, or school counselor contact the parent or guardian for the purpose of:
  - (a) Offering assistance with completing an application to determine the student's eligibility for free or reduced-price meals;
  - (b) Determining whether there are any household issues that may prevent the student from having sufficient funds for school meals; and
  - (c) Offering any other appropriate assistance.

No school or school district personnel or school volunteer may:

- (1) Take any action that would publicly identify a student who cannot pay for a school meal or for meals previously served to the student, including but not limited to requiring the student to wear a wristband, hand stamp, or other identifying marker, or by serving the student an alternative meal;
- (2) Require a student who cannot pay for a school meal or for meals previously served to the student to perform chores or other actions in exchange for a meal or for the reduction or elimination of a school meal debt, unless all students perform similar chores or work;
- (3) Require a student to dispose of an already-served meal because of the student's inability to pay for the meal or because of money owed for meals previously served to the student;
- (4) Allow any disciplinary action that is taken against a student to result in the denial or delay of a nutritionally adequate meal to the student; or
- (5) Require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

Communications for a school or school district about amounts owed for meals previously served to a student under the age of fifteen may only be directed to the student's parent or guardian. Neither this policy nor chapter 28A.235 RCW prohibit the district from sending a student home with a notification that is addressed to the student's parent or guardian.

A parent or guardian will be notified of a negative balance of a student's meal account no later than ten days after the student's school meal account has reached a negative balance. Within thirty (30) days of sending this notification, the district will exhaust all options to directly certify the student for free or reduced-price meals. Within these thirty days, while the district is attempting to certify the student for free or reduced-price meals, the student may not be denied access to a school meal unless the district determines that the student is ineligible for free or reduced-price meals.

If the district is unable to directly certify the student for free or reduced-price meals, the school district will provide the parent or guardian with a paper copy of, or an electronic link to, an application

for free or reduced-price meals with the negative-balance notification described above and encourage the parent or guardian to submit the application.

The district's Meal Charge Policy will also address unpaid meal charges. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received. *[District Note – Insert here the following language if opting to provide alternate meals: "The District will provide alternate meals meeting federal and state requirements to students who have charged the maximum amount allowed to their student account and cannot pay out of pocket for a meal."]*

The district will make reasonable, discrete efforts to notify families when meal account balances are low through use of *[insert notification method, e.g., automated calling system, letters sent home]*. Families will be notified of an outstanding negative balance one the negative balance reaches *[\$[insert dollar amount]]* or reflects a total of *[insert number]* meals.

Negative balances of more than *[\$[insert dollar amount]]* not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]* will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The district will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.

District employees may use a charge account for meals but may charge no more than *[\$[insert amount]]* to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items until the negative account balance is paid.

#### **Children with Special Dietary Needs**

The district will establish procedures to accommodate children with special dietary needs when a diet prescription form is signed by a licensed medical authority. The district food service department will work with the school's 504 Coordinator to accommodate student special dietary needs.

#### **Civil Rights**

The district will follow USDA Food and Nutrition Civil Rights and nondiscrimination policies.

#### **Procurement**

The district will follow all state and Federal guidelines when procuring food for the Federal School Meal Programs and as part of District procurement procedures, establish a procurement plan and Code of Conduct consistent with the Uniform Grant Guidance; 2 CFR 200. Food specifications shall be written in a manner to procure food products that meet the school meal pattern requirements.

#### **Smart Snacks Standards in School**

All foods and beverages sold to students on campus during the school day (e.g., vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal or school official responsible for oversight of the Smart Snacks standards or, as designated in the wellness policy.

#### **Best Practices for Meal Service**

The Superintendent will make reasonable efforts to ensure:

- Student participation in the breakfast and lunch programs is encouraged;
- Any student may eat in the school cafeteria or other designated place;
- Schools provide varied and nutritious food choices consistent with the applicable school meal program guidelines;
- Healthy foods are competitively priced;
- Meal prices are conspicuously posted in each cafeteria or designated meal area;
- Seating for meals is uncrowded and occurs in a pleasant and safe environment;
- Supervision during mealtime is appropriate and rules for mealtime behavior are consistently enforced;

- Implement recess before lunch;
- Bus schedules allow students to arrive in time for participation in the School Breakfast Program;
- Alternate breakfast service models are implemented so that students have access to breakfast meals; and
- Community Eligibility Provision or Provision 2 Special Assistance Program is implemented in qualifying schools.

On testing days the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district must use Non-federal funds to cover the cost of providing such meals.

### **Water**

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring with them and carry throughout the day approved water bottles (filled only with water).

### **Celebrations and Rewards**

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, including:

- Foods brought for celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Classroom snacks brought by parents. The district will provide to parents a list of foods and beverages that meet Smart Snack nutrition standards.
- Rewards and incentives. The district will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### **Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards may be sold through fundraisers on the school campus during the school day. The district will make available to parents and teachers a list of healthy fundraising ideas.

- Schools will use only non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.).
- Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

### **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community. Instruction for marketing nutritious foods and healthy lifestyle will, as resources allow, be incorporated into DECA courses.

The district will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementation of at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### **Family and Community Involvement**



In order to promote family and community involvement in supporting and reinforcing nutrition education in schools, the school principal is responsible for ensuring:

- Nutrition education materials and breakfast and lunch menus are made available to parents;
- Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meals program, parents should provide their children with healthy snacks/meals;
- Families are invited to attend exhibitions of student nutrition projects or health fairs;
- Nutrition education curriculum includes homework that students can do with their families (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate; and
- School staff consider the various cultural preferences in development of nutrition education programs and food options.

### **Nutrition Education**

The district's K-12 nutrition education curriculum will align with the Washington State Health and Physical Education K-12 Learning Standards and will be designed to provide students with the knowledge and skills necessary to promote healthy behavior.

The district's nutrition education K-12 curriculum should include, but not be limited to, the following concepts:

- Age-appropriate, developmentally-appropriate, and culturally relevant nutritional knowledge, including:
- The relationship of nutrition and food nutrients to physical performance and body composition;
- The benefits of healthy eating;
- Essential nutrients;
- Nutritional deficiencies;
- The principles of healthy weight management;
- The use and misuse of dietary supplements;
- Safe food preparation, handling, and storage; and
- Appreciation of cultural diversity related to food and eating.
- Age-appropriate nutrition-related skills, including how to:
  - Gather and analyze health information;
  - Analyze nutrition information to plan and prepare a healthy meal;
  - Understand and use food labels,
  - Evaluate nutrition information, misinformation, and commercial food and advertising; and
  - Assess one's personal eating habits, set goals for improvement, and achieve those goals.

### **Health and Physical Education**

The superintendent will adopt and implement a comprehensive physical education curriculum aligned with the Washington State Health and Physical Education K-12 Learning Standards. The district will provide students with physical education, using an age-appropriate, sequential physical education curriculum. The physical education program will promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits.

### **Physical Education Requirements and Waiver Policy**

The district will grant waivers, exemptions, or substitutions for physical education classes only in cases where it determines such waiver, exemption or substitution is absolutely necessary. All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education. Students may be excused from this fitness requirement under RCW 28A.230.050. Such excused students will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written District policy.

A physical education waiver is defined as release from class (not taking physical education at all), not receiving credit, and/or being held accountable for the knowledge portion of physical education per statute.

### **Professional Learning**

The district will, subject to available resources, offer ongoing in-service and professional learning opportunities for staff in the area of health education, physical education, and physical activity. Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing District reform or academic improvement plans/efforts.

### **Physical Activity in Schools**

All schools will participate in a Comprehensive School Physical Activity Program. A Comprehensive School Physical Activity Program (CSPAP) is a multi-component approach by which school districts and schools use all opportunities for students to be physically active, meet the nationally-recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime. A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation, physical activity before, during, and after school, staff involvement, and family and community engagement.

### **Quality Physical Education**

Schools will implement a physical education program which includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts, principles, strategies, and tactics related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior that respects self and others; and values physical activity for health, enjoyment, challenge, self-expression, and social interaction.

### **Physical Activity during the School Day**

The district recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Schools will encourage teachers to:

- Incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.
- Provide short (3-5-minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

### **Physical Activity Before and After School**

The district offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods (e.g., physical activity clubs, intramurals, sports, etc.).

### **Recess**

Each school will offer physically active daily recess opportunities that align with state and national recess recommendations and maintain safe and age-appropriate equipment to use during recess. Recess monitors or teachers will encourage students to be active. Recess will complement, not substitute for, physical education class. Physical activity during the school day (including but not limited to recess, brain boosters/energizers, or physical education) will not be used or withheld as punishment for any reason.

If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

### **Family and Community Engagement**

The District will offer opportunities to promote family and community involvement in supporting and reinforcing physical education and physical activity in the schools. Schools should ensure:

- Physical education activity ideas are sent home with students;
- Families are invited to attend and participate in physical education activity programs and health fairs;
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.

- Families are actively notified of opportunities and invited to participate in school-sponsored physical activities and receive information about health promotion efforts.

#### **Staff Wellness and Health Promotion**

The district will offer, subject to available resources, opportunities that focus on staff wellness issues, and/or identify and disseminate wellness resources in coordination with human resources staff.

#### **Active Transport**

The district will identify safe and active routes to and from school to promote alternative transport methods for children, such as walking and bicycle programs. The district will encourage this behavior by engaging and promoting activities such as:

- Designation of safe or preferred routes to school;
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week;
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area);
- Instruction on walking/bicycling safety provided to students;
- Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper;
- Use of crossing guards;
- Ensuring crosswalks exist on streets leading to schools;
- Documentation of the number of children walking and/or biking to and from school; and
- Creation and distribution of maps of the school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).

#### **School District Facilities**

Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the District's facilities use policy, community college, and municipal joint use agreements and partnerships with youth organizations so additional opportunities are available for all youth in the community to participate in quality physical activity, fitness, sports, and recreation programs.

Adoption Date: 23 January 2007

Classification: Essential

Revised Dates: 10.17

## **Safety, Operations and Maintenance of School Property**

**A. Facilities Maintenance**

The superintendent or designee will provide for a program to maintain the district physical plant and grounds by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

**B. Infrastructure Management**

The Grapeview Board of Directors also desires to maintain the infrastructure of district facilities.

In order to assure state funding, for facilities constructed new or new in lieu after 1994, the board will adopt an asset preservation program (APP). The APP will preserve the district facilities by employing a system of predictive, preventative, and proactive processes. Annually, the superintendent or designee will report to the board on the condition of the facilities and the effectiveness of the APP. Every sixth year an independent assessment will be conducted and reported to the board and the Office of Superintendent of Public Instruction.

Additionally, the superintendent or designee will develop a process to evaluate all pre-1994 facilities for possible participation in the asset preservation program.

For initial participation in the APP, the board will submit a resolution to the Office of Superintendent of Public Instruction committing the district to implement the program.

The superintendent or designee will develop procedures for the asset preservation program.

**C. Playground Equipment**

The board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community or school-related group, should be assessed in terms of suitability and durability and for possible health or safety hazards. Consideration will also be given to potential hazards when the playground is unsupervised during non-school hours.

The superintendent or designee will develop specifications for playground equipment and related play surfaces. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment will be based upon safety and contribution to child development.

**D. Chemical and Laboratory Safety**

The board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling. Instruction will be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, nonhazardous environment.

The superintendent or designee is directed to establish safety guidelines and procedures which will minimize the hazards inherent in the science classes and laboratories in the schools.

E. **Destruction of School Property**

Staff will ensure that buildings, grounds, equipment and furniture are not abused. Students or non-students who abuse school property may be disciplined and required to pay for the damage incurred.

The superintendent or designee will establish procedures for the investigation and reporting of damage or loss and will initiate action to collect for damages. A student's diploma may be withheld until restitution is made.

Cross References:

6605 - Student Safety Walking, Biking and Riding Buses  
6511 - Staff Safety  
3520 - Student Fees, Fines, or Charges  
2151 - Interscholastic Activities

Legal References:

RCW 28A.335.300 Playground matting  
RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected  
WAC 392-347-023 State funding assistance in post 1993 facilities

Management Resources:

2011 - October Issue  
2009 - June Issue

Adoption Date: 27 November 2001

Classification: **Discretionary**

Revised Dates: **10.21**

## **Capital Assets/Theft-Sensitive Assets**

### **Capital Assets**

The District will maintain a comprehensive capital assets record-keeping system. The goal of the capital assets program is to protect the District against losses that would significantly affect the District's students, staff, property, budget or the ability of the District to continue to fulfill its stewardship responsibilities.

For purpose of this policy, "capital assets" will mean land, improvements to land, easements, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period which:

- A. Retains its shape and appearance with use;
- B. Is nonexpendable, meaning if the item is damaged or some of its parts are lost or worn out, it may be more feasible to repair it than to replace it with an entirely new item.
- C. It does not lose its identity when incorporated into a more complex unit;
- D. Is valued no less than \$5,000 unless a lesser amount is set by the District; and
- E. Has a life expectancy of at least one year.

Federal law requires a physical inventory of federally-funded assets at least once every two years. Reconciled inventory reports will be provided to the Board. Such report will identify lost, damaged or stolen capital assets. Missing capital assets will be removed from District property records by a vote of the Board.

No equipment will be removed for personal or non-school use.

### **Theft-Sensitive Assets**

For purposes of this policy, "theft-sensitive" are those items identified by the District as most subject to loss. A list of theft-sensitive assets shall be maintained by the District. The District should establish procedures for internal controls and conduct an annual inventory of theft-sensitive assets.

The Board will be provided a report identifying assets not accounted for in the annual inventory. These assets will be removed from the District property records through school Board action annually.

The superintendent or designee will develop procedures to implement this policy, including maintenance requirements and sales procedures to ensure the highest possible return.

Cross References: 6570 - Property and Data Management

Legal References: RCW 28A.335.090 Conveyance and acquisition of property — Management — Appraisal  
7 CFR 3015, 3016 Agriculture  
34 CFR 80.32 Uniform Administrative requirements for grants and cooperative agreements to state and local governments – Equipment  
45 CFR 92.32 Health and Human Services

Office of Management and Budget (OMB) Circular A-87,  
Cost Principles for State, Local, and Indian Tribal  
Governments, Attachment B(19)

Management Resources:      2012 - June Issue  
Policy News, June 2008, Capital Assets/Theft-Sensitive  
Assets  
Policy News, April 2006, Fixed Assets

Adoption Date: 27 March 2012  
Classification: **Essential**  
Revised Dates: **04.06; 06.08; 12.11, 06.17**

## 6801 P **Capital Assets/Theft-Sensitive Assets Procedure**

- A. Individual Responsible:  
The district's Business Office is responsible for inventories of district property; and  
The individual conducting the inventory will have no direct responsibility for assets subject to the inventory count.
- B. Frequency of Inventory:  
Inventory will be conducted at least once every other fiscal year for all capital assets, except land; infrastructure; buildings; and improvements other than buildings and leasehold improvements. A theft-sensitive assets inventory will be conducted annually.
- C. How to record items:  
District assets will be marked with a unique identification number (e.g. bar code, property tag) and identified as district property. All capital assets and theft-sensitive assets will be identified and marked upon purchase or receipt.
- D. What information to record:
  - 1. When placing a capital asset on the inventory, the Business Manager will record:  
Description of the item;  
Serial number or other identification number (bar code, tag number, etc.);  
Source of the asset;  
Who holds title;  
Acquisition date;  
Cost of the asset;  
Percentage of federal participation in the cost of the property and the federal program charged;  
Location of the asset;  
Use and condition of the property; and  
Ultimate disposition data including the date of disposal and sale price, if applicable. Federally purchased items with a per unit fair market value over \$5,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
  - 2. When placing a theft-sensitive asset on the inventory the district will record the information needed by the district. This should include, at a minimum, a description of the item and identification number, location and federal participation, if any.
- E. What to do when questions arise:  
When questions arise during the process of the inventory, the purchasing department or building administrator will be contacted.
- F. Procedures to follow when the inventory is completed:  
At the conclusion of the physical inventory, the building principals and department administrators will be provided with a written copy of the inventory that lists all the assets that have been assigned to that site, and which clearly identifies all assigned items that were not found during the physical inventory.
- G. What procedures to follow when equipment is located but not listed:
  - 1. Principals and department administrators are required to attempt to locate items that have been listed as missing. Within 25 working days, the principals and department administrators are expected to return a copy of the inventory report to the purchasing department showing which items have been located and which are still missing; and
  - 2. The missing items will be consolidated on a report of potential write-offs. The Superintendent will review the report and approve the total amount of assets to be written off. Only write-off items will be removed from the capital assets inventory system.
- H. Attestation to Accuracy  
The staff person conducting the inventory will sign the bottom of each inventory page.



- I. How to record assets not being used or in an obviously unserviceable condition.  
Items not being used or in an obviously unserviceable condition will be identified during the inventory and the maintenance department will be contacted by pick up for auction or disposal.

**Grapeview School District #54**  
**Date: March 27, 2012**

The board recognizes the responsibility to develop and maintain programs to support the conservation of energy and natural resources. In recognition of this leadership responsibility, the district shall strive to (a) institute effective energy management and (b) provide information and develop conservation attitudes and skills for the students it serves. To achieve the objectives of energy management, the board shall direct the superintendent to convene a committee of appropriate personnel to develop and review plans for efficient energy management in the daily operation of the district's facilities. The committee shall have the responsibility to:

- A. Assess past and present energy consumption practices;
- B. Review current operational and maintenance practices;
- C. Study operation changes designed to reduce consumption and related costs;
- D. Examine the feasibility of retrofitting alternatives for existing facilities as a result of engineering studies and reports;
- E. Provide periodic reports and/or recommendations to the board;
- F. Monitor the energy management measures which are implemented;
- G. Insure, through a monitoring process, that instruction in energy use and conservation is incorporated into the district's program.

The board, as part of its educational mission, desires to foster the conservation ethic among the students. To achieve the objectives of the energy education program, instructional activities shall be designed to change the student's perceptions of the supply and costs of natural resources which, in turn, will stimulate skill building to effect responsible conservation behavior in students. As part of the educational process, students, appropriate to the maturity of the students, will be encouraged to assess the energy consumption policies of the school as a means of applying knowledge and skill.

The superintendent is authorized to establish annual energy management goals, annual energy education goals, and extrinsic rewards in recognition of conservation accomplishments. The superintendent will make periodic and annual evaluation reports to the board.

Policy 2020	Curriculum development and adoption of instructional materials
Policy 6923	Energy conservation

Adoption Date: 29 January 2002  
Grapeview School District

## **6881 DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS**

The board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. The superintendent shall establish procedures for their sale, trade or disposal except that the board must approve of any sales where:

- A. A single unit item has a current value in excess of \$2500.00; and/or
- B. Multiple items have a total unit value in excess of \$10,000.00.

Surplus or obsolete books or other reading materials shall be disposed of as follows:

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they shall be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district;
- B. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or
- C. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the superintendent shall serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington state annually requesting such notice. All schools on the list shall be notified in writing of the materials and equipment that is available. The material or equipment shall be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students shall have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty days after written notice is served.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices shall be recorded and based on the item's depreciated value. The district shall establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device shall establish a value that shall be adjusted annually to reflect depreciation.

"Assistive device" means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities.

Funds derived from the rental, sale or lease of student transportation equipment shall be placed into the transportation vehicle fund. Funds derived from the sale of personal property shall be placed into the general fund.

### **Legal References:**

RCW 28A.155.160	Assistive devices--Transfer for benefit of children with disabilities--Record, inventory
RCW 28A.335.060	Surplus school property, rental, lease or use of--Disposition of moneys received from
RCW 28A.335.090	Conveyance and acquisition of property--Management

RCW 28A.335.180	Surplus texts and other educational aids, notice of availability--Student priority as to texts
RCW 28A. 335.205	Assistive devices--Transfer for benefit of children with disabilities--Record, inventory
RCW 39.33.070 Procedures	School districts and libraries--Disposal of obsolete or surplus reading materials--
WAC 392-143-050	Resold School Buses

Adoption Date: 29 January 2002  
Grapeview School District

## **6881P DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS PROCEDURES**

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A. The principal shall supply a written rationale which supports the obsolescence of the item.
- B. All other personnel shall have the opportunity to view the item during a two-week period.
- C. If the item is not claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks shall be established as follows:

<u>New Books Purchased During Current School Year</u>	<u>Full Cost</u>
---	------------------

Books at least	1 year old	83%
	2 years old	67%
	3 years old	50%
	4 years old	33%
	5 years old	17%

- D. Interested public and private schools shall be advised in writing of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
- E. The remaining item shall be available for purchase by the general public.
- F. The district shall publicize this sale which shall be open to the general public.
- G. The board shall specify the nature and conduct of any sale of property which exceeds the limits specified in POLICY 6881, Disposal of Surplus Equipment and/or Materials.

Implementation Date: 29 January 2002  
Grapeview School District

## 6882 SALE OF REAL PROPERTY

The board has exclusive control of the acquisition and disposal of all district property. This power shall be exercised only when the board determines by resolution that such property is or is not necessary for school purposes.

Once the board has considered all the factors relating to a proposed sale of real property, it shall comply with all requirements of the law, including:

- A. A market value appraisal by a professionally designated real estate appraiser, selected by the board shall be secured.
- B. No sale of real property is to take place if the sale price would be less than 90 percent of the appraisal made by the appraiser unless the property has been on the market for one year, in which case it may be reappraised and sold for not less than 75 percent of the reappraisal value if the sale is approved by the unanimous consent of the board.
- C. If the appraised value exceeds \$70,000 notice that such a sale is being considered is to be published in a newspaper of general circulation within the district for at least two consecutive weeks. The notice shall specify the date, time and place of a public hearing scheduled to consider the property specified for sale. Evidence concerning the proposed sale along with the advisability of selling the parcel is to be taken into account by the board at such a hearing.
- D. Bids may be secured or a licensed real estate broker may be engaged. If the latter, the commission shall not exceed 7 percent. Any appraiser selected by the board to appraise the market value of a parcel of property may not be a party to any contract with the district to sell the parcel for a period of three years after the appraisal. No bid award shall be made within a forty-five day period following publication of notice of the intended sale in a newspaper of general circulation in the district.

Receipts from the sale of real property shall be placed into the debt service fund or in the capital projects fund.

### Legal References:

RCW 28A.335.090	Conveyance and acquisition of property--Management
RCW 28A.335.120	Real property--Sale--Notice of and hearing on sale, when--Appraisal required-- Broker services--Real estate sales contracts, limitations
RCW 39.33.010	Sale, exchange, transfer, lease of public property authorized--Section deemed alternative
WAC 180-34-010	General conditions

Adoption Date: 29 January 2002  
Grapeview School District

## 6883 CLOSURE OF FACILITIES

The board of directors has the authority to close a school building when an unforeseen natural event or mechanical failure causes a facility to become unsafe, unhealthy, inaccessible, or inoperable. Prior to the closure of a school facility for foreseen circumstances, the board shall have prepared a written analysis which considers the following issues:

- A. Projected or actual enrollment declines and the likelihood that they shall remain permanent;
- B. The effect that the disposition or retirement shall have on other facilities and on the district's educational program offering;
- C. Student and staff displacement, including transportation costs to new facilities and staff reassignment;
- D. Potential for renovation;
- E. Financial considerations in terms of such factors as staff costs, operating and maintenance cost, the potential revenue from sale or lease of property, the cost of closure and transferring operations elsewhere;
- F. Safety, health and fire regulations; and
- G. Whether or not the facility may effectively be used for other purposes.

During a ninety-day period following the development of a written analysis, the board shall conduct one or more hearings to receive testimony on any issues related to the closure of a school. Each hearing notice shall be published once each week for two consecutive weeks in a newspaper of general circulation which serves the area where the school is located. The last notice shall be published at least seven days prior to the hearing. The notice shall contain the date, time, place and purpose of the hearing. Comments received from interested parties shall be used for advisory purposes only. The final determination of whether a facility shall be closed or remain open shall be made by the board.

### Legal References:

RCW 28A.150.290(2)	State superintendent to make rules and regulations
RCW 28A.320.010	Corporate powers
RCW 28A.335.020	School Closures

Adoption Date: 29 January 2002  
Grapeview School District

## State Environmental Policy Act Compliance

The District accepts its responsibility, as described by the Washington State Legislature in the [State Environmental Policy Act, specifically Chapter 43.21C](#).

In order to fulfill its responsibilities under the State Environmental Policy Act, the District adopts by reference all sections or subsections of the [chapter 197.11 of the Washington Administrative Code](#).

### **Additional Definitions**

In addition to those definitions contained within [WAC 197-11-700 to 197-11-799](#), the following terms will have the following meanings, unless the context indicates otherwise:

- A. **District:** District means the Grapeview School District No 54, Mason County, state of Washington.
- B. **SEPA Rules:** SEPA Rules means [Chapter 197-11 WAC](#) adopted by the Council on Environmental Policy.

The District establishes the following criteria as the basis for exercising authority relative to environmental issues. The District will use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

- A. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;
- B. Assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
- C. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable unintended consequences;
- D. Preserve important historic, cultural, and natural aspects of our national heritage;
- E. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;
- F. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
- G. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

The District recognizes that each person has a fundamental and inalienable right to a healthful environment and that each person has a responsibility to contribute to the preservation and enhancement of the environment.

### **Critical Areas**

In its actions, the District will respect "critical areas" and their modified exemption criteria which have been adopted and displayed by local governments pursuant to [The Growth Management Act, Chapter 36.70A RCW](#).



Actions which will be located wholly or partially within a critical area are to be treated no differently than other actions under these guidelines. A threshold determination will be made for all such actions, and an EIS will not be automatically required for a proposal merely because it is proposed for location in a critical area.

### **Use of Exemptions**

In determining whether a proposal is exempt from SEPA the District will comply with the square footage and parking space threshold levels adopted by the city or county under [WAC 197-11-800 \(1\)](#). To determine whether or not a proposal is exempt, the District will ascertain the total scope of the proposal and the governmental licenses required. If a proposal includes a series of actions, physically or functionally related to each other, some of which are exempt and some which are not, the proposal is not exempt and the District must complete a threshold determination.

If a proposal includes both exempt and nonexempt actions, exempt actions may be authorized with respect to the proposal prior to compliance with the procedural requirements of these guidelines subject to the following limitations:

- A. No nonexempt action will be authorized prior to compliance with procedural and substantive requirements;
- B. No action will be authorized which will irrevocably commit the District to approve or authorize a nonexempt action;
- C. The District may withhold approval of an exempt action which would lead to modification of the physical environment, when such modifications would serve no purpose if later approval of a nonexempt action is not secured; and
- D. The District may withhold approval of exempt actions which would lead to substantial financial expenditures by a private applicant which would serve no purpose if later approval of a nonexempt action is not secured.

### **Lead Agency Determination and Responsibilities**

The District is lead agency for the proposals it initiates and is responsible for compliance with SEPA regulations.

### **Environmental Checklist**

Except as provided in [WAC 197-11-315](#) the school District must complete an environmental checklist ([WAC 197-11-960](#)) for any proposal that meets the definition of action ([WAC 197-11-709](#)), and is not categorically exempted in [WAC 197-11-800](#) and 880. This checklist will be the basis for the threshold determination.

For all proposals for which the District is the lead agency, the responsible official of the District will make the threshold determination pursuant to the criteria and procedures of [WAC 197-11-300 through -360](#).

### **Preparation of EIS**

The draft and final EIS will be prepared either by the responsible official or his/her designee or a consultant retained by the school District.

In the event that an EIS is to be prepared by a consultant, the responsible official will assure that the EIS is prepared in a responsible manner and with appropriate methodology. The responsible official will direct the areas of research and examination to be undertaken, as well as the organization of the resulting document.

No matter who participates in the preparation of an EIS, it must be approved by the responsible official prior to distribution.

### **Public Notice**

The District will establish a mailing list for those interested citizens who wish to be informed regarding documents the District prepares that require public notice. If deemed appropriate by the responsible official, the school District will place appropriate notice in the paper of general circulation which serves the area.

#### **Designation of Official to Perform Consulted Agency Responsibilities for the District**

The superintendent or his designee will be responsible for the preparation of the written comments for the District in response to a consultation request prior to a threshold determination, participation in predraft consultation or reviewing a draft EIS.

The official designated by the District will be responsible for compliance by the District with [WAC 197-11-400 through -460](#) wherever the District is a consulted agency, and he/she is authorized to develop operating procedures which will ensure that responses to consultation requests are prepared in a timely fashion and include data from all appropriate departments of the District.

#### **Designation of Responsible Official**

For those proposals for which the District is the lead agency, the responsible official will be the superintendent or his/her designee. The responsible official will make the threshold determination, supervise preparation of any required EIS and perform any other functions assigned to the "lead agency".

#### **Fees**

No fee will be collected by the District for performing its duties as a consulted agency.

The District may charge any person for copies of any document prepared pursuant to the requirements of this ordinance and for mailing in a manner provided by [Chapter 42.56 RCW](#).

#### **Publication of Notice**

The District may publish notice of action pursuant to [RCW 43.21C.080](#) for any action to establish a time limit for judicial appeals.

The form of the notice will be as prescribed by the Department of Ecology and/or substantially in the form and manner set forth in [RCW 43.21C.080](#). The notice will be published by the District pursuant to [RCW 43.21C.080](#).

Legal References:	Chapter 43.21C RCW State Environmental Policy WAC 197-11 State Environmental Policy Act (SEPA) Rules
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Management Resources:	2011 - October Issue Policy News, December 1998, SEPA Policy Requires Periodic Review and Understanding
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Adoption Date: 29 January 2002

Classification: **Essential**

Revised Dates: **06.17**

## **Pesticide Notification, Posting and Record Keeping**

Upon request, the District will provide notification to staff and parents of the District's pest control policies, methods and its posting and notification requirements.

The superintendent or designee will develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping.

The District's procedures for notification will include posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

Legal References: Chapter 17.21 RCW Washington pesticide application act

Management Resources: 2011 - February Issue  
Policy News, June 2002, Pesticide Policies Required by July 1st

Adoption Date: 20 June 2017  
Classification: **Essential**  
Revised Dates:

## **6900 FACILITIES PLANNING**

In order to provide the best possible physical environment for learning and teaching, the following factors shall be considered in the planning of district facilities:

- A. Facilities shall accommodate the educational needs of students and be consistent with the educational philosophy and instructional goals of the district.
- B. Facilities shall meet or exceed all health, safety and welfare regulations.
- C. The district shall seek state and federal moneys to the maximum extent available to supplement its own financial resources.
- D. Undesirable environmental impact shall be minimized.
- E. Changing demographic factors shall be monitored in order that students' needs are met when the future becomes the present.
- F. Developments in the state cost stabilization program shall be followed when they are compatible with the district's educational goals and promise significant savings to the district.

### **FACILITIES MASTER PLAN**

In order to efficiently manage the district's present and future facilities needs, a facilities master plan shall be developed. Such plan shall cover a ten-year period, be developed in conjunction with the local comprehensive land-use plan and other growth management policies, be reviewed annually and include at least the following:

- A. A cost analysis of financial ability of the district to implement its facilities program;
- B. Existing and projected enrollment figures, including an analysis of the racial composition of the student population;
- C. An inventory of the district's undeveloped property and developed facilities, including an analysis of the number of students in each facility and whether the facility is over- or under-crowded.
- D. An analysis of the appropriateness of the facilities to meet the needs of students and members of the public, including acceptability to students of both sexes and those with disabilities, all district services, programs and activities, when viewed in their entirety, shall be accessible to individuals with disabilities;
- E. Recommendations as to the sale or other disposition of district property not needed in the future; and
- F. Recommendations as to the acquisition, construction or modification of new sites or facilities and of how such shall better meet the needs of students and the educational program.

### **ENROLLMENT PROJECTIONS**

Enrollment shall be projected for a five-year period using methods acceptable to the state board of education for determining the district's eligibility for state construction grants. This projection shall be reviewed and revised annually and supplemented by an analysis of additional factors that may affect the student population, such as potential zoning and development changes within the district, housing projections and the development of new businesses and public projects.

Legal Reference:

42 USC 12210 - 12213 Americans with Disabilities Act

Adoption Date: 29 January 2002

## **6905 SITE ACQUISITION**

The district shall attempt to acquire building sites substantially in advance of the actual construction of facilities in order to minimize delay in construction projects and to realize financial savings to the district. The board shall periodically review its inventory of land in light of growth trends in the district and local land-use restrictions, and make such transactions as it determines shall best meet the future needs of the district.

Prior to any purchase of real estate the district shall obtain a market value appraisal by a professionally designated real estate appraiser as defined in RCW 74.46.020. The board shall select the appraiser.

In acquiring a new site, the board shall always first attempt to reach settlement with the owner through negotiations. Eminent domain proceedings shall be commenced at the outset of the decision to purchase a particular site to avoid delay in the event of a negotiations breakdown, but the district shall resort to condemnation only when it is obvious that negotiations shall not lead to an amicable settlement.

The board shall acquire school sites or facilities only when it clearly contemplates using the property for school purposes.

### **Legal References:**

RCW 8.16	Eminent Domain by School Districts
RCW 28A.335.130	Real property--Sale--Use of proceeds
RCW 28A.335.090	Conveyance and acquisition of property--Management

Adoption Date: 29 January 2002  
Grapeview School District

## **6910 CONSTRUCTION FINANCING**

The board shall attempt to add moneys to the capital projects fund regularly in such amounts as are available and appropriate to the district's needs as projected by the facilities master plan. Moneys in that fund which are not immediately needed shall be invested in those securities permitted by law which shall provide maximum return to the fund. In addition to those moneys, the board may consider non-voter approved debt within statutory limits and the board shall seek authority from district electors to issue bonds or levy a special capital improvements property tax assessment for school construction when specific projects are anticipated. The board shall also seek matching funds from the state board of education to the maximum extent available as well as any federal funds that may be available.

### **STATE SCHOOL CONSTRUCTION FUNDS**

Immediately after the board has approved the initiation of a construction project, the superintendent shall notify the state board of education of the board's intent. All studies, notices and other requirements established by the state board of education as conditions for eligibility for state construction grants shall be completed by the superintendent.

The advice of the state superintendent of public instruction shall be solicited in order to assure the district's eligibility for state financial assistance.

### **NON-VOTER APPROVED DEBT**

If the board decides it is prudent, it may authorize the issuance of non-voter approved debt within statutory limits to purchase facility sites; improve energy efficiency of buildings; or acquire, remodel or repair school facilities. Statute limits non-voter approved school district debt to three-eighths of one percent of the value of the taxable land within the district.

### **BONDS**

If the board determines that there are insufficient moneys in the building fund for a construction project, the board chooses not to authorize an election for a capital levy, and the district's limit on bonded indebtedness has not been reached, the board shall authorize an election to seek the approval of voters to issue bonds in the amount needed for the project.

The legal requirements for bond elections and subsequent issuance and redemption of bonds shall be met. The resolution adopted by the board calling for the bond election shall specify the purposes of the bond including the specific buildings to be constructed or remodelled and any other purposes authorized in RCW 28A.530.010. The board resolution shall also describe the specific purposes the board anticipates for using any state financing assistance, if any. If circumstances alter the purposes for which the board believes it is in the best interest of the district to use the state funds or those raised through the bond, the board shall conduct a public hearing to consider the circumstances and to receive public testimony. At a meeting subsequent to the public hearing the board may either amend its original resolution or adopt a new one describing the specific purposes to which the state and/or bond funds will be put.

Upon the sale of bonds duly authorized as prescribed by law, the proceeds shall be credited by the county treasurer to the appropriate fund of the district.

Notice of intent to apply for state school construction funds shall be submitted to the state board of education prior to submitting a bond proposal to district voters.

#### **Legal References:**

RCW 28A.320.310	Investment of idle building funds--Restrictions
RCW 28A.525.020	Duties of state board of education
RCW 28A.525.080	Federal grants--Rules and regulations
RCW 28A.530	District Bonds for Lands, Buildings and Equipment
RCW 28A.530.030	Sale of bonds--Delivery--Disposition of proceeds
RCW 28A.530.080	Additional authority to contract indebtedness

RCW 39.36.020	Limitation of indebtedness prescribed
WAC 180-30-610	Application requirements & procedural regulations governing (administration of state assistance in providing school plant facilities)
WAC 180-30-620	Notice of intent by school district to submit application for state assistance and school housing study prerequisites to filing application
WAC 392-123-180	Bond Proceeds

Adoption Date: 29 January 2002  
Grapeview School District

## 6920 CONSTRUCTION DESIGN

After determining that a need for new or improved facilities exists, the board, with the guidance of its professional staff, will engage in the following processes:

- A. Select an architect;
- B. Review a site evaluation including an assessment of existing facilities, if any, on the site;
- C. Develop educational specifications recognizing instructional needs and available financial resources;
- D. Review and approve schematic design prepared by architect, assuring that the new or remodeled facility or part of a facility is readily accessible to and usable by individuals with disabilities;
- E. Review a value engineering study and constructability review, and approve construction design including construction estimates;
- F. Call for bids;
- G. Review and approve final construction contract; and
- H. Engage construction management services.

The board shall comply with the terms and conditions as specified in the contract between the architect and the school district.

### Legal References:

RCW 39.35	Short term obligations
WAC 180-27-080	Value engineering studies, constructability reviews, and building commissioning--
	Requirements and definitions
WAC 180-27-102	Construction management
WAC 180-29-065	Value engineering contracts
WAC 180-29-066	Constructability review contracts
WAC 180-29-075	Contracts--Filing
42 U.S.C. 26	Americans with Disabilities Act
§§ 12101-12213	

Adoption Date: 29 January 2002  
Grapeview School District



## **6921    EDUCATIONAL SPECIFICATIONS**

Facilities shall be designed to accommodate the educational and instructional needs of the district. The professional experience and judgment of staff shall be used in developing such educational specifications. The law requires that special attention be given the accessibility to the education program by students of both sexes and those with disabilities. The superintendent shall see that all construction projects comply with the requirements for accessibility to individuals with disabilities and comparability between the sexes.

### **Legal References:**

WAC 392-190-050            Course offerings--Generally--Separate sessions or groups permissible

42 USC 12101 - 12213    Americans with Disabilities Act  
CFR 45, Part 84.23

Adoption Date: 29 January 2002  
Grapeview School District

## **6921P EDUCATIONAL SPECIFICATIONS PROCEDURES**

Educational specifications are written after consultation with appropriate staff, consultants and citizens. The content of a set of educational specifications would include all or part of the following items:

A. A statement of the educational philosophy as it pertains to the specific construction project.

B. Community and School Characteristics

1. The plan of organization and expected enrollments of the school
  - a. grade levels
  - b. maximum expected enrollments with trends and projections, if necessary
2. The construction plan for the facility is it to be a new facility, an addition, or a phased program leading to a complete facility?
3. Special services to be provided
  - a. guidance programs
  - b. social worker's programs
  - c. provisions for exceptional children
  - d. others
4. The special provisions needed for community use
  - a. cooperative park/school arrangement
  - b. parent-teacher associations
  - c. community athletic programs
  - d. other
5. The extent that adults shall use this facility
6. The extent to which students shall be transported and the facilities that must be included to handle this service adequately
7. The cafeteria services to be provided and the maximum number likely to be served
8. The policy regarding multiple use of spaces.
9. Other pertinent data relating to the project

C. Site Characteristics

Site considerations necessary for this project

- a. Site size and location defined

- b. Recommended building orientation; service drives; parking requirements for staff, students, and public; sidewalk and other approaches; outside lighting.

D. Requirements of the Physical Plant

1. Instructional functions and spaces required. A statement of instructional purposes is to precede the description of each area.
  - a. Number of spaces required by function
  - b. The relationships of these spaces
2. The noninstructional spaces required. Each space to be described by function and spaces required
3. Relationships of spaces required.
  - a. Inter-relationship between instructional areas
  - b. Relationship between instructional and noninstructional spaces
  - c. Relationship of spaces to site
4. Environmental factors should be described in terms of educational relationships or concerns

E. Additional information or comments as necessary to further interpret the educational program.

Implementation Date: 29 January 2002  
Grapeview School District

## **6923 ENERGY CONSERVATION**

In light of the increasing cost and dwindling supply of conventional energy sources, a life cycle cost analysis shall be required of each major construction project. A life cycle cost analysis shall include a description of:

- A. Insulation and heat retention factors;
- B. Variable occupancy and operating conditions to be incurred by the facility;
- C. Overall supply and demand of the facility's energy system and actual or potential utilization of outside energy sources, such as climate;
- D. Initial cost of energy plant; and
- E. An energy consumption analysis comparing alternative energy systems.

As part of its commitment to energy conservation, the district shall consider the use of at least one renewable energy system such as solar energy, wind or wood or wood waste, geothermal, or other nonconventional fuels in any construction or renovation project.

### **Cross Reference:**

Policy 6810                      Energy Management/Education\_

### **Legal References:**

RCW 39.35                      Energy conservation in design of public facilities

Adoption Date: 29 January 2002

Grapeview School District

## **6925 ARCHITECT AND ENGINEERING SERVICES**

When considering the acquisition of architectural and engineering services the board of directors shall issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. Effort shall be made to inform firms who employ minorities and/or women.

Interested firms will be requested to submit a statement of qualifications and performance data to enable the board to determine which architectural or engineering firm will best serve the needs of the district. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The superintendent shall recommend one or more firms to the board for its consideration. The board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event of an emergency, the board may waive this selection process and secure such services as needed.

### **Cross Reference:**

Policy 6220                      Purchasing: Bids and Contracts

### **Legal References:**

RCW 28A.330.100(3)      Additional powers of boards (1st class)  
RCW 39.80                      Contracts for architectural and engineering services

AGO 57-59 No.68              Architects' contracts

Adoption Date: 29 January 2002  
Grapeview School District

## **6925P SELECTION OF ARCHITECTS OR ENGINEERS PROCEDURES**

When architectural and engineering services are required by the district, the following procedures shall be in effect:

- A. Announcement for professional services will be sent to professional and community publications as well as to publications specifically oriented toward minority and women owned firms. The announcement shall specify:
  - 1. the general nature and scope of the project(s);
  - 2. the district representative to contact for further details; and
  - 3. the deadline for submission of letter of interest.
- B. Each interested architect and/or engineer shall be advised to submit a resume which includes as a minimum:
  - 1. description of professional staff and respective roles for each;
  - 2. list of projects completed during the past two years and contact person;
  - 3. status of current contract;
  - 4. description of typical site supervision;
  - 5. references--bank, bonding company, three clients; and
  - 6. exhibits of cost estimates for two most recent projects.
- C. Applicants shall be screened by selected staff to identify firms to be interviewed.
- D. Applicants shall be interviewed by a committee composed of the superintendent, supervisor of maintenance and a building principal.
- E. The superintendent shall enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If the superintendent is unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted.
- F. The tentative contract will be referred to the board as a recommendation.

Implementation Date: 29 January 2002  
Grapeview School District

## **6950 CONTRACTOR ASSURANCES, SURETY BONDS AND INSURANCE**

A contract shall only be let to a contractor who is licensed or registered as required by the laws of this state. A contractor shall be granted a contract when a statement is submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage for public works and with state and federal laws relating to nondiscrimination in hiring. Such a statement may be a provision or clause in the contract.

### **CONTRACTOR SURETY BONDS AND INSURANCE**

Each contractor's bid must be accompanied by a certified or cashier's check or bid bond in the amount of at least five percent of the total bid amount, excluding taxes. Bid deposits pursuant to this policy may be based upon the architect's estimated cost of construction. Any bid which is not successful shall entitle the bidder to a refund of its security or bond. The successful bidder shall have the bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the district or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to make, execute and deliver to the board a good and sufficient performance bond with two or more sureties or a surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and material men as required by law.

#### **Legal References:**

RCW 39.08.010	Bond required--Conditions- Retention of contract amount in lieu of bond
RCW 39.06.010	Contracts with unregistered or unlicensed contractors and with other violators prohibited
RCW 39.12	Prevailing Wages on Public Works
RCW 49.60.180	Unfair practices of employment defined

Title 7 Civil Rights Act of 1964;

Section 504 Rehabilitation Act of 1973

Adoption Date: 29 January 2002  
Grapeview School District

## **6955     MAINTENANCE OF RECORDS**

The maintenance of adequate records is vitally important to the future facilities program within the district and to the resolution of any disputes that may arise regarding a construction project.

The superintendent shall keep all reports, documents and plans as they relate to an existing or proposed project. The records shall include copies of all correspondence relating to the project. The superintendent shall require from the architect, engineer, contractor or other parties at least the following, as they become available:

- A. Inspection and progress reports;
- B. Results from tests of material quality and composition, etc.;
- C. Drawings of buildings and sites;
- D. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project;
- E. Guarantees and warranties; and
- F. Other papers relevant to the project, such as the record of board resolutions.

### **Cross Reference:**

Policy 6570                      Data Management

### **Legal References:**

RCW 39.04.020	Plans and specifications--Estimates--Publications--Emergencies
RCW 39.04.040	Work to be executed according to plans--Supplemental plans
RCW 39.04.070	Account and record of cost
RCW 39.04.080	Certified copy to be filed--Engineers' certificate
RCW 39.04.100	Records open to public inspection-Certified copies

Adoption Date: 29 January 2002  
Grapeview School District



## **6957    CHANGE ORDERS**

Change orders which arise during construction shall be individually considered by the board provided, however, that for each project the board may grant the superintendent authority to authorize change orders if additional cost to the district does not exceed \$25,000.00 and provided that the total cost of all change orders approved has not exceeded five (5) percent of the approved total construction cost of the project. The superintendent shall advise the board of all change orders executed in such cases.

In the event a change order request exceeding the authority of the superintendent or exceeding five percent (5%) of the total construction cost of the project must be considered between board meetings, the president of the board may provide interim authorization. The board shall take formal action on such requests at the next board meeting.

Adoption Date: 29 January 2002  
Grapeview School District

## **6959 ACCEPTANCE OF COMPLETED PROJECT**

Final payment under contract shall be subject to the following:

- A. Completion of building commissioning;
- B. The architect's letter of inspection indicating that the work has been completed;
- C. Certification by the superintendent that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority; and
- D. Written final acceptance by the board.

Pursuant to statute, final payment shall not be made until the district has received from the state department of revenue, state department of employment security, and state department of labor and industries certification that all taxes due, or to become due by the project's contractor, have been paid in full. The superintendent shall notify each department listed that the work is completed and officially accepted so that a determination of tax liabilities of the contractor may be made.

The contract shall provide that a percentage of the project cost shall be retained by the district as required by law to insure that the project shall remain free and clear of any material, men, subcontractor or tax liens. The district prefers that five percent of all moneys earned by the contractor be reserved by the district and will request that the state board of education acting through the superintendent of public instruction act as agent of the school district for managing the cash retainage. The district will accept a bond submitted by the contractor for any portion of the retainage in a form acceptable to the district, and the superintendent of public instruction if state funds are part of the project, from a bonding company registered with the Washington state insurance commissioner and on the currently authorized insurance list published by the Washington state insurance commissioner, unless the district can demonstrate good cause for refusing to accept the bond.

### **Legal Reference:**

Ch. 60.28 RCW	Lien for Labor, Materials, Taxes on Public Works
WAC 180-27-080	Value engineering studies, constructability reviews, and building commissioning--Requirements and definition
WAC 180-29-067	Building commissioning contracts
WAC 180-29-075	Contracts--Filing
WAC 180-29-147	Retained Percentage Law Related Requirements

Adoption Date: 29 January 2002  
Grapeview School District

## **6971     WORKS OF ART**

The state board of education and the state superintendent of public instruction allocates one-half of one percent of any moneys appropriated for state assistance to districts for original construction of any school facility for the acquisition of works of art. The district has the right to waive its use of the appropriation, such money will then be used by the Washington State Arts Commission for the purchase of other public art. The selection and commissioning of an artist for, reviewing of design for, execution and placement of, and the acceptance of works of art shall be the responsibility of the Washington State Arts' Commission in consultation with the state superintendent of public instruction and the board. The school board may appoint a representative to be a part of the selection process; reject the results of the selection process; or reject the placement of a completed works of art. Waiver or rejection shall not affect state construction funds available to local school districts.

### **Legal Reference:**

RCW 28A.335.210            Purchase of works of art-Procedures

Adoption Date: 29 January 2002

Grapeview School District