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

### **Fiscal Year**

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

### **Notice and Conduct of Budget Hearings**

Upon completion of the proposed district budget for the ensuing school year, notices will be published in a local paper of general circulation once a week for two successive weeks announcing the date, time and place of the budget hearing as required by law. The notice will also state that any person may appear and be heard for or against any part of such budget. The last notice will be published no less than seven days prior to the hearing.

Copies of the proposed budget will be made available at the district office by July 10th unless the Superintendent of Public Instruction has delayed the date because the state operating budget was not adopted by June 1st.

The district will submit one (1) copy of its budget to its educational service district for review and comment.

### **Budget: Adoption and Filing**

The budget for the ensuing school year will be adopted by board resolution following a public hearing. Such action will be recorded in the official minutes of the board. 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 State Superintendent of Public Instruction.

The dates for adoption and filing are as follows:

#### 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 for administering the operating budget, once adopted. All actions of the superintendent 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; The Superintendent may issue payroll warrants as needed to implement the budget, with prior Board approval.
- 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; The Superintendent may approve these expenditures as needed to implement the budget, with prior Board approval.

- 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 will be responsible for establishing procedures to authorize and control the payroll operations of the district. 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. No involuntary deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment; and
- G. Financial reports are submitted to the board each month.

<p>Cross References: Board Policy 5005</p> <p style="padding-left: 100px;">Board Policy 6213</p> <p>Legal References: RCW 28A.300.060</p> <p style="padding-left: 100px;">28A.320.010</p> <p style="padding-left: 100px;">28A.320.020</p> <p style="padding-left: 100px;">28A.320.090</p> <p style="padding-left: 100px;">28A.330.100</p> <p style="padding-left: 100px;">28A.400.300</p> <p style="padding-left: 100px;">28A.505.040</p> <p style="padding-left: 100px;">28A.505.060</p> <p style="padding-left: 100px;">28A.505.080</p> <p style="padding-left: 100px;">28A.505.150</p> <p style="padding-left: 100px;">Chapter 28A.510 RCW</p> <p style="padding-left: 100px;">WAC 392-123-054</p> <p>Management Resources: <i>Policy News</i>, October 2011</p>	<p>Employment: Disclosures, Certification, Assurances and Approval</p> <p>Reimbursement for Travel Expenses</p> <p>Studies and adoption of classifications for school district budgets — Publication</p> <p>Corporate powers</p> <p>Liability for debts and judgments</p> <p>Preparing &amp; distributing information on district's instructional program, operation and maintenance — Limitation</p> <p>Additional powers of the board</p> <p>Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers.</p> <p>Budget — Notice of completion — Copies — Review by ESD</p> <p>Budget — Hearing and adoption of — Copies filed with ESDs</p> <p>Budget — Disposition of copies</p> <p>Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for nonbudgeted expenditures</p> <p>Apportionment to District — District Accounting</p> <p>Time Schedule for Budget</p> <p>Policy Manual Revisions</p>
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**Adoption Date: 02.25.03**  
**Hockinson School District**  
**Revised: 12.14.05; 04.12.07; 08.22.11; 4.23.12**

## Program Planning, Budget Preparation, Adoption and Implementation

### Payroll: Authorization and Control

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 will 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

The superintendent will administrate all personnel actions. The following criteria will be followed:

- A. Personnel will provide assurances that the contemplated action is consistent with all procedures related to the district's employment practices;
- B. Business department will provide assurance that there are adequate funds covering the proposed action; and
- C. Superintendent will provide final authority for the personnel action.

### Salary Warrants

Unless otherwise indicated, each staff member will receive a salary warrant on the last banking day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual and voluntary deductions. Voluntary payroll deductions will be authorized by the personnel director. The personnel director 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:

OASI (Social Security)	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 School 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
SALARY INSURANCE	Deducted from the pay warrant each month
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 enrolled staff.

**Leave**

District leave provisions are covered in district policies. Employees will record time in the District's designated electronic timekeeping system. Approval of timekeeping submissions will be done by the appropriate staff (via electronic approval, signature, etc.). The business office will compile the amount of leave used on a monthly basis. Accrued leave will 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.

**Date: 7.13; 9.15**

## System of Funds And Accounts

The district will 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:

### General Fund

The General Fund (GF) 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 GF includes money which has 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 GF is managed in accordance with special regulations, restrictions and limitations and constitutes an independent fiscal and accounting entity.

### Capital Projects Fund

The Capital Projects Fund (CPF) contains the proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds), state of Washington financing assistance (state matching money), transfers from the district's basic education allotment, the proceeds of special levies earmarked for building purposes, earnings from capital projects fund investments, growth management impact fees, state environmental protection act mitigation payments, rental or lease proceeds and proceeds from the sale of property.

Permissible expenditures from the proceeds derived from the sale of voted bonds, including the investment earnings thereon, is governed expressly by state law and, 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 that, the bond election resolution and ballot proposition approved by the voters authorizing the bonds the raising of such moneys includes these items. The Washington Constitution prohibits the use of voted bond proceeds to replace equipment.

Proceeds from other sources are also governed by state law and 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; energy audits, capital improvements and major items of equipment, furniture and implementing technology systems, facilities and projects, including acquiring hardware, licensing software and on-line applications that are an integral part of the district's technology systems.

Any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed may be used to: (a) acquire, construct, install, equip and make other capital improvements to the district's facilities; or (b) retire and/or defease a portion of voted bonds, all as the school board may determine by resolution after holding a public hearing pursuant to RCW 28A.530.020.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, which have not been derived from voted bond proceeds, to a different fund; provided that, such investment earnings may only be expended for instructional supplies, equipment or capital outlay purposes. The superintendent should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

### Debt Service Fund

The Debt Service Fund (DSF) is for the payment of principal and interest on outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's

checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other school district fund; provided that, such investment earnings are spent only for instructional supplies, equipment or capital outlay purposes. The district may transfer such investment earnings to other school district funds unless the resolution authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Non-voted bonds are required to be repaid from the school district's DSF, rather than the fund that actually received the non-voted bond proceeds. As a result, to pay principal of and interest on the non-voted bond, an operating transfer must be used from the CPF (or other fund) to the DSF. The school district should create a separate account within the DSF to repay the non-voted bond. The district should internally segregate the money pledged to repay the non-voted bond from any excess property taxes deposited in the DSF for the repayment of voted bonds.

Prior to the issuance of a non-voted bond the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

### **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 Associated Student Body Program Fund (ASB Fund) are for the benefit of students. Student involvement in the decision-making processes related to the use of this money 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.

Money in the ASB Fund is public money and may not be used to support or oppose any political candidate or ballot measure. Money raised by students through recognized student body organizations will be deposited in and disbursed from the fund which is maintained by the county treasurer. The ASB Fund is subject to management and accounting procedures which are similar to those required for all other district moneys. ASB constitutions will provide for participation by ASB representatives in the decisions to budget for and disburse ASB Fund money. Private non-associated student body fund moneys raised for scholarships, student exchanges and charitable purposes will be held in trust by the district.

The district will maintain a system of bank accounts as follows:

1. A district depository and/or transmittal bank account;
2. An associated student body imprest bank account for each school having an associated student body organization approved by the board; and
3. Petty cash accounts in such numbers as are necessary to meet the petty cash needs of the schools and divisions of the district. The board may authorize the establishment of such accounts. Each petty cash account will be approved by the board. A custodian will be appointed for these accounts who will be independent of invoice processing, check signing, general accounting and cash receipts functions. If this separation of functions is not feasible, another employee who is independent of those functions will be responsible for reviewing the management of each account.

Cross Reference:     Board Policy 3510             Associated Student Bodies  
                          Board Policy 6030             Financial Reports

## **System of Funds and Accounts**

The following guidelines will be used in managing bank accounts:

- A. The amount of the imprest fund of a school will be based on the highest amount of funds expended in one month. The amount will be approved by the board of directors.
- B. The board of directors will appoint a staff member to serve as custodian of the fund. A surety bond will be secured in the amount of the fund.
- C. Use of imprest funds and/or petty cash will 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 will be dated and signed by the submitter.
- F. Imprest accounts will be replenished at least monthly by warrant 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 will be made on a surprise and unscheduled basis at least twice per year.

### **Associated Student Body Fund**

The following guidelines will be in effect in the operation of the respective associated student bodies:

- A. The principal will appoint the primary advisor to the ASB. He/she will be responsible for designating advisors to the various student subgroup organizations affiliated with the ASB. For schools with no grade higher than grade six, the board may delegate the authority to a staff member to act as the associated student body.
- B. The principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the district office level.
- C. At the beginning of each year, the ASB will submit a report which describes in summary those activities which constitute ASB programs.
- D. The ASB will participate in the determination of the purposes for which ASB financial resources will be budgeted and disbursed. Such purposes will be reflected in the ASB budget which is submitted to the board of directors for its approval.
- E. The ASB will approve all expenditures before money will be disbursed from the fund. In the event that an associated student body student group conducts fund raising or solicits donations for scholarships, student exchanges and charitable purposes, the associated student body group will approve all expenditures of money so raised.
- F. ASB funds may be used for purposes consistent with school district policy and approved by the governing body of the organization, subject to the provisions incorporated into the student body constitution and bylaws. Private non-associated student body fund money held by the district is limited to scholarships, charitable contributions, and student exchange programs, and is limited to funds denoted for that specific purpose, that have been so identified at the time of their collection, and that have been held in trust exclusively for donative purpose. Such funds must be contributed and raised on a voluntary basis.
- G. Fundraising activities not associated with an ASB sponsored organization, including raising private non-associated student body funds, 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 will 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 will 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 will 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 will be handled as follows:

- A. Receipts will be given for all moneys;
- B. All moneys received by the district, except those received by the county treasurer on behalf of the district, will be deposited in the district's transmittal account. Provisions will be made for individual buildings to have access to night depository. In no cases will money remain in a building for more than 24 hours;
- C. Receipts from special events will be deposited intact;
- D. All moneys in the transmittal account will be transmitted to the county treasurer no later than the first of each month. Such transmittals will be accompanied by a report indicating the sums to be credited to each of the district's funds;
- E. An accurate record will be kept of all expenditures from each imprest account. Reimbursement to the maximum permitted will be made to each imprest account by voucher each month; and
- F. Local audits of each imprest account will 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 will be audited by the district.

**Date: 7.13**

## **Interfund Loans**

Interfund 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 will not be used to balance the budget of the borrowing fund, nor will they deter any function or project for which the fund was established.

The board must adopt a resolution before any interfund loan transaction takes place. The resolution will 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

WAC 392-123-135

Budgeted expenditures as  
appropriations — Interim  
expenditures — Transfer between  
budget classes — Liability for non-  
budgeted expenditures  
Interfund loans—Definition

## Minimum Fund Balance

### Option A:

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 regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources.

To provide stability of the instructional program and maintain sound financial practices, the district will establish a Committed Fund Balance of 5% of the prior year's expenditures. The Assigned Fund Balance shall be targeted for 3% to cover designated expenses such as textbook adoptions, curriculum and professional development, technology, maintenance and other reasonably anticipated needs.

Cross Reference:     Board Policy 6020  
                              Board Policy 6040

System of Funds and Accounts  
Expenditures in Excess of Budget

**Adoption Date: 4.23.12**  
**Hockinson School District**  
**Revised:**

## Financial Reports

### Monthly Report

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

- A. General Fund (GF);
- B. Capital Projects Fund (CPF);
- C. Debt Service Fund (DSF);
- D. Associated Student Body Fund (ASB Fund); and

A “statement of financial condition” will be submitted to the board each month. The superintendent will reconcile ending net cash and investments, revenues and expenditures reported by the county treasurer with the district records for all funds. As part of the budget status report, the superintendent will provide each director with a brief written explanation of any significant deviation in revenue and/or expenditure projections that may affect the financial status of the district.

### Annual Financial and Statistical Report

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

### Public Records Transparency Report

The board recognizes that responding to public record requests pursuant to Chapter 42.52, RCW is one of the district’s unique and core essential functions, and that full access to information concerning the conduct of government of every level must be assured as a fundamental and necessary precondition to the sound governance of a free society. Therefore, each month or quarter, the superintendent will submit to the board a Public Records Transparency Report that includes a list of all public records requests received by the district. At its discretion and in an effort to achieve the fullest transparency as to the public records requests it receives and to which it provides responses, the board or superintendent may post the report on its website.

Cross References:	Board Policy 6020	System of Funds and Accounts
Legal References:	RCW 28A.150.230	District school directors responsibilities
	28A.400.030(3)	Superintendent’s duties
	WAC 392-123-110	Monthly financial statements and reports prepared by school district administration
	392-123-115	Monthly budget status reports
	392-123-120	Statement of financial condition — Financial position of the school district
	392-123-125	Personnel budget status report
	392-123-132	Reconciliation of monthly county treasurers’ statement to district records

**Adoption Date: 10.28.03**  
**Hockinson School District**  
**Revised: 04.23.12**

## Expenditures in Excess of Budget

Total budget expenditures for each fund as adopted in the budget will constitute the appropriations of the district for the ensuing fiscal year. The board will 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 will 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 will 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, will 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	Cooperative programs among school districts — Rules
	28A.505.150	Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for non-budgeted expenditures
	28A.505.170	First class school districts — Emergency or additional appropriation resolutions — Procedure
	WAC 392-123-072	Budget extension — Second class school districts

**Adoption Date: 10.28.03**  
**Hockinson School District**  
**Revised: 4.23.12**

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

### **Revenues from Discretionary Local Taxes**

As necessary, the district will consider the necessity of requesting voter approval of an excess property tax to be collected in the year following voter approval. Such a levy, if any, will be in that amount permitted by law, which the board determines necessary to provide educational services beyond those provided by state appropriations. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the special levy request. The special levy being collected will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law.

### **Revenues from State Resources**

The responsibility for financing public education in Washington falls primarily upon the state. The major financing system is the basic education formula based upon a ratio of students to staff. For each 1,000 full-time equivalent students enrolled in the district, the state will provide funding for that number of certificated and classified staff which the legislature establishes. The legislature allocates to the district a specified sum of money per certificated staff member to meet non-salary costs. 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 excess property tax 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. When it is optional for the district to participate in a program offering financial assistance, 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 such a 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.

### **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 federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

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

The district agrees to comply with Title 1 requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures.

The district further assures that a district-wide salary schedule is in effect and that the staff is 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 (Indian)**

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 P.L. 81-874 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 will establish procedures to assure the involvement of the tribe and parents of Indian students in the development of the basic education program including the education services to be provided with P.L. 81-874 funds and the participation of Indian children in the program on an equal basis. The superintendent 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.

Legal References:	RCW 28A.150.230	District school directors' responsibilities
	28A.150.250	Annual basic education allocation — Full funding — Withholding of funds for noncompliance
	28A.300.070	Receipt of federal funds for school purposes — Superintendent of public instruction to administer
	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	

**Adoption Date: 10.28.03  
Hockinson School District  
Revised: 4.23.12**

## Revenues from Local, State and Federal Sources

### Internal Controls – Title 1

The following controls are established for the Title I program:

- A. All Title I funded purchases and expenditures will be directly related to allowable Title I 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 I purchases and expenditures will be restricted to those incurred by persons with direct Title 1 duties and responsibilities and/or which benefit only eligible Title I participants;
- C. Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title 1 program responsibilities and duties; and
- D. Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

### Parent Involvement – Title 1

Each school offering Title I programs will 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.

### Federal Impact Funds (Indian)

The district will disseminate material related to the P.L.81-874 application, program evaluations and program plans and/or changes to parents of Indian children and tribal officials no later than eight weeks before the application is submitted. The district will seek input from tribal officials and the parents of Indian children regarding:

- A. The participation of Indian children in the district's education program on an equal basis;
- B. Their views regarding the P.L. 81-874 application, program evaluation and program plans; and
- C. Their recommendations regarding the needs of Indian children, the ways tribal leaders and parents can assist their children to achieve the benefits of P.L. 81-874 programs, and the overall education program and parental participation allowed.

At the board meeting immediately preceding the submission of the P.L. 81-874 application, the board will review the application and input provided by tribal officials and the parents of Indian children. Notice of the meeting location, time and topics related to the district's P.L. 81-874 application will be printed in the local newspaper.

The district will form a parent-teacher task force to involve tribal officials and parents of Indian children in the planning and development of education programs assisted with the district's P.L. 81-874 funds. The task force will also assess the efficacy of the district's efforts to obtain meaningful input from tribal officials and parents of Indian children, and the responsiveness of the district in modifying its policies and procedures following input. The task force will report its findings and recommendations to the board at a public hearing at least once per year.

Following a conclusion by the board that such an action is necessary, the district will form an ad hoc task force to recommend to the board a modified educational program to ensure the equal

participation of Indian children. The task force will report its recommendations to the board in a public hearing.

The district will also conduct planning and information sessions during the year. All parents of Indian students and representatives of the tribal council will be invited to attend these meetings. At these sessions, the district may:

- A. Review the annual descriptive guide of the district;
- B. Explain how Indian students gain access to and are served by the district's education programs, and how educational programs are modified to ensure equal opportunity and participation by Indian students;
- C. Review the identified needs of the district with particular attention directed towards assessing the needs of Indian students; and
- D. Discuss proposed programs and services, as recommended by the task force, which are being considered to satisfy the stated needs and the extent to which Indian students are expected to be served.

Parents of Indian students and members of the tribal council will be advised of the Federal Impact Funds policy and procedure. Expressions of concerns and/or suggestions regarding the policies/procedures of the district are welcome. Any parent of Indian students or a member of the council may file a complaint regarding the application of P.L.81-874 funds with the district. Said complaint should be submitted in writing to the superintendent of schools. Any complaint not satisfactorily resolved may be submitted in writing to the board of directors of the district. The board may elect to respond in writing to the complaint or hold an informal hearing with the complainant(s). A decision will be rendered within twenty (20) working days following submittal of the complaint to the board.

## 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:

- A. 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.
- B. Provide for accurate, current, and complete disclosure of the results of each federal award in accordance with reporting requirements.
- C. 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.
- D. 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).
- E. 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 <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements</i> , Sections 200.302 and 200.305
Management Resources:		Cash Management Improvement Act of 1990
		2015 – October Issue

## 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 authorizes fundraising activities where such programs: (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.

District fundraising activities may include: (1) soliciting gifts and donations that are reasonably related to the pursuit of the district's objectives; (2) entering into interlocal agreements with other governments which generate additional funds for school district activities; and/or (3) operating various revenue generating enterprises consisting of the sale of goods or services that are produced by, or that are linked to, the district's educational program. Fundraising programs, including enterprise activities, will be in the best interests of the district and will not interfere with the operation of the district's programs and functions. District fundraising programs will not conflict with any applicable law and or state or federal constitutional provisions, including the separation of church and state.

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 Board Policy 3510.

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

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

Management Resources: *Policy News*, December 2003 District Fundraising Activities

**Adoption Date: 4.23.12**  
**Hockinson School District**  
**Revised:**

## 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.

Cross References:	Board Policy	1610	Conflicts of Interest
		6101	Federal Cash and Financial Management
		6210	Purchasing: Authorization and Control
		6220	Bid Requirements
		6801	Capital Assets/Theft-Sensitive Assets

Legal References: 2 CFR Part 200, Subpart E

Management Resources:  
*Policy and Legal News, December 2015*

**Adoption Date: 01.25.16**  
**Classification: Essential**  
**Revised Dates: 02.08.16**

## District Fundraising Activities

The district fundraising programs for students will: (1) promote K-12 education; (2) provide educational experiences; 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.

District fundraising activities may include: (1) soliciting gifts and donations that are reasonably related to the pursuit of the district's objectives; (2) entering into interlocal agreements with other governments which generate additional funds for school district activities; and/or (3) operating various revenue generating enterprises consisting of the sale of goods or services that are produced by, or that are linked to, the district's educational program. The purpose or use of such programs will be consistent with the policies and programs of the district.

Proposals for district fundraising programs will be reviewed and approved in advance by the superintendent (or designee) to ensure compliance with the following procedures. The superintendent (or designee) will make all compliance determinations.

- A. Any fundraising program charging fees satisfy the following criteria:
  - 1. Fees for persons attending or participating in such programs will only be charged when attendance or participation is optional, not mandatory;
  - 2. Students not be charged a fee to enroll in a curriculum-based activity that involves a district fundraising program; and
  - 3. A program will not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.
- B. Any fundraising program characterized as a "business enterprise" activity will satisfy the following criteria:
  - 1. For these purposes, "business enterprise" will be defined as any non-Associated Student Body activity that sells goods or services for district-related purposes on an ongoing basis;
  - 2. Such "business enterprises" will sell products or services that are appropriate for the program's education purposes and/or promote the effective, efficient, or safe management and operation of the district;
  - 3. Such enterprises will not be created solely for commercial purposes;
  - 4. Such enterprises will purchase inventory in accordance with applicable district policy and/or practices; and
  - 5. A business enterprise program will not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.
- C. Any fundraising program using donated personal items or services for an auction, sale, and/or raffle will satisfy the following criteria:
  - 1. Donated items or services must be free from health and/or safety hazards;
  - 2. Donated items or services must be given voluntarily by individuals or businesses; and
  - 3. Appropriate solicitation on the part of students, parents or appropriate district personnel is permissible, but actions of students and parents cannot bind the district to any contractual obligations.

- D. Any fundraising program that requires contracting with a third-party vendor or promoter will satisfy the following criteria:
  - 1. The contract will further K-12 education and/or promote the effective, efficient, or safe management and operation of the district; and
  - 2. The district will enter into contracts consistent with district policies and with appropriate authorization of the superintendent (or designee).
- E. Any fundraising program involving the production and/or sale of goods or services, such as a vocational education program, will satisfy the following criteria:
  - 1. The superintendent (or designee) must authorize the sales of any goods produced and/or any services provided by the education program;
  - 2. The proceeds from the sale will be used to enhance or to expand the education programs(s), as determined by the superintendent (or designee);
  - 3. To the extent required, all goods produced or services provided from an educational program will be assigned to or owned by the district; and
  - 4. Individual compensation for the sale of goods produced and/or for the services provided will not be permitted, except as authorized by the superintendent, in accordance with applicable laws, district procedures, and/or practice.
- F. Any fundraising program selling surplus school personal property will satisfy the following criteria:
  - 1. Such programs will not violate applicable state law or school policy governing the sale, lease, or rental of surplus and obsolete school personal property;
  - 2. Such programs are permitted only as provided in RCW 28A.335.180; and
  - 3. Such programs follow the district's policy for the disposal of surplus property, District Board Policy No 6881.

## **Tuition**

Tuition will be charged to all persons age 21 or older who wish to attend the regular educational program. The formula for determining the rate of tuition is fixed by the State Superintendent of Public Instruction.

Additionally, tuition may be charged to cover excess costs for full day kindergarten, summer school or similar optional educational programs.

Legal Reference:      RCW 28A.225.220

Adults, children from other districts,  
agreements for attending school —  
Tuition

## 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. 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.

Legal References:	RCW 28A.335.040	Surplus school property, rental, lease or use of — Authorized — Limitations
	28A.335.050	Surplus school property, rental, lease or use of — Joint use— Compenstaion—Conditions generally
	28A.335.060	Surplus school property, rental lease or use of — Disposition of moneys received from
	28A.335.070	Surplus school property, rental, lease or use of — Existing contracts not impaired
	28A.335.080	Surplus school property, rental, lease or use of — Community use not impaired
	28A.335.090	Conveyance and acquisition of property — Management— Appraisal
	28A.335.130	Real property — Sale — Use of proceeds

## **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.

The superintendent shall establish a rental fee for school-owned instruments.

## Gifts or Donations

### Gifts to the District

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 or donation to the district of real property can be accepted only by board approval. Additionally any gift or donation to the district or to an individual school or department of money, materials or equipment having a value of \$10,000 or greater will be subject to board approval.

The board will not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions, which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

The superintendent will establish criteria to be met in the acceptance of all gifts or donations to the district, regardless of whether they are solicited or unsolicited.

### Unsolicited Gifts or Donations to the District

Money or additional supplies and equipment donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.

### Solicited Gifts or Donations to the District

Certificated staff seeking donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking donations to benefit an entire school or the district as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will 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.

### Gifts to the Staff

The board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with expensive gifts, the board encourages giving of letters appreciation instead.

Cross References: Board Policy 3515  
Board Policy 6100

Student Incentives  
Revenues from Local, State and Federal Sources

Legal References: RCW 28A.320.030  
WAC 392-190-025

Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration  
Recreational and athletic activity

Management Resources:

*Policy & Legal News, June 2015*

**Adoption Date: 06.28.05**  
**Hockinson School District**  
**Revised: 11.06; 04.12; 2.13; 8.15**

## Gifts or Donations

Equipment and material which are donated to a school or are brought to the school for temporary use will be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal will 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 will indicate the reason(s) in writing. If found to be acceptable, the principal will submit a work order for appropriate installation. Donated playground equipment must be referred to the superintendent's office before acceptance is granted. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

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

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

## **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 will 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
	28A.320.320	Investment of funds of district — Service fee
	36.29.020	Custodian of moneys — Investment of funds not required or immediate expenditures— service fee
	Chapter 43.250 RCW	Investment of local government funds
	Chapter 210-10 WAC	Local Government Investment Pool

## **Purchasing: Authorization and Control**

The superintendent 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 \$25,000 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 will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligates the district without proper prior authorization may be held personally responsible for payment of such obligations.

## **Purchasing: Authorization and Control**

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

- A. Name of school, department and originator, and date originated;
- B. School department or person to which material is to be delivered;
- C. Budget year;
- D. Specifications of equipment items (manufacturer, stock number, etc.);
- E. Estimated cost based on latest price; and
- F. Authorizing signature.

The purchasing department will prepare a multiple-copy purchase order from the original request. One copy of the purchase order will be sent to receiving facility to be signed and returned to the purchasing department when the goods have been received.

Upon placement of a purchase order, the business office will 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, and include a statement that "the following items are for examination for 30 days."

## **Charge Cards**

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. The board will approve any contract for the issuance of credit cards, including the credit limit.

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.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card will submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher, or not allowed following review by the auditing officer, will be paid by the official or staff member. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

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

Cross References:	Board Policy 6213	Reimbursement for Travel Expenses
Legal References:	RCW 42.24.115	Municipal corporations and political subdivisions —Charge cards for officers' and employees' travel expenses
	43.09.2855	Local governments — Use of credit cards
Management Resources:		
	<i>Policy News</i> , April 2005	Credit Card Policy Updated

**Adoption Date: 10.28.03  
Hockinson School District  
Revised: 4.23.12**



## Reimbursement for Travel Expenses

### Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-district travel must be approved by the superintendent.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will 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 days prior to the regular board meeting.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination.

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

Federally regulated Per Diem rates for travel may be used to calculate reasonable expenses. Rates are subject to the area of travel (for example, Seattle will have a higher per diem than would Yakima).

### Reimbursable Expenses

<b>Lodging</b>	Reasonable rates	Itemized receipt required
<b>Meals and Incidental Expenses</b>	Reasonable rates*	Receipt required
<b>Airline, Train, Bus Fare</b>	Tourist rate	Cancelled ticket serves as receipt
<b>Taxi, Parking, Toll</b>		Receipt preferred
<b>Mileage — personal car</b>	<p>Inside the district: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.</p> <p>Outside the District: Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement will be at the rate paid to state staff.</p>	

\*Reasonable rates are pursuant to those found in the most current IRS Publication 1542.

- A. **Hotel and Motel Expenses:** Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room will be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement will note on the receipt all other staff members who shared the room. Hotel or motel charges are not to be billed directly to the district.
- B. **Airline Tickets:** Receipts for airline tickets will be reimbursed by the district.

C. **Meals and Incidental Expenses** are defined as:

- Meals;
- Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the lodging or conference site.

**Travel Advances**

- A. A written request for a travel advance must be submitted to the district fiscal officer.
- B. Travel advances are paid in the form of a check payable to the staff member.
- C. A statement of expense must be submitted to the district fiscal officer within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members will reimburse the district for the difference.
- D. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

**Non-reimbursable 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; and
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

To verify Federal allowable Per Diem rates, go to [www.gsa.gov](http://www.gsa.gov) and click "Per Diem Rates" under Travel Resources.

## 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 \$7500 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 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 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 Reference:	Board Policy 6500	Risk Management
Legal References:	RCW 28A.330.080 28A.330.090 42.24.080  42.24.180	Payment of claims—Signing of warrants Auditing committee and expenditures Municipal corporations and political subdivisions — Claims against for contractual purposes — Auditing and payment — Forms— Authentication and certification Taxing District — Issuance of warrants or checks before approval by legislative body — Conditions

## Voucher Certification and Approval

All claims against a school district must be preaudited by the auditing officer of the municipality or his delegate. In addition, all claims must be certified by the auditing officer. This certification may be made on each individual claim voucher or, subject to the acceptance and approval of the board, a blanket voucher certification may be used 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 responsibility and liability for each individual voucher so certified. The certification must be signed and dated by the auditing officer or his delegate. 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 school district 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 \_\_\_\_\_ School District 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 board, 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 \$\_\_\_\_\_.

## 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.

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 Reference:	Board Policy 6215	Voucher Certification and Approval
Legal References:	RCW 28A.330.080 28A.330.090 28A.330.230 39.56.040 Chapter 63.29 RCW	Payment of Claims—Signing of warrants Auditing Committee and Expenditures Drawing and issuance of warrants Cancellation of Municipal Warrants Uniform Unclaimed Property Act

## Bid Requirements

The Hockinson School District Board of Directors 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 laws governing purchasing.
- The importance of standardized purchasing regulations.
- The need for clear documentation in meeting auditing requirements.

### Procurement Using State Funds for Purchases

Whenever the estimated cost of furniture, supplies, 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.
- Over \$75,000, the board will follow the formal competitive bidding process by:
  1. Preparing clear and definite plans and specifications for such work or 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. Providing the clear and definite plans and specifications to vendors interested in submitting a bid.
  4. Require that bids be in writing.
  5. Open and read bids in public on the date and in the place named in the notice.
  6. File all bids for public inspection after opening.

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.
- 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 bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection. The board may, by resolution, reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement, with another governmental agency, provided such agency has complied with the bidding requirements that are applicable to school districts.

The board will include a proviso in each contract 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 would have contact with public school students. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.

## Use of State 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 is \$75,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

## Procurement Using Federal Funds

When federal funds are used for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$3,500 or less do not require quotes. However, the district must consider price to be reasonable and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,500 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.

When federal funds are used for procurement of **services**:

- Purchases of \$3,500 or less do not require quotes. However, the district must consider price to be reasonable and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,500 and \$150,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

Procurement by **noncompetitive** proposals may only be used when one of the following four circumstances applies:

- 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 a noncompetitive proposal 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 proposals.

## 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.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state and federal law.

## 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 which 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.

Legal References: RCW 28A.335.190

28A.400.330

39.04.155

39.04.280

39.30.060

43.19.1911

34 CFR§ 80.36

34 CFR§ 85

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

Crimes Against Children — Contractor Employees — Termination of Contract

Small works roster contract procedures — Limited public works process Definition

Competitive Bidding Requirements — Exemptions

Bids on public works — Identification, substitution of contractors

Competitive Bids — Notice Of Modification Or Cancellation — Cancellation Requirements — Lowest Responsible Bidder — Preferential Purchase — Life Cycle Costing

Procurement

Debarment and Suspension

Management Resources:

*Policy and Legal News*, March 2016

*Policy and Legal News*, June 2013

*Policy News*, April 2012

*Policy News*, February 2011

*Policy News*, October 2005

*Policy News*, June 2001

Bid limit increase offers districts more flexibility and greater savings

Bid Requirements policy revised to address audit concerns

Bid Requirements

Competitive Bid Process Changes

Legislation Further Simplifies Bid Compliance

**Adoption Date: 03.22.04  
Hockinson School District  
Revised: 05.29.12; 8.26.13, 12.14.15, 04.25.16**

## Bid Requirements

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

- A. Formal bids will 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 will 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 will be returned to the bidder unopened and will receive no consideration by the district;
- B. Formal bid tabulations will be presented at the next regular meeting of the board for study purposes;
- C. Formal bid awards will 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 will be considered providing the bidder specifies brand and model and furnishes descriptive literature. The acceptance of alternative "equal" items will be conditioned on the district's inspection and testing after receipt. If not found to be equal, the material will be returned at the seller's expense and the contract canceled;
- E. The district will 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 will include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements and 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 will 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; and
- H. For public works projects estimated to cost less than \$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 will 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 will be added to the small works roster any time they submit a written request and necessary records. The application form 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 will be employed to engage a contractor for a small works project:

1. Written specifications will 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 will be notified of the quotations being sought by publishing notice in a 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 will be opened, recorded and made available for inspection or telephone inquiry; and
  4. The superintendent will award the contract to the lowest responsible bidder. The district will 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.
- I. The following factors will 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.
  - J. 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 will 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.
  - K. An acceptable bid or offer and a district purchase order will constitute the only contract necessary for the purchase of supplies, equipment, and minor repairs of construction projects, except that the successful bidder will meet all conditions included in the specifications.
  - L. Formal written contracts will be prepared for all major construction and repair projects. Such contracts will 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 will provide that, in the event of a suit by the district to enforce the terms of the contract, venue for the suit will be 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 will contain a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty

to any child related felonies from working where he/she has contact with public school children. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

**Date: 7.13**



## **Cellular Telephones**

The board authorizes the issuance of cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone will not use the telephone if any personal or non-business call charges are outstanding.

## 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 will 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 will 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 superintendent will assign the primary responsibility for the administration and supervision of the risk management program to a single person. The board will review the status of the risk management program each year. The district will make available to claimants its standard tort claim form.

The district will purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board will 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 4.96.020	Tortious conduct of local governmental entities and their agents — Claims — Presentment and filing — Contents
	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.330.100(10)	Additional powers of board
	28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized — Health savings accounts — Premiums — Noncompliance
	28A.400.360	Liability insurance for officials and employees authorized
	28A.400.370	Mandatory insurance protection for employees
	Chapter 48.62 RCW	Local government insurance transactions

Management Resources: *Policy News*, April 2010 Tort Claims

**Adoption Date: 03.22.04**  
**Hockinson School District**  
**Revised: 4.23.12**

## Risk Management

### The Risk Manager will:

- A. File the identification and location of agent form with the county auditor;
- B. Report to the superintendent situations where he/she feels the district faces the greatest potential liability, the changes he/she feels should be made to reduce the risk and the estimated cost of such changes;
- C. 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;
- D. Assume responsibility for the district's insurance program;
- E. Review annually the insurable value of the district's buildings and equipment and report to the superintendent;
- F. Supervise an annual inventory of all real property and equipment, preparing the inventories in duplicate, with one copy maintained in the school and one in the district office (See policy 6570 - Property and Data Management.); and
- G. Process all claims against the district as directed by the superintendent.

### Claims for Damages

- A. The district will provide each claimant with instructions for completing the district's tort claim form;
- B. Claimants must submit Washington Standard Tort Form #SF 210 (if the district created its own form, insert title and number here); and
- C. The claimant must complete all sections of the form, sign the form and submit it to the District Business Manager at 17912 NE 159<sup>th</sup> Street, Brush Prairie, WA 98606. The business hours are from 8:00 a.m. to 4:30. p.m. Monday through Friday, except for authorized holidays.

Date: 7.13; 9.15

## **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. 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 will develop necessary safety and health standards to comply with Department of Labor requirements.

Cross Reference: Board Policy 6512

Infection Control Program

Legal References: Chapter 49.17 RCW

Washington Industrial Safety and Health  
Act

**Adoption Date: 03.22.04  
Hockinson School District  
Revised: 4.23.12**

## Staff Safety

The supervisor of each school and/or work site in the district is responsible for:

### A. General Safety

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid);
2. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures;
3. 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;
4. Forming a safety and health committee composed of representative of management and employees, which will review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee will be recorded and will be retained for one year);
5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material;
6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times;
7. Maintaining a well-marked first aid kit, or first aid station if the work site has more than fifty employees; and
8. 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 and distributing to supervisors.;
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. Preparing a training manual which immediate supervisors can use to create training sessions specific to their site; and
10. Maintaining records which show that employees have received training and information.

## 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.

To facilitate this prevention program, the board authorizes the superintendent to make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A "susceptible" staff member may be exempted from one or more of the immunizations recommended for school staff by the Washington Department of Health by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test.

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. A staff member granted an exemption by the district for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. 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 reference:	Board Policy 3414	Infectious Disease
Legal References:	Chapter 246-110 WAC	Contagious disease -- School districts and day care centers
	296-823	Occupation exposure to bloodborne pathogens
	392-198	Training — school employees — HIV/AIDS

Management Resources:

*Policy & Legal News*, June 2015

*Policy & Legal News*, April 2015

**Adoption Date: 03.22.04**  
**Hockinson School District**

**Revised: 5.29.12; 5.26.15**

## 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 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 may claim an exemption for health, religious or philosophical reasons. However, ~~such~~ a staff member who files such an exemption may be excluded if an outbreak occurs at his/her school. 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. Some vaccines may also be available at a nominal cost from the county health department.

### Infection Control Program

The district's infection control program will be consistent with WAC 296-823 Occupation exposure to bloodborne 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 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 bloodborne diseases;
- B. An explanation of modes of transmission of bloodborne 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 bloodborne 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.

Significant new discoveries or changes in accepted knowledge regarding HIV/AIDS will be transmitted to employees within one calendar year of notification from the Superintendent of Public Instruction, unless the Department of Health notifies the district that prompt dissemination of the information is required.

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.

## 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 will 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 will 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 will be made readily available to all employees. The superintendent or designee is directed to adopt procedures to implement this policy, that may include creation of the workplace violence prevention group which will: assess the district's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program annually for possible adjustments.

Cross Reference: Board Policy 4210

Board Policy 5281

Board Policy 6511

Regulation of Dangerous Weapons on  
School Premises

Disciplinary Action and Discharge  
Staff Safety

**Adoption Date: 03.22.04**  
**Hockinson School District**  
**Revised: 4.23.12**

## Workplace Violence Prevention

The workplace violence prevention group will consist of employees from the primary, elementary, and secondary grades, as well as from the classified work groups. If appropriate, workplace violence prevention groups will be established at each school and major work site. The workplace violence prevention group is responsible for making recommendations in the following areas:

- A. Assessing district/building practices for potential hazards or improved security practices;
- B. Efforts to inform all employees about the workplace violence prevention program;
- C. Assuring that all employees comply with security measures;
- D. Recognizing employees who perform work practices that promote security in the workplace;
- E. Training and counseling programs to enhance awareness of workplace violence issues;
- F. Including workplace violence prevention in new employee orientation;
- G. Annual review and update of the workplace violence prevention program;
- H. A system for notifying the district about workplace security hazards or threats of violence; and
- I. Processes for protecting employees who report threats from possible retaliation.

When possible, the district will provide the following assistance to employee victims of domestic violence: resources and referral information; work schedule adjustments or leave as needed to obtain medical, law enforcement, legal, or judicial assistance; and workplace relocation. To the extent possible the district will maintain the confidentiality of employee victims of domestic violence, while taking necessary steps to protect the workplace and other employees from possible violence.

## Insurance

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

### A. Liability Insurance

The district will 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 will be reviewed annually as part of the district's risk management program.

The board will 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 will 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 will remain on the district for the tortious conduct of the board members and superintendent. The superintendent will obtain errors and omissions insurance in the amounts deemed necessary by the board.

### B. Property Damage Insurance

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

### C. Staff Insurance

The district will 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.

### D. Unemployment Insurance

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

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

### E. Workers' Compensation

The Hockinson School District is self-insured through the Southwest Washington Workers Compensation Trust 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:

1. Medical costs resulting from job-related injuries or diseases are paid under the claim; and
2. 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):

1. Choose unpaid leave, thus receiving only his or her entitled temporary total disability (TTD) benefits, or
2. Elect to use a full day of accumulated leave (sick, annual or other similar benefit) in addition to their entitled TTD benefits, or
3. 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.

#### **F. 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 will 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 will 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 will notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district will 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's Responsibility for  
Privately Owned Property

Legal Reference:	RCW 4.24.470	Liability of officials and members of governing body of public agency — Definitions
	4.96.010	Tortious conduct of local government entities — Liability for damages
	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 - Health savings accounts – Premiums - Noncompliance
	28A.400.370	Mandatory insurance protection for employees
	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. §§ 1161-1168	Consolidated Omnibus Budget Reconciliation Act
	Chapter 296-15 WAC	Worker's compensation self-insurance rules and regulations

Management Resources:  
*Policy News*, June 2010

Workers' Compensation

**Adoption Date:**  
**Hockinson School District**  
**Revised: 4.23.12**

## **Student Insurance**

Student accident insurance coverage will 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 will 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 will be made within the state of Washington.

Cross Reference: Board Policy 2151

Interscholastic Activities

Legal Reference: RCW 28A.400.350

Liability, life, health, health care,  
accident, disability and salary  
insurance authorized – Health  
savings accounts – Premiums –  
Noncompliance

## **School District's Responsibility for Privately-Owned Property**

The district will 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 will 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 will apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided;
- B. The district will 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; and
- F. Proper documentation will accompany the requisition for reimbursement.

## Property and Data Management

### Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase a student information system, equipment, networking and software to expand the current K-12 education statewide network. The board will review the data management program annually.

### Property Records

Property records and inventory records will 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 will be inventoried **at least** every two years. The inventory will include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Small attractive items (e.g. computers, printers, projectors, tools, or other electronic devices) will be inventoried annually and will be signed out to staff. Sign-out records will also be maintained.

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

For purposes of this policy, "equipment" will 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 will be maintained on an ongoing basis.

No equipment will be removed for personal or nonschool use. Property records will show, as appropriate to each item recorded, the following:

- A. Description of the property;
- B. A serial number or other identification number (equipment may be identified with a permanent tag that provides appropriate district and equipment identification.);
- C. Source of property;
- D. Who holds title;
- E. Manufacturer;
- F. Year of purchase;
- G. Initial cost;
- H. Percentage of federal participation in the cost of the property;
- I. Location;
- J. Condition and depreciation;
- K. Current valuation in conformity with insurance requirements; and
- L. Disposition data including date of disposal and sale price of the property.

Cross References: Board Policy 3231  
Board Policy 4040

Board Policy 6801  
Board Policy 6955

Student Records  
Public Access to School District  
Records  
Capital Assets/Theft-Sensitive Assets  
Maintenance of Records

Legal References: RCW 40.14.010  
RCW 42.56.070-080  
34 C.F.R. § 80.32

Definition and classification of public records  
Public Records Act – Documents and indexes to be made public; Facilities for copying – Availability of public records  
Uniform administrative requirements for grants and cooperative agreements to state and local governments – Equipment

Management Resources:  
*Policy News*, April 2006  
*Policy News*, April 2005

Fixed Assets  
Records Retention Schedule Updated

**Adoption Date: 05.10.07  
Hockinson School District  
Revised: 4.23.12**

## Transportation

The Board directs the Superintendent to establish programs and procedures as mandated by the Federal Motor Carrier Safety Administration (FMCSA) controlled substances and alcohol testing rules.

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.

Each year the superintendent will present to the board for the number of students who are transported who live within the minimum distance of their schools and for whom there appears sufficient justification for the district to provide transportation. In this report, the superintendent will also provide the reasons why each of these students is transported.

The district's transportation program will 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) and extracurricular activities (rooters). 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 will be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program.

The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. The board may authorize the use of a district-owned passenger car in lieu of a bus for transporting students to and from school.

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

- A. Where an alternate route may be considered without sacrifice of efficiency or economy, preference will 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; and
- C. School schedules will be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.

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

## **Emergency Routes and Schedules**

The district will 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 will be distributed to parents with instructions on how to obtain emergency information.

If roads are closed to buses but not to private vehicles, the district may continue to operate the instructional programs of the schools without providing bus transportation until the roads are again open to buses.

Legal References:	RCW 28A.160.020	Authorization for private school students to ride buses — Conditions
	28A.160.030	Authorizing individual transportation or other arrangements
	Chapter 392-141 WAC	Transportation — State allocation for operations
	392-172A-02095	Transportation (Special Education)

**Adoption Date: 05.09.02  
Hockinson School District  
Revised: 04.23.12**

## Transportation

### Route Guidelines

Routes should be established so as to:

- A. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways;
- B. Avoid students crossing a four-lane road;
- C. Minimize stopping on multi-lane roads, unless the bus can get completely off the road;
- D. Avoid, if possible, crossing railroad tracks;
- E. Provide transportation to students who live within the distance specified for state funding from school or who would have to walk on a roadway declared unsafe by the board;
- F. Deliver students to their school no more than thirty (30) minutes before school starts.  
NOTE: It is desired that students arrive at school within five (5) to ten (10) minutes of starting time;
- G. Pick up students at school within five (5) minutes of dismissal, unless a delay is caused by a double run, or another guideline. In that case, students should be picked up within no more than thirty (30) minutes;
- H. Allow for a minimum "dead head" time between and to runs and no more than fifteen (15) minutes standby time between runs, provided that, unless approved by the superintendent, all waiting time will be on school property;
- I. Avoid travel on dead end roads, unless it is necessary within these guidelines and there is an ample, safe area in which a bus can turn around, without backing;
- J. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines;
- K. Have minimum overlap or duplication in bus routes serving the same school; and
- L. Avoid travel on private roads, drives or property, on unimproved roads (not surfaced to county/city standards), or roads which are in such bad condition as to cause damage to a bus.

### Bus Stop Guidelines

Bus stops will 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; and
- 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.

## **Student Safety Walking, Biking, and Riding Buses to School**

The District will adopt a comprehensive school trip safety program that addresses bus safety, walking, and biking 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.

The superintendent or designee will review the plan with the Safety Advisory Committee and, upon its approval, distribute the plan to all students with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the district's School Wellness Plan to encourage parents and students who walk and bike the school to use the recommended routes.

### **A. Safety Advisory Committee**

The superintendent will establish a Safety Advisory Committee (SAC) pursuant to WAC 392-151-017 comprised of district employees and representatives from our contracted transportation company to develop and maintain a comprehensive school trip safety program. The committee will also develop and maintain the school patrol program in compliance with RCW 46.61.385 and review and approve each school's Safe Routes To School plan. The superintendent will develop specific responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs.

### **B. Bus Safety**

The superintendent will develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent and/or his or her designee(s) to ride the bus to and from any school activity.

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 will 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. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the superintendent and/or his or her designee(s).

### **C. Emergencies**

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

### **D. Student Conduct on Buses**

The superintendent will establish written rules of conduct for students riding school buses. Such rules will include as a minimum the requirements of WAC 392-145-035 and will be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they will 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 will be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the

beginning of each school year. A copy of the rules be available upon request at the district office.

### E. Safe Routes To School Plan

Pursuant to WAC 392-151-025, all elementary schools that have students who walk to and from school are required to develop a suggested route plan. All schools are encouraged to have a walking/biking route plan in place. To develop the school walking/biking route plans, the superintendent will establish a Safe Routes to School committee.

The committee will conduct a walking and biking audit within a one mile radius of the school and develop a Safe Routes to School walking/biking map or plan. The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the committee will consider, at a minimum, the following:

1. Traffic patterns;
2. Existing traffic controls;
3. Existing school patrols;
4. Limits on the number of school crossings so that students have to move through crossings in groups;
5. Allowing only one entrance-exit from each block to and from school
6. Routes that provide the greatest physical separation between walking children and traffic;
7. Routes that expose students to the lowest speeds and volumes of moving vehicles; and
8. Routes that include the fewest number of road or rail crossings.

Cross References:	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 6700	Nutrition and Physical Fitness
Legal References:	RCW 28A.600.010	Enforcement of rules of conduct — Due process guarantees — Computation of days for short-term and long-term suspensions
	46.61.385	School Patrol – Appointment – Authority – Finance – Insurance
	WAC 392-144	School Bus Driver Qualifications
	WAC 392-145-060	Loading and Unloading Procedures
	WAC 392-145-016	Rules for students riding school buses
	WAC 392-145-021	General operating requirements
	WAC 392-151-017	Safety advisory committee – Selection
	WAC 392-151-025	Route plans
	WAC 392-400-225	School district rules defining misconduct — Distribution of rules

#### Management Resources:

*Policy & Legal News*, June 2014

Updates to language and Legal Resources

*The SRTS National Partnership Local Policy Guide*

**Adoption Date: 05.09.02**  
**Hockinson School District**  
**Revised: 4.23.12; 2.25.13; 8.25.14**

## Student Safety Walking, Biking and Riding Buses to School

### Student Conduct on Buses

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

Rules of conduct for students riding buses:

- A. Students will 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 will be obeyed. If an aide is assigned to the bus by the district, he/she will be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach will be primarily responsible for the behavior of the students. Students will obey both the driver and the teacher, coach or other staff member.
- B. Students will ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- C. Students will 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 will use only that seat unless permission to change is authorized by the driver.
- E. Students will observe rules of classroom conduct while riding on buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
- F. Students will not smoke or ignite lighters or matches on buses.
- G. Students will not eat on buses, except when specifically authorized and supervised by and accompanying teacher, coach or other staff member. Buses will be kept clean.
- H. Students will not open bus windows without the driver's permission.
- I. Students will not extend any part of their body out of bus windows at any time.
- J. Students will 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 will be kept out of aisles.
- K. Students will not have animals on buses, except one providing assistance to a disabled student.
- L. Students will not sit in the driver's seat or to the immediate right or left of the driver.
- M. Students will refrain from talking to the driver unless necessary.
- N. Students will go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- O. Students will get on/off the bus in an orderly manner and will obey the instructions of the driver or school safety patrolmen on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will adhere to rules for pedestrians.
- P. Students will never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- Q. Students will 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 will walk on the left-hand side of the roadway facing oncoming traffic. Students will go directly to their home after leaving the bus.

- S. Students will use lap belts on buses when available.
- T. Students will follow emergency exit drill procedures as prescribed by the driver.
- U. Students will not tamper with emergency doors or equipment.
- V. Students will remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings.
- W. Parents of students identified as causing damage to buses will be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- X. Student misconduct will constitute sufficient reason for suspending transportation privileges.

## Disciplinary Procedures

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

The principal will insure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department.

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 principals 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 and transportation department. 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. In order for drivers and bus supervisors to effectively maintain control on their buses, it is expected that action be exercised by principals when receiving such a report.

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

The principal upon receiving the report will 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 throughout the district 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., e.g. student assaulting the driver).

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

Drivers will be advised to file assault and battery charges against students who physically assault them. Under no circumstances will 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 entitlements may appeal the principal's decision by submitting a written statement to the superintendent. The superintendent will 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 will require board concurrence before implementation.

### **Emergencies**

The transportation supervisor will 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. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency equipment and any district emergency procedures.

In the event of, collision, the driver will make contact with the transportation supervisor who will:

- A. Determine the nature of the collision;
- 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 collision and gather the names of all students and witnesses;
- F. Dispatch another bus to transport the student to their destination; and
- 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.

**Date: 7.13; 6.14**



## Video Cameras on School Buses

### Placement of Cameras:

- A. Cameras will be authorized for use in buses by the supervisor of transportation. The bus driver will be notified of the placement in his/her bus;
- B. Drivers may request that a camera be placed in their buses. The supervisor of transportation will discuss the reason for the request with the driver and will decide if and when a camera will be placed in the bus by special request;
- C. Building principals may request the supervisor of transportation to authorize placement of a video camera in a bus when they have reason to believe that a problem exists; and
- D. All buses where cameras may be utilized will have signs notifying riders that video cameras may be in use.

### Use of the Recorded Tapes:

- A. When the bus returns to the garage, the transportation department foreman/mechanic or supervisor will remove the tape and retain it in a secure location for up to five (5) working days unless it is needed to support a disciplinary action;
- B. The bus driver will be reminded that the camera was on his/her bus. If the driver wishes to view the tape, a time will be set for this purpose;
- C. The transportation supervisor may view the tape with or without the driver;
- D. If a serious or flagrant violation of student bus rules is observed or if there is a continued violation, despite intervention, standard disciplinary action may be taken. Lesser violations will be brought to the attention of the student and proper conduct be explained;
- E. Any time a tape is to be used to support a disciplinary action, the tape will be dated, labeled and kept on file at the transportation department office for as long as deemed necessary;
- F. Tapes not used to support disciplinary action will be reused;
- G. When a tape is used to support disciplinary action, the student or the student's parent/guardian/custodian may request to view the video. A viewing will be arranged at the student's school or the transportation department office;
- H. A building principal or designee may request viewing of films through the transportation supervisor; and
- I. The supervisor of transportation may use videos to assist drivers with student behavior management skills.

## 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 will 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. Administrators working with the district transportation department may deny transportation to any student who violates the district's written rules and regulations.

### A. 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:

1. 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 out of state district requires prior approval of the board; and
2. Athletics, debate, 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.

### B. 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. Participants will be supervised by staff.

### C. Leasing of Buses

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

1. A nonprofit organization transporting children with disabilities 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;
2. A governmental agency transporting personnel, supplies and/or evacuees in the event of a major forest fire, flood or other natural disaster; or
3. A user conducting an educational recreation program supported wholly or in part by tax funds.

Such a lease agreement will 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 will 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 will 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 will 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.

### D. 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: Board Policy 2320  
Board Policy 6112  
Board Policy 6605

Field Trips  
Rental or Lease of District Property  
Student Safety Walking to School and  
Riding Buses)

Legal References: RCW 28A.160.010

Operation of student transportation  
program — Responsibility of local  
district — Transporting of elderly —  
Insurance

28A.160.040

Lease of buses to transport children with  
disabilities and elderly — Limitation

28A.160.070

Lease of buses to transport children with  
disabilities and elderly — Elderly  
persons defined — Program limitation

28A.160.080

School buses, rental or lease for  
emergency purposes – Authorization

28A.160.100

School buses, transportation of general  
public to interscholastic activities—  
Limitations

28A.160.120

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

28A.335.060

Surplus school property — Rental, lease  
or use of — Disposition of moneys  
received from

**Adoption Date: 05.09.02  
Hockinson School District  
Revised: 05.29.12**

## 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 will be provided only to the parent whose car is used to transport the students to school; or
- 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 will 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 will cover the risk assumed by the district. The mileage of the staff member will be reimbursed by the district.
- C. Under certain circumstances, parents may be required to drive their own children to school events. Parents may transport other children in their vehicles to school events only after district approval of the Volunteer Driver Checklist and Medical Release Form.

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

Legal References:   RCW 28A.160.030

Authorizing individual transportation or  
other arrangements

WAC 392-143-070

Other vehicles used to transport  
students

## Driver Training and Responsibility

School 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, verify that each school bus driver has been given access to the online OSPI School Bus Driver Handbook, the district's policy and procedure on the Prohibition of Harassment, Intimidation and Bullying, any additional laws and/or rules which apply to school bus drivers, and the district's written rules for student conduct on buses.

### Bus Driver Qualifications

Prior to on-the-road training, the district will verify that each driver holds a commercial driver's license instruction permit and a valid Department of Transportation (DOT) medical examiner's certificate, and the district will conduct a pre-employment drug screening pursuant to federal regulations. The school district will verify a negative result of such test prior to allowing the driver to operate a school bus on public roads, regardless of whether or not students are on board.

#### A. Initial Authorization

Prior to transporting students, each school bus driver must have a school bus driver's authorization issued by the Superintendent of Public Instruction; a commercial drivers license appropriate for the size vehicle they will drive, including a passenger endorsement; and a school bus endorsement (with the air brake restriction removed if they drive a bus with air brakes). A school bus driver will also hold a valid and current first-aid card (unless the driver has a temporary school bus driver authorization). A school bus driver is required to maintain and carry a valid Department of Transportation (DOT) medical examiner's certificate and to demonstrate annually their continued ability to pass the Superintendent of Public Instruction school bus driver physical certification requirement. The school district retains the right to request more frequent medical examinations or demonstration of the physical ability requirement.

#### B. Continuing Compliance

At least once each school year, school bus drivers must submit to his or her supervisor a photocopy of the following: a valid commercial driver's license indicating the appropriate endorsements, a valid DOT medical examiner's certificate and a current first-aid card. Annually school bus drivers will make a written disclosure verifying that he or she meets the continuing requirements for school bus drivers and verifying that his or her driving and criminal records do not indicate any disqualifying conditions.

At least annually, the district will obtain an original, current and complete school bus driver abstract directly from the Department of Licensing verifying that each school bus driver is in compliance with all continuing bus driver qualifications and that his or her driving record does not indicate any disqualifying conditions.

Employees are responsible for reporting any potentially disqualifying offenses to the school district or their supervisor within 20 days. Within 20 days of receiving notice, the district will notify OSPI in writing of the disqualifying offense.

The district will comply with all drug testing requirements under federal law, which includes random, reasonable suspicion and post-accident testing. Failure to submit to a drug test will result in termination.

### Transportation by a School Employee

Any district employee, other than a school 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 their state of residence), and proof of insurance. Such drivers may only operate vehicles with a manufacturer's rated seating capacity of 10 or less including the

driver. Such drivers are required to be authorized school bus drivers if they drive students on scheduled routes between home and school.

In addition, for any employees whose job assignment or supplemental contract requires the regularly scheduled transportation of students in vehicles with a manufacturer's rated seating capacity of 10 or fewer, the district will obtain a certified abstract of the driving record of the employee before the employee transports students. This requirement is not necessary for persons transporting students in an emergency affecting health and/or safety.

### **Supervision of Students**

When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person will be primarily responsible for the behavior of the students in his/her charge and will ensure that student behavior complies with state regulations and district policy. The bus driver will have final authority and responsibility.

### **Charter Buses or Excursion Carriers**

When the district utilizes charter buses or excursion carriers, the driver will not have unsupervised access to children, and children will be supervised by a responsible employee of the district. Every contract between the school district and a charter bus or excursion carrier will contain a carrier profile from the Washington Utilities and Transportation Commission indicating a satisfactory safety rating.

Cross References:	Board Policy 6690	Contracting for Transportation Services
Legal References:	RCW 28A.160.210	School bus drivers — Training and qualifications — Rules
	Chapter 46.25 RCW	Uniform commercial drivers license act
	Chapter 392-144 WAC	School bus driver qualifications
	392-145-016	Rules for students riding school buses
	392-145-021	General operating requirements
	49 CFR 382	FMCSA CDL Controlled substances and alcohol use and testing
Management Resources:		
	<i>Policy News</i> , April 2007	School Bus Driver Qualifications
	<i>Policy News</i> , October 2006	OSPI Updates Bus Driver Rules

**Adoption Date: 05.09.02**  
**Hockinson School District**  
**Revised: 05.29.12**

## **School-Owned Vehicles**

The district may provide for the necessary transportation and expenses that are incurred in the course of performing services for the district, whether within or outside the district. All such vehicles will be properly marked with letters of contrasting color at least 1-1/4" in height in a conspicuous place on both sides of the vehicle. A district may use a distinctive insignia which will be at least six (6) inches in diameter across its narrowest dimension.

Staff members operating district owned vehicles must comply with all state and federal laws including laws relating to the use of telecommunications devices. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

The superintendent is directed to establish procedures for the use of school-owned vehicles. At the beginning of each school year, the superintendent will provide the board with a list of staff members who are assigned a school-owned vehicle on a 24-hour basis. The district will comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.

Cross References: Board Policy 6213

Reimbursement for Travel Expenses

Legal References: RCW 46.08.065

Publicly-owned vehicles to be marked  
— Exceptions

## Contracting for Transportation Services

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

Cross Reference	Board Policy 6630	Driver Training and Responsibility
Legal References:	RCW 28A.160.010	Operation of student transportation program — Responsibility of local district — Scope — Transporting of elderly — Insurance
	28A.160.140	Contract for pupil transportation services with private nongovernmental entity — Competitive bid procedures
	28A.335.170	Contracts to lease building space and portable buildings, rent or have maintained security systems, computers and other equipment, and provide pupil transportation services
	Chapter 392-141 WAC	Transportation — State Allocation for Operations
	392-143	Transportation — Specifications for School Buses
	392-144	School Bus Driver Qualifications
	392-145	Transportation — Operation Rules

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## Nutrition and Physical Fitness

The board recognizes that childhood obesity has reached epidemic levels in Washington and throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

- Provide students access to nutritious food;
- Provide opportunities for physical activity and developmentally appropriate exercise; and
- Provide accurate information related to these topics.

The superintendent will develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program. To implement the program, the superintendent will adopt and implement a comprehensive curriculum on health, physical education and nutrition consistent with Washington State Learning Standards. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents and public health professionals in the development of the curriculum is encouraged.

Nutrition, health and physical education topics will be integrated within the sequential, comprehensive health and physical education curriculum taught at every grade level, kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

### Nutrition

#### Nutrition Standards

The district will provide meals for students that meet the meal pattern requirements for the National School Lunch Program and School Breakfast Program.

All foods and beverages sold on campus during the school day (e.g. vending machines, school stores) must meet USDA Smart Snacks in Schools standards. No food or drink items will be offered in vending machines unless they have been approved by the principal.

#### Food Services Program

The district supports the philosophy of the National School Lunch and 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 private food service agency will require the approval of the board. Expenditures for food supplies shall not exceed the estimated revenues.

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 the expressed approval of the board. 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.

### **Free And Reduced-Price Meals**

The district will provide free and reduced-price breakfasts, lunches and milk to students according to the terms of the National School Lunch and Breakfast programs and the laws and rules of the state. The district will distribute the Letter to Households and free and reduced price meal applications to all households at the beginning of the school year.

The district will protect the identity of students receiving such meals. A parent has the right to appeal any decision with respect to his/her application for free or reduced-price food services to the superintendent.

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 program. The district will distribute the Letter to Households and Free and Reduced-price Meal Applications to all households at the beginning of each school year.

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.

On test 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 not use Federal funds for the cost of providing meals to students who are ineligible for free and reduced priced meals.

The board of directors may set an adult meal price 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.

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

### **Food Services Procurement**

#### **Open bid process**

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in Policy 6220 in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

#### **Conflict of Interest**

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Services Program Funds:

- No employee, officer, or agent of the district shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a) District employee, officer, or agent;
  - b) Any member of his/her immediate family;
  - c) His/her partner;
  - d) An organization that employs or is about to employ one of the above.

- District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- The purchase during the school day of any food or service from a contractor for individual use is prohibited.
- The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.
- The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the district and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to, a fine, suspension, or dismissal.

## **Physical Education**

### **Health and Fitness Curriculum**

The superintendent shall adopt and implement a comprehensive health and fitness curriculum consistent with the Washington State K-12 Health and Fitness Learning Standards. The health and physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12.

All students in grades one through eight are required to complete an average of one hundred instructional minutes per week of physical education per year. All high school students are required to complete two credits of health and fitness (.5 credits of health and 1.5 credits of physical education). The district encourages the high school to offer a variety of health and fitness classes for each grade in the high school.

A physical education curriculum includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts 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; and values physical activity for health and enjoyment.

All students will be provided equal opportunity to participate in physical education classes. The district will make appropriate accommodation's to allow opportunity for equitable participation by all students and will reasonably adapt physical education classes and equipment as necessary. The district will ensure that any student eligible for special education will be provided appropriate physical education services.

### **Recess**

In addition to required physical education, the district will provide students with physically active daily recess opportunities. Recess will complement, not substitute, for physical education class.

### **Physical Activity**

The district will attempt to provide physical activity before, during and after school. This includes a variety of school-based physical activities to enable all students to participate in 60 minutes of physical activity each day. District teachers will provide short (2-3 minute) physical activity breaks/brain boosters to students during classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods. Physical activity during the day (including, but not limited to recess, physical activity breaks, or physical education) will not be withheld as punishment for any reason.

The district is encouraged to promote the use of school facilities for physical activity programs offered by the school and/or community based organizations outside of school hours.

**Waivers for Physical Education**

Two health and fitness credits are required. Students may be excused from the 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

- Released from physical education class (not taking physical education at all);
- Not receiving credit; and
- Accountable for the knowledge portion of physical education as per statute.

Cross References:	Board Policy 2020  Board Policy 2410 Board Policy 4260	Curriculum Development and Adoption of Instructional Materials High School Graduation Requirements Use of School Facilities
Legal References:	RCW 28A.210.365  28A.230.040 28A.230.050 28A.230.095  28A.235.120  28A.235.130 28A.623.020  69.04  69.06.010  69.06.020  69.06.030  69.06.050  69.06.070  WAC 180-51-068  392-172A-02030	Food choice, physical activity, childhood fitness minimum standards – district waiver or exemption policy Physical Education – Grades 1-8 Physical Education in High Schools Essential academic learning requirements and assessments – verification reports Meal Programs — Establishment and Operation — Personnel — Agreements Milk for children at school expense Nonprofit program for elderly — Authorized — Restrictions Intrastate Commerce in Food, Drugs and Cosmetics Food and beverage service worker’s permit — Filing, duration — Minimum training requirements Permit exclusive and valid throughout state — Fee Diseased persons — May not work — Employer may not hire Permit to be secured within fourteen days from time of employment. Limited duty permit  State subject and credit requirements for high school graduation – Students entering the ninth grade on or after July 1, 2015 Physical education (special education services

392-410-135	Physical Education – Grade school and high school requirement.
392-410-136	Physical Education Requirement-Excuse
7 CFR, Parts 210 and 220	National School Lunch Program; and School Breakfast Program
7 CFR, Part 245.5	Determining the Eligibility for Free and Reduced Price Meals and Free Milk in Schools/Public Announcement of the Eligibility Criteria
7 CFR 3016.36	Procurement
Sec. 204 of P.L. 111-296	Healthy, Hunger-Free Kids Act of 2010

**Management Resources:**

*Policy & Legal News*, June 2015  
*Policy and Legal News*, February 2014

*Policy News*, February 2005  
*Policy News*, December 2004

Healthy and Hunger Free Kids Act regulations on school snacks go into effect July 1, 2014  
Nutrition and Physical Fitness Policy  
Nutrition and Physical Fitness Update

**Adoption Date:**  
**Hockinson School District**  
**Revised: 05.12; 04.14; 8.15**

## **Nutrition and Physical Fitness**

### **School Meal Programs and Competitive Foods**

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 campus during the school day. These are available at [http://www.fns.usda.gov/snd/governance/legislation/allfoods\\_flyer.pdf](http://www.fns.usda.gov/snd/governance/legislation/allfoods_flyer.pdf). While students/parents/guardians are permitted to bring commercial foods to school that do not meet the Smart Snacks standards on occasions such as birthdays and holiday celebrations, the district will encourage healthy food choices in all school operations.

### **School Cafeterias**

- Any student may eat in the school cafeteria or other designated place;
- Meal prices will be established by the superintendent and food service supervisor, with approval of the board, at the beginning of each year;
- Healthy option foods should be competitively priced; and
- Meal prices will be conspicuously posted in each cafeteria or designated meal area.

### **Celebrations and Rewards**

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

- 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; and
- 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.

### **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 and carry (approved) water bottles filled with only water with them throughout the day.

### **Nutrition and Food Services Operation**

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the superintendent is responsible for:

- Encouraging students to participate in the school meal programs;
- Providing varied and nutritious food choices consistent with the applicable school meal program guidelines; and
- Providing that:
  - Students have adequate time to eat their entire meal;
  - Seating for meals is uncrowded and occurs in a pleasant and safe environment;
  - Rules for mealtime behavior are consistently enforced;

- Mealtime supervision is appropriate;
- Elementary student recess held in conjunction with the lunch period occurs prior to, not immediately following, the lunch period; and
- Buses arrive in time for students to participate in the School Breakfast Program.

### **Staff Development**

Ongoing in-service and professional development training opportunities for staff in the area of food nutrition will be encouraged.

### **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**

A district's K-12 nutrition education curriculum shall be in alignment with the Washington State K-12 Learning Standards and should include, but not be limited to, the following:

Age-appropriate nutritional knowledge, including:

- Understand the relationship of nutrition and food nutrients to physical performance and body composition;
- Learn the benefits of healthy eating;
- Understand essential nutrients;
- Learn about nutritional deficiencies;
- Understand the principles of healthy weight management;
- Understand the use and misuse of dietary supplements;
- Learn safe food preparation, handling, and storage; and
- Appreciate cultural diversity related to food and eating.

Age-appropriate nutrition-related skills, including:

- 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.

## **Physical Education and Physical Activity**

### **Health and Physical Education Curriculum**

It is the district's position that all students have equal and equitable opportunities for health and physical education in our schools. The District's K-12 curriculum shall be in alignment with the Washington State K-12 Learning Standards. The goals of the district are:

- All children, 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 Fitness/Physical Education, formerly known as classroom-based assessments (CBAs).
- The district will make appropriate accommodations to allow for equitable participation for all student and will adapt physical education classes and equipment necessary. The district will ensure that any student eligible for special education will be provided appropriate physical education services.
- All schools will have certificated physical education teachers providing instruction; and
- All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality physical education consistent with state and national standards.

A physical education curriculum includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts 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; and values physical activity for health and enjoyment.

### **Physical Activity**

All students , (K-12), 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.

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. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

### **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.

### **Staff Development**

Ongoing in-service and professional development training opportunities for staff in the area of health education, physical education and physical activity will be encouraged.

### **Family and Community Involvement**

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

- Physical education activity ideas are sent home with students;

- Parents are encouraged to promote their child's participation in the school's physical education programs and after school activities;
- Families are invited to attend and participate in physical education activity programs and health fairs;
- Physical education curriculum includes homework that students can do with their families;
- School staff consider the various cultural preferences in development of physical education programs; and
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.

### **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.

### **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.).

### **Program Evaluation and Assessment**

A plan for periodically measuring and making available to the public, including students, parents and the community (e.g., as part of the district's Annual Report) an assessment on the implementation of the LSWP including:

- 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 model Wellness School Assessment Tool; and
- A description of the progress made in attaining the goals of the District's wellness policy

**Date: 2.14; 6.15**

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

### **A. Facilities Maintenance**

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

Cross Reference: Board Policy 2151  
Board Policy 3520  
Board Policy 6511  
Board Policy 6605

Interscholastic Activities  
Student Fees, Fines, Charges  
Staff Safety  
Student Safety Walking to School and  
Riding Buses

Legal Reference: RCW 28A.335.300  
28A.635.060

Playground matting  
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  
State Assistance in Post 1993 Facilities

WAC 392-347-023

Management Resources:  
*Policy News*, October 2011  
*Policy News*, June 2009

Policy Manual Revisions  
New Rules for Asset Preservation  
Program

**Adoption Date: 03.22.04  
Hockinson School District  
Revised: 5.29.12**

## Safety, Operations and Maintenance of School Property

### Playground Equipment

Plans to install playground equipment, either temporarily or permanently at a school site, will be reviewed by a committee appointed by the school principal and other appropriate staff members. A representative from the current insurance carrier will 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 dispersion 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 will 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; and
  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; and
- E. Unpadded cement or steel stationary poles should not be in areas intended for running games.

The maintenance supervisor will coordinate installation of approved equipment with the school principal. Quarterly inspections will be conducted.

**Date:**

## 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 will develop procedures to implement this policy, including maintenance requirements and sales procedures to ensure the highest possible return.

Cross References:	Board Policy 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:

*Policy News*, June 2012

*Policy News*, June 2008

*Policy News*, April 2006

Auditor Raises Concerns Regarding  
Theft Sensitive Assets  
Capital Assets/Theft-Sensitive Assets  
Fixed Assets

**Adoption Date: 04.23.12  
Hockinson School District  
Revised: 6.24.13**

## Capital Assets/Theft-Sensitive Assets

The district's Facilities Director is responsible for inventories of district property. 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. The individual(s) conducting each inventory will have no direct responsibility for assets subject to the inventory count.

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.

When placing a capital asset on the inventory, the Facilities Director will record:

- a. Description of the item;
- b. Serial number or other identification number (bar code, tag number, etc.);
- c. Source of the asset;
- d. Who holds title;
- e. Acquisition date;
- f. Cost of the asset;
- g. Percentage of federal participation in the cost of the property and the federal program charged;
- h. Location of the asset;
- i. Use and condition of the property; and
- j. 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.

The district shall maintain an inventory identifying theft-sensitive assets. This inventory will be reviewed and updated annually. When placing a theft-sensitive asset on the inventory the Facilities Director 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.

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. The inventory will clearly identify all assigned items including those that were not found, not used, or were in an obviously unserviceable condition.

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 Facilities Director 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.

Items not being used or in an obviously unserviceable condition will be identified during inventory and the Facilities department will be contacted to pick up the item(s) for auction or disposal.

## Energy Management, Education and Conservation

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 will 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 will appoint a team representing the board, administration, staff, students, parents and utility representatives to develop and review plans for efficient energy management in the daily operation of the district's facilities. The committee will 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 superintendent and board;
- F. Monitor the energy management measures which are implemented;
- G. Ensure, 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 will 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 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 to school buildings in recognition of conservation accomplishments. The superintendent will make periodic and annual evaluation reports to the board.

### Energy Conservation

In light of the increasing cost and dwindling supply of conventional energy sources, a life cycle cost analysis will be required of each major construction project. A life cycle cost analysis will 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 will 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: Board Policy 2020

Curriculum Development and adoption of instructional materials

Legal References: Chapter 39.35 RCW

Energy conservation in design of public  
facilities

Management Resources:  
*Policy News*, October 2011

Policy Manual Revisions

**Adoption Date: 03.24.04**  
**Hockinson School District**  
**Revised: 4.23.12**

## 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 will 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 \$500; and/or
- B. Multiple items have a total unit value in excess of \$2400.

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

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they will 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 will 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 will be notified in writing of the materials and equipment that is available. The material or equipment will be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students will 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 will be recorded and based on the item's depreciated value. The district will establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device will establish a value that will 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 will be placed into the transportation vehicle fund. Funds derived from the sale of personal property will be placed into the general fund.

Legal References:    RCW 28A.155.160

28A.335.060

28A.335.090

Assistive devices and services —  
Interagency cooperative agreements  
—Definitions  
Surplus school property — Rental, lease  
or use of — Disposition of moneys  
received from  
Conveyance and acquisition of property  
— Management — Appraisal

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

## Disposal of Surplus Equipment and/or Materials

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

- A. The principal or department supervisor will supply a written rationale which supports the obsolescence of the item;
- B. All other departments and/or buildings will 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 will be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks be established as follows:

**New Books Purchased During Current Term Full Cost**

Books 2 years old	80%
3 years old	60%
4 years old	40%
Over 4 years old	20%

- D. Interested public and private schools will be advised in writing of a two-day period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item;
- E. The remaining item will be available for purchase by the general public;
- F. The district will publicize this sale, which will be open to the general public; and
- G. The board will specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6882, Sale of Real Property.

## Sale of Real Property

The board has exclusive control of the acquisition and disposal of all district property. This power will 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 will comply with all requirements of the law, including:

- A. A market value appraisal by a professionally designated real estate appraiser or by a general real estate appraiser certified under [Chapter 18.140 RCW](#), selected by the board will 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 once a week for at least two consecutive weeks. The notice will describe the property and 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. A charter school located within the district boundaries has a right of first refusal to purchase or lease, at fair market value, a closed district facility or property or unused portions of a district facility or property by negotiated agreement with mutual consideration. The consideration may include the provision of educational services by the charter school.
- E. Bids may be secured or a licensed real estate broker may be engaged. If the latter, the commission will 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 will 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 will be placed into the debt service fund or in the capital projects fund. Proceeds from the sale of the property may be used to reimburse district funds for costs associated with the sale. The reimbursements may be deposited back into the fund from which the sale-related expenditure occurred.

Legal References:	Chapter 18.140 RCW	Certified Real Estate Appraiser Act
	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 – Appraisal
	RCW 28A.335.120	Real property — Sale — Notice and hearing — Appraisal — Broker or real estate appraiser services — Real estate sales contracts — limitation

RCW 28A.710.230      Facilities—State matching funds for common school construction. (E2SSB 6194 - 2016 legislative session)

RCW 39.33.010      Sale, exchange, transfer, lease of public property authorized — Section deemed alternative

Management Resources Policy & Legal News:	July 2016	Helping School Districts Translate Law into Action
	June 2011	Additional Policy Updates
	February 2005	Surplus Property
	June 2001	Use of Real Estate Appraisers Modified

## 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 will have prepared a written analysis which considers the following issues:

- A. Projected or actual enrollment declines and the likelihood that they will remain permanent;
- B. The effect that the disposition or retirement will 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 will conduct one or more hearings to receive testimony on any issues related to the closure of a school. Each hearing notice will be published once each week for two consecutive weeks in a newspaper of general circulation that serves the area where the school is located. The last notice will be published at least seven days prior to the hearing. The notice will contain the date, time, place and purpose of the hearing. Comments received from interested parties will be used for advisory purposes only. The final determination of whether a facility will be closed or remain open will be made by the board.

Legal References:   RCW 28A.150.290(2)

28A.320.010  
28A.335.020

State superintendent to make rules and regulations — Unforeseen conditions or actions to be recognized — Paperwork limited  
Corporate powers  
School Closures — Policy of citizen involvement required — Summary of effects — Hearings — Notice

**Adoption Date: 03.24.04**  
**Hockinson School District**  
**Revised: 4.23.12**

## 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 Hockinson School District No. 98, Clark 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 and 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/her 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  
197-11 WAC

State Environmental Policy  
State Environmental Policy Act (SEPA)  
Rules

Management Resources:  
*Policy News*, October 2011  
*Policy News*, December 1998

Additional Policy Updates  
SEPA Policy Requires Periodic Review  
and Understanding

**Adoption Date: 12.15.98  
Hockinson School District  
Revised: 5.29.12**

## **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 is directed to 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:

*Policy News*, February 2011

*Policy News*, June 2002

Pesticide Notification, Posting and  
Record Keeping

Pesticide Policies Required by July 1st

**Adoption Date: 07.11.02**  
**Hockinson School District**  
**Revised: 4.23.12**

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

The district will comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 will be printed and distributed upon request to employees, students and parents.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the district will notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice will be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification will be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification will be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice will be at least 8.5 x 11 inches in size, will include the heading, "Notice: Pesticide Application," and will state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice will remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice will be posted at the location of the application and at each primary point of entry to the grounds. The notice will be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice will remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

**Date: 12.11**

## Facilities Planning

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

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

### Facilities Master Plan

In order to efficiently manage the district's present and future facilities needs, a facilities master plan will be developed. Such a plan will 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 all students and members of the public. , All district services, programs and activities will be accessible to individuals with disabilities and appropriate for students regardless of gender;
- 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 will better meet the needs of students and the educational program.

### Enrollment Projections

Enrollment will 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 will 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 U.S.C. § 12101 et. seq.      Americans with Disabilities Act

**Adoption Date: 10.12.06**  
**Hockinson School District**  
**Revised: 4.23.12**

## Site Acquisition

The district will 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 will 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 will best meet the future needs of the district.

Prior to any purchase of real estate the district will obtain a market value appraisal by a professionally designated real estate appraiser as defined in RCW 74.46.020. The board will select the appraiser. The appraisal will identify the relevant zoning and Growth Management Act specifications to determine whether the intended use of the property is legally permitted.

In acquiring a new site, the board will always first attempt to reach settlement with the owner through negotiations. Eminent domain proceedings will 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 will resort to condemnation only when it is obvious that negotiations will not lead to an amicable settlement.

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

Legal References:	Chapter 8.16 RCW 28A.335.090	Eminent domain by school districts Conveyance and acquisition of property — Management — Appraisal
	28A.335.130	Real property — Sale — Use of proceeds
	Chapter 36.70A RCW 74.46.020	Growth Management Act Definitions

**Adoption Date: 4.23.12**  
**Hockinson School District**  
**Revised:**

## Construction Financing

The board will 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 will be invested in those securities permitted by law which will 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 will 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 will also seek matching funds from the Superintendent of Public Instruction 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 will notify the Superintendent of Public Instruction of the board's intent. All studies, notices and other requirements established by the Superintendent of Public Instruction as conditions for eligibility for state construction grants will be completed by the superintendent.

### 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 will 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 will be met. The resolution adopted by the board calling for the bond election will specify the purposes of the bond including the specific buildings to be constructed or remodeled and any other purposes authorized in RCW 28A.530.010. The board resolution will 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 will 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 will be credited by the county treasurer to the appropriate fund of the district.

Notice of intent to apply for state school construction funds will be submitted to the Superintendent of Public Instruction prior to submitting a bond proposal to district voters.

Legal References:	RCW 28A.320.310	Investment of building funds — Restrictions
	28A.525.020	Duties of superintendent of public instruction
	28A.525.080	Federal funds for school plant facilities — Rules
	28A.530.030	Disposition of bond proceeds — Capital projects fund
	28A.530.080	Additional authority to contract indebtedness — Notice

39.36.020	Limitation of indebtedness prescribed
WAC 392-123-180	Bond Proceeds

**Adoption Date: 03.22.04  
Hockinson School District  
Revised: 4.23.12**

# Construction Financing

## Bonds: Post-Issuance Compliance Procedures for Tax-Exempt Bonds

- A. Purpose.** The purpose of these post-issuance compliance procedures (“Compliance Procedures”) for tax-exempt bonds issued by Hockinson School District No. 98, Clark County, Washington (the “District”), for which federal tax exemption is provided by the Internal Revenue Code of 1986, as amended (the “Code”), is to ensure that the District will be in compliance with requirements of the Code that must be satisfied with respect to such bonds or other obligations (sometimes collectively referred to herein as “bonds” or “tax-exempt bonds”) after the bonds are issued.
- B. Responsibility for Monitoring Post-Issuance Tax Compliance.** The Board of Directors of the District (the “Board”) has the overall, final responsibility for monitoring whether the District is in compliance with post-issuance federal tax requirements for the District’s tax-exempt bonds. However, the District’s Business Manager, or such other officer of the District who may in the future perform the duties of that office, if any (the “Business Manager”), shall have the primary operating responsibility to monitor the District’s compliance with post-issuance federal tax requirements for the District’s bonds.
- C. Arbitrage Yield Restriction and Rebate Requirements.** The Business Manager shall maintain or cause to be maintained records of:
1. purchases and sales of investments made with bond proceeds (including amounts treated as “gross proceeds” of bonds under section 148 of the Code) and receipts of earnings on those investments;
  2. expenditures made with bond proceeds (including investment earnings on bond proceeds) in a timely and diligent manner for the governmental purposes of the bonds, such as for the costs of purchasing, constructing and/or renovating property and facilities;
  3. information showing, where applicable for a particular calendar year, that the District was eligible to be treated as a “small issuer” in respect of bonds issued in that calendar year because the District did not reasonably expect to issue more than (i) \$5,000,000 of tax-exempt bonds in that calendar year or (ii) \$15,000,000, of which any amount in excess of \$5,000,000 will be attributable to the financing of capital expenditures made after December 31, 2001, for the construction of public school facilities;
  4. calculations that will be sufficient to demonstrate to the Internal Revenue Service (“IRS”) upon an audit of a bond issue that, where applicable, the District has complied with an available spending exception to the arbitrage rebate requirement in respect of that bond issue;
  5. calculations that will be sufficient to demonstrate to the IRS upon an audit of a bond issue for which no exception to the arbitrage rebate requirement was applicable, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS; and
  6. information and records showing that investments held in yield-restricted advance refunding or defeasance escrows for bonds, and investments made with unspent bond proceeds after the expiration of the applicable temporary period, were not invested in higher-yielding investments.
- D. Restrictions on Private Business Use and Private Loans.** The Business Manager shall adopt other procedures that are calculated to educate and inform the principal operating officials of those departments, including capital projects and facility departments, if any, of the District (the “users”) for which land, buildings, facilities and equipment (“property”) are financed with proceeds of tax-exempt bonds about the restrictions on private business use

that apply to that property after the bonds have been issued, and of the restriction on the use of proceeds of tax-exempt bonds to make or finance any loan to any person other than a state or local government unit.

In particular, following the issuance of bonds for the financing of property, the Business Manager shall provide to the users of the property a copy of these Compliance Procedures and other appropriate written guidance advising that:

1. “private business use” means use by any person other than a state or local government unit, including business corporations, partnerships, limited liability companies, associations, nonprofit corporations, natural persons engaged in trade or business activity, and *the United States of America and any federal agency*, as a result of ownership of the property or use of the property under a lease, management or service contract (except for certain “qualified” management or service contracts), output contract for the purchase of electricity or water, privately sponsored research contract (except for certain “qualified” research contracts), “naming rights” contract, “public-private partnership” arrangement, or any similar use arrangement that provides special legal entitlements for the use of the bond-financed property;
  2. under section 141 of the Code, no more than 10% of the proceeds of any tax-exempt bond issue (including the property financed with the bonds) may be used for private business use, of which no more than 5% of the proceeds of the tax-exempt bond issue (including the property financed with the bonds) may be used for any “unrelated” private business use—that is, generally, a private business use that is not functionally related to the governmental purposes of the bonds; and no more than *the lesser* of \$5,000,000 or 5% of the proceeds of a tax-exempt bond issue may be used to make or finance a loan to any person other than a state or local government unit;
  3. before entering into any special use arrangement with a nongovernmental person that involves the use of bond-financed property, the user must consult with the Business Manager, provide the Business Manager with a description of the proposed nongovernmental use arrangement, and determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond-financed property;
  4. in connection with the evaluation of any proposed nongovernmental use arrangement, the Business Manager should consult with nationally recognized bond counsel to the District as may be necessary to obtain federal tax advice on whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond-financed property, and, if not, whether any “remedial action” permitted under Section 141 of the Code may be taken by the District as a means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the bonds that financed the property; and
  5. the Business Manager and the user of the property shall maintain records of such nongovernmental uses, if any, of bond-financed property, including copies of the pertinent leases, contracts or other documentation, and the related determination that those nongovernmental uses are not inconsistent with the tax-exempt status of the bonds that financed the property.
- E. Records to be Maintained for Tax-Exempt Bonds.** It is the procedure of the District that, unless otherwise permitted by future IRS regulations or other guidance, written records (which may be in electronic form) will be maintained with respect to each bond issue for as long as those bonds remain outstanding, plus three years. For this purpose, the bonds include refunding bonds that refund the original bonds and thereby refinance the property that was financed by the original bonds.

The records to be maintained are to include:

1. the official Transcript of Proceedings for the original issuance of the bonds;
2. records showing how the bond proceeds were invested, as described in 3(a) above;
3. records showing how the bond proceeds were spent, as described in 3(b) above, including purchase contracts, construction contracts, progress payment requests, invoices, cancelled checks, payment of bond issuance costs, and records of “allocations” of bond proceeds to make reimbursement for project expenditures made before the bonds were actually issued;
4. information, records and calculations showing that, with respect to each bond issue, the District was eligible for the “small issuer” exception or one of the spending exceptions to the arbitrage rebate requirement or, if not, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS, as described in 3(c), (d) and (e) above; and
5. records showing that special use arrangements, if any, affecting bond-financed property made by the District with nongovernmental persons, if any, are consistent with applicable restrictions on private business use of property financed with proceeds of tax-exempt bonds and restrictions on the use of proceeds of tax-exempt bonds to make or finance loans to any person other than a state or local government unit, as described in 4 above.

The basic purpose of the foregoing record retention procedure for the District’s tax-exempt bonds is to enable the District to readily demonstrate to the IRS upon an audit of any tax-exempt bond issue that the District has fully complied with all federal tax requirements that must be satisfied after the issue date of the bonds so that those bonds continue to be eligible for tax exemption under the Code.

**F. Identification and Remediation of Potential Violations of Federal Tax Requirements for Tax-Exempt Bonds.**

1. So long as any of the District’s tax-exempt bond issues remain outstanding, the Business Manager should periodically consult with the users of the District’s bond-financed property to review and determine whether current use arrangements involving that property continue to comply with applicable federal tax requirements as described in these Compliance Procedures. This may be accomplished, for example, by periodically meeting with users, providing questionnaires to users about current use arrangements, or adopting other protocols reasonably calculated to ensure compliance with applicable federal tax requirements on a continuing basis. This periodic review may be scheduled, for example, at or before the times that the District is required to file with the Municipal Securities Rulemaking Board the annual financial information and operating data pursuant to the District’s undertaking to provide continuing disclosure with respect to outstanding bonds.
2. If at any time during the life of an issue of tax-exempt bonds, the District discovers that a violation of federal tax requirements applicable to that issue may have occurred, the Business Manager will consult with bond counsel to determine whether any such violation actually has occurred and, if so, take prompt action to accomplish an available remedial action under applicable IRS regulations or to enter into a closing agreement with the IRS under the Voluntary Closing Agreement Program described under Notice 2008-31 or other future published guidance.

- G. Education Procedure With Respect to Federal Tax Requirements for Tax-Exempt Bonds.** It is the procedure of the District that the Business Manager and his or her staff, as well as the principal operating officials of those departments of the District for which property is financed with proceeds of tax-exempt bonds should be provided with education and training on federal tax requirements applicable to tax-exempt bonds. The District recognizes that such education and training is vital as a means of helping to ensure that the District remains in compliance with those federal tax requirements in respect of its bonds. The District therefore will enable and encourage, to the extent the District can afford to do so, those personnel to attend and participate in educational and training programs offered by, among others, the Washington Association of School Administrators, Washington State School Directors Association, and the Washington Association of School Business Officials with regard to the federal tax requirements applicable to tax-exempt bonds.
- H. Responsibility for Continuing Disclosure Undertaking.** Under the provisions of Securities and Exchange Commission Rule 15c2-12 ("Rule 15c2-12"), underwriters are required to obtain an agreement for ongoing continuing disclosure in connection with the public offering of municipal securities. Unless the District is exempt from compliance with Rule 15c2-12 as a result of certain permitted exemptions, the District's responsibility to provide ongoing continuing disclosure to the municipal securities markets is set forth in the bond resolution or in a separate continuing disclosure agreement for each publicly sold issue of bonds (the "Continuing Disclosure Undertaking"). Each Continuing Disclosure Undertaking requires the District to provide to the municipal securities markets certain annual financial information and notices of certain listed events. The Business Manager shall monitor compliance by the District with each Continuing Disclosure Undertaking, shall maintain a file that includes a copy of each Continuing Disclosure Undertaking entered into by the District, shall ensure that the information required to be disclosed is disclosed in a timely fashion and shall cause any failure to make disclosure to be remedied in a timely fashion.

## Construction Design

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

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. Engage construction management services;
- B. Select an architect;
- C. Review a site evaluation including an assessment of existing facilities, if any, on the site;
- D. Develop educational specifications recognizing instructional needs and available financial resources;
- E. 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;
- F. Review a value engineering study and constructability review, and approve construction design including construction estimates;
- G. Call for bids; and
- H. Review and approve final construction contract.

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

Legal References:	Chapter 39.35 RCW	Energy conservation in design of public Facilities
	WAC 392-343-080	Value engineering studies, constructability reviews, and building commissioning — Requirements and definitions
	392-343-102	Construction management
	392-344-065	Value engineering contracts
	392-344-066	Constructability review contracts
	392-344-075	Contracts — Filing
	42 U.S.C. § 12101 et. seq.	Americans with Disabilities Act

Management Resources:  
*Policy News*, October 2011

Policy Manual Revisions

**Adoption Date: 03.22.04**  
**Hockinson School District**  
**Revised: 4.23.12**

## Construction Design

### Educational Specifications

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; and
    - 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; and
    - d. Others;
  - 4. The special provisions needed for community use:
    - a. Cooperative park/school arrangement;
    - b. Parent-teacher associations;
    - c. Community athletic programs; and
    - d. Others;
  - 5. The extent that adults will use this facility;
  - 6. The extent to which students will 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; and
  - 9. Other pertinent data relating to the project;
- C. Site Characteristics - site considerations necessary for this project:
  - a. Site size and location defined; and
  - 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; and
    - b. The relationships of these spaces;
  - 2. The non-instructional 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 non-instructional spaces; and
    - c. Relationship of spaces to site;
  - 4. Environmental factors should be described in terms of educational relationships or concerns; and
- E. Additional information or comments as necessary to further interpret the educational program.

**Date: 12.11**

## Architect and Engineering Services

When considering the acquisition of architectural and engineering services the board of directors will issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. Effort will 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 will 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 will recommend one or more firms to the board for its consideration. The board and the successful architectural or engineering firm will 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: Board Policy 6220

Purchasing: Bids and Contracts

Legal References: RCW 28A.330.100(3)  
Chapter 39.80 RCW

Additional powers of boards (1st class)  
Contracts for architectural and  
engineering services  
Architects' contracts

AGO 1957 No.68

## Architect and Engineering Services

### Selection of Architects or Engineers

When architectural and engineering services are required by the district, the following procedures will 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 will 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 will 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 will be screened by selected staff to identify firms to be interviewed;
- D. Applicants will be interviewed by a committee composed of the superintendent, supervisor of maintenance and a building principal;
- E. The superintendent will 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; and
- F. The tentative contract will be referred to the board as a recommendation.

## Contractor Assurances, Surety Bonds and Insurance

A contract will only be entered into with a contractor who is licensed or registered as required by the laws of this state. A contractor will 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 will entitle the bidder to a refund of its security or bond. The successful bidder will have the bond or security retained until such a time as it is determined that the bidder will complete the contract. All bids received will specify whether the district or the contractor will 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 will state that the contractor will execute and faithfully perform the provisions of the contract and will pay all subcontractors and material men as required by law.

### Change Orders

The board will approve authorized change orders which arise during construction. In order to facilitate timely progress during construction, the board may grant the superintendent authority to authorize change orders if additional cost to the district does not exceed the approved contingency for the project or extend beyond its original scope.

Legal References:	RCW 39.06.010	Contracts with unregistered or unlicensed contractors and with other violators prohibited
	39.08.010	Bond required — Conditions- Retention of contract amount in lieu of bond — Contracts of one-hundred-thousand dollars or less
	Chapter 39.12 RCW 49.60.180	Prevailing wages on public works Unfair practices of employment
	42 U.S.C. 2000c et. seq.	Title VII of Civil Rights Act of 1964 (amended by CRA of 1991);
	29 USC 794	Section 504, Rehabilitation Act of 1973

Adoption Date: 03.22.04  
Hockinson School District  
Revised: 4.23.12

## Maintenance of Facilities' 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 will keep all reports, documents and plans as they relate to an existing or proposed project. The records will include copies of all correspondence relating to the project. The superintendent will 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: Board Policy 6570

Property and Data Management

Legal References: RCW 39.04.020

Plans and specifications — Estimates —  
Publications — Emergencies

39.04.040

Work to be executed according to plans  
— Supplemental plans

39.04.070

Account and record of cost

39.04.080

Certified copy to be filed — Engineers'  
certificate

39.04.100

Records open to public inspection —  
Certified copies

## Acceptance of Completed Project

Final payment under contract will 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 will 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 will 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 will provide that a percentage of the project cost will be retained by the district as required by law to insure that the project will remain free and clear of any material, 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 Superintendent of Public Instruction acts 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. The bond must be a form acceptable to the district, and the Superintendent of Public Instruction if state funds are part of the project, and come from a bonding company registered with the Washington State Insurance Commissioner and on its currently authorized insurance list, unless the district can demonstrate good cause for refusing to accept the bond.

Legal References:	Chapter 60.28 RCW	Lien for labor, materials, taxes on public works
	WAC 392-343-080	Value engineering studies, constructability reviews, and building commissioning — Requirements and definition
	392-344-067	Building commissioning contracts
	392-344-075	Contracts — Filing
	392-344-147	Retained percentage law related requirements

## **Naming Schools and Facilities**

New or existing district buildings and facilities may be named after persons or entities who have attained national or local prominence in the fields of education, arts and sciences, politics, military achievements and statesmanship, after past U.S. presidents or Washington national senators or representatives or after the geographic characteristics of the area in which the facility is located.

Portions or school facilities (such as athletic fields, gymnasiums, libraries, etc.) may also bear the name of individuals or organizations that have made significant contributions to the district in terms of time, energy and/or financial resources ('significant contributors' is defined as no less than 25% of the cost).

Names are not to be kept in perpetuity.

All proposals and/or requests are subject to Board approval.

**Adoption Date: 04.27.04  
Hockinson School District  
Revised: 08.23.05; 09.27.07; 5.29.12**

## Naming Schools and Facilities

The naming of a school and/or district facilities will take place in the following manner:

- A. The superintendent will select a committee of, whose purpose it will be to submit to the board a list of not less than three, nor more than five, names for the new school. The list will briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community;
- B. The committee will, whenever possible, follow these guidelines:
  1. Each name will be known to, and significant to, the people of the district;
  2. The names submitted will not conflict with the names of other schools in the district or surrounding districts; and
  3. The use of names of living persons will be avoided unless the circumstances warrant an exception.
- C. The board will select the name of the new facility from the list. In recognition of the efforts of those involved in the project, a plaque containing the following information will be attached to a new building:
  1. School and/or facilities name;
  2. Board-approved construction date;
  3. Completion or dedication date;
  4. Name of board members as of the board-approved construction date in the following order:
    - a. Chair/President;
    - b. Vice Chair/President; and
    - c. Members
  5. Superintendent as of board-approved construction date; and
  6. Architect and contractor names.

Formal dedication of the facility will take place on a date and time specified by the board.

## **Works Of Art**

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 will 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 work of art. Waiver or rejection will not affect state construction funds available to local school districts.

Legal Reference:      RCW 28A.335.210

Purchase of works of art-Procedures

**Adoption Date: 04.27.04  
Hockinson School District  
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