

POLICY 3531
STUDENTS
USE OF INVEST ED FUNDS

The Ephrata School District receives private grants funds through Invest Ed (formerly Saul Haas). These funds are used to benefit students in need.

Invest Ed provides two types of funding;

- Annual School Program funding that is provided at the beginning of each school year.
- Matching Funding which is available to active schools throughout the year until the fund pool is exhausted.

Principles & Objectives of Invest Ed:

1. To provide program funding to schools consistent with their founder's principles (immediate, no paperwork for students, minimal bureaucracy for schools).
2. To provide annual program funding that is based on the needs of the students in the school.
3. Provide a minimum funding level for all schools to ensure the program is effective and efficient to operate.
4. Encourages schools to use the funding that their students need and avoid "use it or lose it" behavior.
5. To maintain accountability for funds and to evaluate program effectiveness, schools must complete a yearend report.
6. Encourage schools to fundraise in their communities for their Invest Ed fund.
7. Associate schools (schools that use the Invest Ed infrastructure, but are not funded) are not eligible for program or matching funds.

Use of Invest Ed Funding

Funds received from Invest Ed can be used for the following purposes;

Classroom Needs

- **101 Textbooks/Workbooks:** Books that are considered supplemental books or supplementary publications, tapes, CD's, or DVD's, required for the class. Cannot be used for regular classroom books, supplies or materials supplied by the District.
- **102 Library/Book Fines:** Only if the library fines will delay graduation or post high school planning. The student should take responsibility for assuming a portion of the debt and the fund can be used to assist with the remainder of the fine. Funds cannot be used to assist the school in replacing missing or damaged books.
- **103 Other School Fines:** Funds should not be used to cover student financial obligations to the school unless said fine delay graduation or post high school planning. The student should take responsibility for assuming a portion of the debt and the fund can be used to assist with the remainder of the fine.
- **104 Class Field Trips:** Trips that are specifically connected to classroom experience, but not confused with school activity trips. (See #602)
- **105 Home Ec Supplies or Fees:** Funds can be used for (examples) required fees for supplies and materials, such as fabric, culinary, art class supplies, uniforms, "Baby Think It Over Dolls", etc.
- **106 Industrial Arts Supplies/Fees:** Funds can be used for (examples) supplies, equipment and materials such as wood, metal or tools.
- **107 P.E. Supplies/Fees:** Examples that funds can be used on are fees for uniforms and equipment.
- **108 Other Dept. Supplies/Fees:** Examples that funds can be used on are camera equipment, photographic supplies, art materials, fees for classroom or laboratory equipment and supplies, fees related to classes in computers, accounting, business cosmetology, etc.
- **109 Other Classroom Needs:** Examples; pens, paper, loose leaf binders, calculators, etc.

Health Needs

- **201 School Accident Insurance:** Covers school accident policy fees, as distinguished from sports insurance fees. (See #701)
- **202 Hospital /Surgery:** Examples; cost of setting broken bones, receiving stitches or other emergency needs that are not covered by school insurance or the family's insurance plans.
- **203 Emergency Transportation:** Examples; ambulance cost from school.
- **204 Doctor or Dentist Services:** Examples; office visits, health exams, x-rays, emergency dental repair.

- **205 Eye Care/Exams/Glasses:** Examples; costs associated with getting or replacing glasses or contact lenses that are not covered by insurance, that are necessary for the student to be able to see to participate in school.
- **206 Hearing Care/Exams/Aids:** Examples; examinations and hearing aids.
- **207 Health Exams (T.B., Urine):** Examples; fees for special services or exams provided by the school nurse or an auxiliary medical service at school.
- **208 Medication:** Examples; fees for the cost of prescription drugs, shampoo for lice, over the counter cold/flu remedies, etc.
- **209 X-rays:** The cost of x-rays at a doctor or dental office.
- **210 Other Health Needs:** Use this code only when the disbursement does not fit any other code under the Health Needs category.

Personal Needs

- **301 Clothes:** Examples; undergarments, outer garments, school uniforms.
- **302 Coats/Raingear:** Examples; coats, raingear, umbrellas, waterproof boots, etc.
- **303 Shoes/Boots:** Examples; normal street shoes/boots or those required as part of the school uniform. See Sports Activity Code for shoes designated specifically for sports.
- **304 Transportation (Gas/Bus):** Examples; cost for gasoline, bus fare. Note must list each student's name for bus fare. Invest Ed Funds are not for program support, but for supporting the needs of one student at a time. Bus fares strategy – avoid purchasing bus passes to have on hand with Invest Ed Funds. Approach PTA or Booster Clubs to support this activity. With no child attached to the bus fare there is no guarantee this will be used “immediately” or used within the school year. Requests for large bus pass purchases creates a red flag within Invest Ed.
- **305 Breakfast/Lunch Program:** Examples; breakfast and lunch services not funded by the school. This does not cover holiday care-baskets for a student's family.
- **306 Haircuts/Grooming Supplies:** Examples; haircuts to meet the schools grooming guidelines, shampoo, soap.
- **307 Misc. Personal Needs:** Examples; alarm clocks, etc.
- **308 Baby Supplies/Day Care:** Examples, daycare supplies, fees. This covers help with the cost of caring for a baby during school to allow the student mother to continue her education. It does not necessarily cover the needs of the baby at home.
- **309 Incentives:** Examples; parties and prizes for student achievement.

Fees/Special Services

- **401 Tutoring:** Covers tutoring to help students keep up with their grade level.
- **402 Testing Fees:** Examples; ACT, SAT, PSAT, or other college entrance tests.
- **403 Counseling Fees:** This covers both individual and group counseling fees.
- **404 College Application Fees:** Examples; non-refundable application fees as required by some colleges.
- **405 Other Fees/Special Services:** Use this code only when the disbursement does not fit any other code under the Fees/Special Services category.

Special Program Fees

- **501 Summer School/Night School:** Special classes to make up credits in order to keep up with grade level or for graduation.
- **502 Remedial Classes:** Classes for students who need to upgrade their basic skills in reading, math, language, or other classes in order to keep up with grade level.
- **503 Driver's Ed or Traffic Safety:** The fee for this program should only be covered if the student needs to drive to school or to an after school job, or to assist in family transport.
- **504 Conferences/Conventions:** Examples; costs associated with off-campus programs in support of specific subject disciplines, such as Close-Up, or student leadership programs such as Migrant Student Leadership Conference.
- **505 Other Special Program Fees:** Use this code only when the disbursement does not fit any other code under the Special Program Fees category.

School Activities

- **601 Activity Card:** The required fee associated with extracurricular school activities. Participation in an activity may be an important motivator for students to achieve full potential in school.
- **602 Activity Group:** Includes trips which activity groups make (music, band, drama, etc.) to participate in performances or competitions.
- **603 Graduation Expenses:** Participation in senior class activities, for example, graduation expenses such as senior prom, cap, gown, and announcements.
- **604 Yearbook:** The cost of yearbooks should only be provided to seniors who are graduating.
- **605 Music/Drama Uniforms, Instruments, Fees:** Examples; fees for musical instrument rental or costume rental.
- **606 Other School Activities:** Use this code only when the disbursement does not fit any other code under the School Activities category.

Sports Activities

- **701 Sports Physical/Insurance:** Fees required for participation in sports programs.
- **702 Football/Basketball Uniforms, Shoes, Fees:** Sometimes participation in sports is a strong determination for the student to stay in school.
- **703 Other Sports Uniforms/Shoes, Fees:** Costs associated with school sponsored sports such as soccer, tennis, etc.
- **704 Cheerleaders/Drill Team Uniforms, Shoes, Fees:** Uniforms, shoes, pom-poms, etc., and fees to participate in Cheerleading or Drill Teams.
- **705 Sports Camps/Tournaments:** Cost associated with sports programs such as pre-season camps or seasonal tournaments.
- **706 Other Sports Activities:** Use this code only when the disbursement does not fit any other code under the Sports Activities category.

Determining Need Principals, teachers, counselors, coaches, secretaries are informed of the Invest Ed funding within their building.

1. Staff are instructed to be aware if a student is not able to participate because of financial issues.
2. Secretaries and staff typically can sense when a student hesitates when told the fee amount for a class or sport. They will then inform the student “if there is a problem paying the fee to let them know”.
3. When enrolling a student counselors will have contact with families at that time they will be able to get a sense of their family situation.
 - Families will be informed of the opportunities their child can have when involved with clubs, sports or even difference classes (choir, band, drama, art and shop classes) that may incur a fee.
 - Families will be informed of the fees associated with the different events and if the family indicates their inability to pay the counselor will inform the family of the Invest Ed Funds.
 - Counselor will inform the family of the “Free & Reduced Lunch Program”.
4. Counselors and/or staff will reach out to students living with another family and could be considered Homeless. Staff will notify the District Homeless Liaison.
5. PE Teachers will watch for students that may need help with the purchase of a PE uniform.
6. Secretaries initiate fees for students through the Fee Management system in WESPaC. They will review the past due balances and reach out to students to determine if there is a need for Invest Ed Funds.

Accessing Funds

1. When a staff determines there is a student in need of Invest Ed funds an Invest Ed Request for Funds Form will be completed and submit said form to the ASB Secretary for processing.
2. ASB Secretary will review the form and verify the need is within the parameters of the Invest Ed Policy and create the necessary Purchase Order.
3. The ASB Secretary will enter the Invest Ed applicable code on the purchase order.
4. A copy of the Invest Ed Request for Funds forms will be attached to the PO as backup.