



Regular Meeting Agenda

Anderson Island Elementary School, 13005 Camus Road, Anderson Island, WA

Wednesday, September 22, 2021 05:30 PM

I. CALL TO ORDER

(Action)

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

II. COMMENTS FROM THE AUDIENCE

(Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. CONSENT AGENDA

(Action)

The purpose of the consent agenda is to reduce time going through motion, second and voting on issues of common consent. Any Board member can ask for any item to be removed from the consent agenda. There is no discussion of items on the consent agenda. By motion of the Board, remaining items are approved without discussion as part of the consent agenda. Discussion of items removed from the consent agenda occurs immediately following action on the consent agenda.

[Approval of Financial Reports.PDF \(p. 3\)](#)

[Approval of August and September 2021 Accounts Payable and August 2021 Payroll.PDF \(p. 14\)](#)

[Approval of August 25 2021 Regular Board Meeting Minutes.pdf \(p. 15\)](#)

[Approval of September 8 2021 Study Session Minutes.pdf \(p. 18\)](#)

[Approval of Admin Personnel Report.pdf \(p. 20\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 21\)](#)

[Approval of Classified Personnel Report.pdf \(p. 22\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 23\)](#)

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District 1 are digitally recorded.

IV. OLD BUSINESS

- A. Second Reading of Policy 2108 Learning Assistance Program** (Action)

Presenter: Paul Harvey

[Policy 2108 Learning Assistance Program.pdf \(p. 25\)](#)

- B. Second Reading of Policy 3122 Excused and Unexcused Absences** (Action)

Presenter: Gudrun Sullivan

[Policy 3122 Excused and Unexcused Absences.pdf \(p. 31\)](#)

V. NEW BUSINESS

- A. First Reading of Policy 5011 Sexual Harassment of District Staff Prohibited** (Action)

Presenter: Susanne Beauchaine

[Policy 5011 Sexual Harassment of District Staff Prohibited.pdf \(p. 39\)](#)

- B. First Reading of Policy 3231 Student Records** (Action)

Presenter: Susanne Beauchaine

[Policy 3231 Student Records.pdf \(p. 44\)](#)

- C. First Reading of Policy 6800 Safety, Operations and Maintenance of School Property** (Action)

Presenter: Susanne Beauchaine

[Policy 6800 Safety Operations Maintenance of School Property.pdf \(p. 48\)](#)

- VI. BOARD COMMUNICATION** (Information)

- VII. ANNOUNCEMENTS** (Information)

- VIII. ADJOURNMENT** (Action)

Steilacoom Historical School District No. 1
Financial Report - August 31, 2021
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of August 31, 2021 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	50,105,358	47,197,613	94.20%
Expenditures & Other Financing Uses	50,319,971	48,167,813	95.72%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(214,613)	(970,200)

Transfer to Capital Projects	(100,000)
Net Change in Unassigned Fund Balance	(1,070,200)

Fund Balances	9/1/2020	8/31/2021	Variance
Unassigned Fund Balance	1,281,131	2,290,285	1,009,154
Unassigned Minimum Fund Balance	2,770,000	2,610,000	-160,000
Fund Balance	4,051,131	4,900,285	849,154

Capital Projects Fund:

Fund Balance - Impact Fees \$864,118 - Turf Field Replacement \$500,000

Beginning Fund Balance		1,575,135	
GF Transfer to Capital Projects	100,000		
Revenues	4,957,386		
Expenses	1,095,432		
		3,861,954	
Ending Fund Balance 8/31/2021			5,437,089

	9/1/2020 Beginning Balance	8/31/2021 Ending Fund Balance	Variance
Debt Service Fund*:	4,547,738	5,467,914	920,176
ASB Fund:	369,995	349,051	(20,944)
Transportation Fund:	121,744	128,498	6,754

*12/1/2020 Principal and Interest - \$7,231,100; 6/1/2021 Interest payment - \$ 528,225

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2021

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,722,750	.00	5,925,022.69		202,272.69-	103.53
2000 LOCAL SUPPORT NONTAX	767,300	45,328.45	113,358.32		653,941.68	14.77
3000 STATE, GENERAL PURPOSE	29,656,432	3,326,617.57	30,065,029.34		408,597.34-	101.38
4000 STATE, SPECIAL PURPOSE	6,296,912	605,971.27	6,563,011.54		266,099.54-	104.23
5000 FEDERAL, GENERAL PURPOSE	282,000	110,925.17	483,747.94		201,747.94-	171.54
6000 FEDERAL, SPECIAL PURPOSE	7,379,964	369,186.68	4,046,283.44		3,333,680.56	54.83
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	1,160.00		1,160.00-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	50,105,358	4,458,029.14	47,197,613.27		2,907,744.73	94.20
<u>B. EXPENDITURES</u>						
00 Regular Instruction	27,089,829	2,484,584.28	26,342,273.67	182,369.55	565,185.78	97.91
10 Federal Stimulus	2,203,000	236,221.73	628,221.77	20,897.48	1,553,880.75	29.47
20 Special Ed Instruction	5,786,422	453,010.09	5,664,676.55	143,945.56	22,200.11-	100.38
30 Voc. Ed Instruction	2,270,119	168,584.35	2,138,608.92	56,807.75	74,702.33	96.71
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,062,979	219,251.54	1,307,540.07	984.37	245,545.44-	123.10
70 Other Instructional Pgms	750,099	23,806.23	862,743.69	6,568.23	119,212.92-	115.89
80 Community Services	45,545	.00	.00	0.00	45,545.00	0.00
90 Support Services	11,111,978	915,243.65	11,223,748.21	899,935.36	1,011,705.57-	109.10
<u>Total EXPENDITURES</u>	50,319,971	4,500,701.87	48,167,812.88	1,311,508.30	840,649.82	98.33
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	200,000	.00	100,000.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	414,613-	42,672.73-	1,070,199.61-		655,586.61-	158.12
<u>F. TOTAL BEGINNING FUND BALANCE</u>	4,265,744		5,970,484.64			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,851,131		4,900,285.03			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	100,000-	.00
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,281,131	2,290,285.03
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,610,000.00
<u>TOTAL</u>	3,951,131	4,900,285.03
Differences	100,000-	.00

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

Exception s Found:

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	20,000	73,084.00	240,024.89		220,024.89-	> 1000
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	40,400.00		40,400.00-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,684,377	.00	4,676,960.98		7,416.02	99.84
<u>Total REVENUES/OTHER FIN. SOURCES</u>	4,704,377	73,084.00	4,957,385.87		253,008.87-	105.38
<u>B. EXPENDITURES</u>						
10 Sites	0	36,726.90	781,466.58	4,461.42	785,928.00-	0.00
20 Buildings	4,400,000	95,596.13	270,452.95	1,012,983.75	3,116,563.30	29.17
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	2,508.95	248.39	2,757.34-	0.00
50 Sales & Lease Expenditure	0	3,942.50	41,003.70	3,508.00	44,511.70-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	4,400,000	136,265.53	1,095,432.18	1,021,201.56	2,283,366.26	48.11
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	304,377	63,181.53-	3,861,953.69		3,557,576.69	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	1,317,669		1,575,134.97			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,622,046		5,437,088.66			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	7,535.00-
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	28,291.19-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	627,669	864,118.29
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	400,000	500,000.00
G/L 889 Assigned to Fund Purposes	594,377	4,108,796.56
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,622,046	5,437,088.66

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	8,459,674	.00	8,677,316.58		217,642.58-	102.57
2000 Local Support Nontax	5,000	.00	2,184.48		2,815.52	43.69
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	8,464,674	.00	8,679,501.06		214,827.06-	102.54
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	7,000,000	.00	6,555,000.00	0.00	445,000.00	93.64
Interest On Bonds	1,400,000	.00	1,204,325.00	0.00	195,675.00	86.02
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	8,402,500	.00	7,759,325.00	0.00	643,175.00	92.35
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	62,174	.00	920,176.06		858,002.06	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	4,439,298		4,547,737.92			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	4,501,472		5,467,913.98			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	4,501,472		5,467,913.98			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	4,501,472		5,467,913.98			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	193,000	1,928.81	33,829.13		159,170.87	17.53
2000 Athletics	158,459	1,157.56	16,788.24		141,670.76	10.59
3000 Classes	43,500	240.00	11,329.98		32,170.02	26.05
4000 Clubs	518,740	3,753.63	15,066.52		503,673.48	2.90
6000 Private Moneys	9,500	.00	9,760.98		260.98-	102.75
<u>Total REVENUES</u>	923,199	7,080.00	86,774.85		836,424.15	9.40
<u>B. EXPENDITURES</u>						
1000 General Student Body	231,159	351.00-	22,140.73	0.00	209,018.27	9.58
2000 Athletics	213,999	1,838.90	47,673.30	3,740.56	162,585.14	24.03
3000 Classes	56,134	140.00	15,153.11	10,684.59	30,296.30	46.03
4000 Clubs	588,988	45.00	24,159.72	5,874.00	558,954.28	5.10
6000 Private Moneys	10,835	.00	1,408.22-	0.00	12,243.22	13.00-
<u>Total EXPENDITURES</u>	1,101,115	1,672.90	107,718.64	20,299.15	973,097.21	11.63
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B)</u>	177,916-	5,407.10	20,943.79-		156,972.21	88.23-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	344,473		369,994.87			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	166,557		349,051.08			
<u>(C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	166,557		349,051.08			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	166,557		349,051.08			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	.00	140.54		859.46	14.05
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,000	6,613.50	6,613.50		613.50-	110.23
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	7,000	6,613.50	6,754.04		245.96	96.49
 B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
 C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	6,613.50	6,754.04		245.96	96.49
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
 F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
 G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	6,613.50	6,754.04		9,754.04	325.13-
 H. <u>TOTAL BEGINNING FUND BALANCE</u>	121,615		121,744.29			
 I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
 J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	118,615		128,498.33			
 K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	118,615		128,498.33			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	118,615		128,498.33			

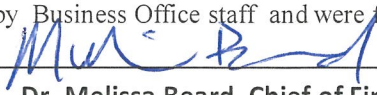
***** End of report *****

Steilacoom Historical School District

Affidavit covering payment of payroll and invoices for General Fund, Capital Projects Fund, Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund.

DATE: September 22, 2021

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Business Office staff and were found to be correct.


Dr. Melissa Beard, Chief of Finance and Operations

THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)				AMOUNT
<u>GENERAL FUND:</u>					
	Payroll		to		\$ -
	Payroll A/P	130317	to	130326	\$ 414,224.74
	Payrol ACH Payments				\$ 684,236.20
	Payroll Taxes				\$ 614,783.03
	Direct Deposit				\$ 1,656,724.11
August 30, 2021	Accounts Payable	130327	to	130327	\$ 22,783.09
August 31, 2021	Accounts Payable	130327	to	130370	\$ 204,096.04
September 1, 2021	Accounts Payable	130371	to	130382	\$ 152,484.84
September 1, 2021	Accounts Payable	130383	to	130383	\$ 17,434.79
September 9, 2021	Accounts Payable	130385	to	130415	\$ 62,801.69
September 9, 2021	Accounts Payable	130416	to	130425	\$ 526,001.12
September 9, 2021	Accounts Payable	130426	to	130426	\$ 31.19
September 9, 2021	Accounts Payable	130427	to	130432	\$ 84.55
September 15, 2021	Accounts Payable	130433	to	130433	\$ 142,573.16
September 15, 2021	Accounts Payable	130460	to	130475	\$ 127,285.89
TOTAL GENERAL FUND:					\$ 4,625,544.44
<u>CAPITAL PROJECTS FUND:</u>					
September 2, 2021	Accounts Payable	200434	to	200434	\$ 17,023.74
TOTAL CAPITAL PROJECTS FUND:					\$ 17,023.74
<u>ASSOCIATED STUDENT BODY FUND:</u>					
August 25, 2021	Accounts Payable	404878	to	404878	\$ 1,532.90
September 1, 2021	Accounts Payable	404879	to	404879	\$ 1,050.56
September 16, 2021	Accounts Payable	404880	to	404881	\$ 7,820.00
September 16, 2021	Accounts Payable	404882	to	404888	\$ 7,495.29
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 17,898.75
<u>TRANSPORTATION VEHICLE FUND:</u>					
			to		
			to		
TOTAL TRANSPORTATION VEHICLE FUND:					\$ -

Board of Directors of Steilacoom Historical School District No. 1

I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

Kathi Weight, Secretary to the Board



Regular Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
Wednesday, August 25, 2021

STUDY SESSION:

- Agenda Review

REGULAR MEETING:

I. CALL TO ORDER

Chair McDonald called the meeting to order at 7:00 pm.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Scott made a motion to excuse Director Forbes, Director Pierce seconded the motion, and the motion passed (4/0). Executive Director Paul Harvey served as Board Secretary in Superintendent Weight's absence.

Director Rohrer made a motion to approve the agenda, Director Pierce seconded the motion, and the motion passed (4/0).

II. COMMENTS FROM THE AUDIENCE

Carol Pace, Steilacoom resident, shared she has concerns regarding District Focus Areas, Workforce Secondary Traumatic Stress Policy, CRT, excused and unexcused absences, and sexual health education. Regarding absences, Ms. Pace believes children/grandchildren should be able to take family vacations during the school year under any circumstances. Ms. Pace also stated she does not wish CRT or LGBTQ+/sexual transitions to be a part of any curriculum or teaching in the district.

III. INTRODUCTION - NEW SHSD STAFF

Susanne Beauchaine, Executive Director for Human Resources, introduced school principals who introduced new staff members from their schools.

IV. REPORT - SUMMER JUMP START SUMMARY

Dr. Paul Harvey, Executive Director of Student Achievement, introduced Principal JoAnne Fernandes, who shared a summary of SHSD's Summer Jump Start Program.

V. CONSENT AGENDA

Director Scott made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (4/0). The Consent Agenda included attached Financial Reports, July and August 2021 Accounts Payable including July 2021 Payroll, July 28 2021 Regular Meeting Minutes, Personnel Reports, District Surplus August 2021, and Resolution 881-08-25-21 Cancellation of Municipal Warrants.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

VI. NEW BUSINESS

A. Approval of 2021-2022 School Year District Focus Areas

Director Rohrer made a motion to approve 2021-2022 School Year District Focus Areas, Director Pierce seconded the motion, and the motion passed (4/0).

B. First Reading of Policy 2108 Learning Assistance Program

Director Scott made a motion to move Policy 2108 Learning Assistance Program to a second reading, Director Pierce seconded the motion, and the motion passed (4/0).

C. First Reading of Policy 2418 Waiver of High School Graduation Credits

Director Pierce made a motion to approve Policy 2418 Waiver of High School Graduation Credits, Director Rohrer seconded the motion, and the motion passed (4/0).

D. First Reading of Policy 2420 Grading and Progress Reports

Director Scott made a motion to move Policy 2420 Grading and Progress Reports to a second reading, Director Rohrer seconded the motion. Director Scott withdrew his motion to move Policy 2420 to a second reading and made a motion to approve Policy 2420 Grading and Progress Reports, Director Pierce seconded the motion, and the motion passed (4/0).

E. First Reading of Policy 3122 Excused and Unexcused Absences

Director Scott made a motion to move Policy 3122 Excused and Unexcused Absences to a second reading, Director Pierce seconded the motion, and the motion passed (4/0).

F. First Reading of Policy 3520 Student Fees Fines or Charges

Director Rohrer made a motion to approve Policy 3520 Student Fees Fines or Charges, Director Scott seconded the motion, and the motion passed (4/0).

G. First Reading of Policy 3432 Emergencies

Director Pierce made a motion to approve Policy 3432 Emergencies, Director Scott seconded the motion, and the motion passed (4/0).

H. First Reading of Policy 4311 School Safety and Security Services Program

Director Scott made a motion to approve Policy 4311 School Safety and Security Services Program (with one typographical correction), Director Pierce seconded the motion, and the motion passed (4/0).

I. First Reading of Policy 5515 Workforce Secondary Traumatic Stress

Director Rohrer made a motion to approve Policy 5515 Workforce Secondary Traumatic Stress, Director Scott seconded the motion, and the motion passed (4/0).

VII. BOARD COMMUNICATION

- Director Rohrer had a community member reach out to her regarding third parties using district facilities and what restrictions were in place. Director Rohrer also heard concerns from teachers regarding the vaccination mandate, and questions regarding available exemptions.
- Director Pierce had communication regarding Policy 2418 Waiver of High School Graduation Credits.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

VIII. ANNOUNCEMENTS

- Director Scott shared that it is nice to see athletics starting up almost as normal.
- Chair McDonald shared how wonderful it was to see everyone at Sentinel Day.

IX. ADJOURNMENT

Director Pierce made a motion to adjourn the meeting at 7:50 pm, Director Scott seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)



**Study Session of the Board of Directors
Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
Wednesday, September 8, 2021**

I. CALL TO ORDER

Vice Chair Scott called the meeting to order at 6:00 PM.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Rohrer made a motion to excuse Director McDonald, Director Pierce seconded the motion, and the motion passed (4/0).

Director Forbes made a motion to approve the agenda, Director Pierce seconded the motion, and the motion passed (4/0).

II. TOPIC FOR BOARD DISCUSSION

A. Capital Facilities Plan

Shawn Lewis, Director of Community Relations and Planning, presented the district's Capital Facilities Plan, including an update on a new elementary school site and sale of Manchester Place, discussion of Chambers football field and bus garage site, and general Capital Facilities Plan topics. Questions and discussion followed.

B. Curriculum

Director Scott shared his review of the middle school and high school social studies and history curriculum. Questions and discussion followed.

C. Recess Logistics

Shawn Lewis, Director of Community Relations and Planning, shared information regarding recesses at SHSD's elementary schools. Question and discussion followed.

III. ADJOURNMENT

Director Pierce made a motion to adjourn the meeting at 7:38 PM, Director Rohrer seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1 Admin Personnel Report

[illegible]

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 9/22/2021						
Name	Position	FTE	Location	Effective Date	Action	Comment
JOHNSON RAYNAI	SCHOOL, FAMILY, AND COMMUNITY PARTNERSHIP SPECIALIST	1.00	DISTRICT WIDE	10/5/2021	NEW HIRE	

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 9/22/2021						
Name	Position	Hours	Location	Effective Date	Action	Comment
WHITMILL-CAVNESS DUANA	PARAPROFESSIONAL	6.50	SHS	9/23/2021	NEW HIRE	Student Specific 1:1
BAIN MARISSA	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/23/2021	NEW HIRE	Preschool Para
YBARRA ALEXIS	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/23/2021	NEW HIRE	Student Specific 1:1

Steilacoom Historical School District No. 1

Co-Curricular Personnel Report

ALBERT ROYCE	MODEL UN CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
ALMEIDA KAITLIN	DATA TEAM LEADER	CHLOE CLARK	9/2/2021	\$2,000.00
ANDERSON ERIN	HONOR SOCIETY ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
ANDERSON-GONZALEZ BARBIE	PRIMARY MUSIC DIRECTOR	CHERRYDALE	9/2/2021	\$2,500.00
ANDERSON-GONZALEZ BARBIE	DATA TEAM LEADER	CHERRYDALE	9/2/2021	\$2,000.00
BARTLETT TYLER	DEPARTMENT CHAIR	HIGH SCHOOL	9/2/2021	\$2,500.00
BARTON KRISTEN	DATA TEAM LEADER	SALTARS POINT	9/2/2021	\$2,000.00
BATHURST ERIN	INTERMEDIATE MUSIC DIRECTOR	SALTARS POINT	9/2/2021	\$2,500.00
BEAULIEU DEREK	DEPARTMENT CHAIR	PIONEER	9/2/2021	\$2,000.00
BRADBURY TOM	CLASS ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
BRUGMAN CHRIS	DIVERSITY CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
BURKES RODERICK	DATA TEAM LEADER	SALTARS POINT	9/2/2021	\$2,000.00
CAMPBELL SARAH	STUDENT 2 STUDENT ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
CARLTON TRISSA	DEPARTMENT CHAIR	HIGH SCHOOL	9/2/2021	\$2,500.00
CHASE RENEE	CLASS ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
CHASE RENEE	GSA ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
CHRISTENSEN LEANN	DATA TEAM LEADER	CHERRYDALE	9/2/2021	\$2,000.00
CROSSEN SHELLEY	DATA TEAM LEADER	SALTARS POINT	9/2/2021	\$2,000.00
DIAZ JACQUELINE	DATA TEAM LEADER	CHLOE CLARK	9/2/2021	\$2,000.00
DILL MICAH	DIGITAL GAMING CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
EASTMAN KATHY	ASB ADVISOR	HIGH SCHOOL	9/2/2021	\$4,500.00
ECK KASEY	CHOIR	HIGH SCHOOL	9/2/2021	\$5,000.00
ELSHIRE KATIE	CHOIR	PIONEER	9/2/2021	\$2,500.00
ENOS RODNEY	DATA TEAM LEADER	CHLOE CLARK	9/2/2021	\$2,000.00
ENGQUIST SHEREE	DATA TEAM LEADER	CHLOE CLARK	9/2/2021	\$2,000.00
EVANS BETTINA	DATA TEAM LEADER	CHERRYDALE	9/2/2021	\$2,000.00
FLETCHER MCKENNA	CLASS ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
FROEHLE STEFANIE	DATA TEAM LEADER	CHERRYDALE	9/2/2021	\$2,000.00
GARRETT ERIC	DEPARTMENT CHAIR	HIGH SCHOOL	9/2/2021	\$2,500.00
GILLIAM JASON	DATA TEAM LEADER	CHLOE CLARK	9/2/2021	\$2,000.00
GRAY BROOKE	DEPARTMENT CHAIR	HIGH SCHOOL	9/2/2021	\$2,500.00
HAYDEN TINA	DECA CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
HAYDEN TINA	DRAMA PRODUCTION 1	HIGH SCHOOL	9/2/2021	\$2,400.00
HAYDEN TINA	DRAMA PRODUCTION 2	HIGH SCHOOL	1/31/2022	\$2,400.00
HENDERSON SAMANTHA	CLASS ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
HENDERSON SAMANTHA	CREATIVE WRITING CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
JOHNSON KENT	CHEMICAL HYGIENE OFFICER	HIGH SCHOOL	9/2/2021	\$400.00
JOHNSON KENT	GSA ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
JONES CARL	TECH STUDENT ASSOCIATION ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
KARIHA ARSHVIR	DIVERSITY CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00

Steilacoom Historical School District No. 1

Co-Curricular Personnel Report

KEEFER CHARM	BUILDERS CLUB ADVISOR	PIONEER	9/2/2021	\$2,400.00
KEEFER CHARM	STUDENT 2 STUDENT ADVISOR	PIONEER	9/2/2021	\$2,400.00
LANIER CJ	ASL CLUB	HIGH SCHOOL	9/2/2021	\$2,400.00
MARLOW AMY	DATA TEAM LEADER	SALTARS POINT	9/2/2021	\$2,000.00
MARTIN KYLIE	DEPARTMENT CHAIR	PIONEER	9/2/2021	\$2,000.00
MCDONALD JODY	ANIME CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
MCJUNKINS TRINA	DEPARTMENT CHAIR	PIONEER	9/2/2021	\$2,000.00
MOCK JANELLE	ART CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
NIXON JULIE	GAME CLUB ADVISOR	PIONEER	9/2/2021	\$2,400.00
NORRIS LAURIE	KEY CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
PALACIOS LINDA	ART CLUB ADVISOR	PIONEER	11/15/2021	\$1,800.00
PARR KAREN	CHEMICAL HYGIENE OFFICER	PIONEER	9/2/2021	\$400.00
PARR KAREN	DEPARTMENT CHAIR	PIONEER	9/2/2021	\$2,000.00
PEDDY KAREN	PRIMARY MUSIC DIRECTOR	CHLOE CLARK	9/2/2021	\$2,500.00
REGER JENNIFER	DATA TEAM LEADER	CHLOE CLARK	9/2/2021	\$2,000.00
SCHULTZ-BRACE KERI	CLASS ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
SCHULTZ-BRACE KERI	FFCLA ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
SCHULTZ-BRACE KERI	DEPARTMENT CHAIR	HIGH SCHOOL	9/2/2021	\$2,500.00
SLATER MIKE	DATA TEAM LEADER	SALTARS POINT	9/2/2021	\$2,000.00
SORTORE PATRICIA	HOSA CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
STOUT JENESSA	ASB ADVISOR	PIONEER	9/2/2021	\$2,500.00
STOUT JENESSA	BAND	PIONEER	9/2/2021	\$2,500.00
STOUT JENESSA	JAZZ BAND CLUB ADVISOR	PIONEER	9/2/2021	\$2,400.00
STUTZ MIGUEL	DEPARTMENT CHAIR	HIGH SCHOOL	9/2/2021	\$2,500.00
STUTZ MIGUEL	ENVIRONMENTAL SCIENCE CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
TIEDEMAN JAKE	YEARBOOK ADVISOR	PIONEER	9/2/2021	\$2,400.00
TRETHEWAY KELSEY	BOOK CLUB ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
VAN WYHE GABE	WET PLATE PHOTO & ENGINEERING ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
VAN WYHE JACI	YEARBOOK ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
VEGH MATT	BAND	HIGH SCHOOL	9/2/2021	\$6,000.00
WILLIAMS LORI	DEPARTMENT CHAIR	HIGH SCHOOL	9/2/2021	\$2,500.00
WILLIAMS LORI	SPANISH HONORS SOCIETY ADVISOR	HIGH SCHOOL	9/2/2021	\$2,400.00
WOOD SEAN	STUDENT 2 STUDENT ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00
YUCKERT HEATHER	DEPARTMENT CHAIR	PIONEER	9/2/2021	\$2,000.00
YUCKERT HEATHER	GSA ADVISOR	PIONEER	9/2/2021	\$2,400.00
ZAJAC-MATTES MEGGAN	FFCLA ADVISOR	HIGH SCHOOL	9/2/2021	\$1,200.00

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 9/22/21

Strategic Focus Area

- ☒ Achieve
- ☐ Support
- ☐ Connect
- ☐ Plan

BACKGROUND INFORMATION

POLICY 2108 Learning Assistance Program

Second Reading.

No changes since first reading. A clean copy and an edited copy are included to the Board.

The policy title is changed from Remediation to Learning Assistance Program

The policy revision deletes the requirement for a needs assessment. The revision also eliminates a lot of reference to state and federal programs and funding.

New language added to the policy includes: specific naming of learning assistance program (lower-case is intentional); emphasis on the districts priority to focus on students with the greatest needs for support; reference to data-based planning; reference to WISSP.

The policy also acknowledges the negative impact COVID has had on student progress and names recovery related to the impact as a priority through the years 2025.

The policy allows for 15% of funding to be used in community partnerships.
The policy allows for blending of funds to meet the goals of learning assistance.
The policy requires and annual report of activities and outcomes.

Our district has run LAP for several years. LAP, like Title I, is designed to support students who are not at grade level in reading and math get to grade level. The state definition also allows for support for behavior and school readiness as needed.

RECOMMENDED ACTION:

It is recommended that the board approve the policy revision.

Report prepared by:

Paul Harvey, Executive Director for Teaching and Learning

REMEDIATION PROGRAMS

Learning Assistance Program

The district, ~~within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students. Eligible students may receive services from one of three special needs programs—special education, will implement a~~ learning assistance program (LAP) and Title I of the No Child Left Behind Act of 2001.

~~The district or individual school will conduct a needs assessment and will develop a plan designed to enhance educational opportunities for the use of LAP funds. Such a plan will be determined~~ students enrolled in consultation with an advisory committee, including, ~~but~~ kindergarten through twelfth grade who are not limited to, parents of participants, teachers, principals, administrators, and school directors. The plan will include:

- A. ~~District and school level data on reading, writing and mathematics achievement;~~
- B. ~~Processes to identify under-achieving students to be served at each site for program services;~~
- C. ~~How accelerated learning plans are developed and implemented for participating schools;~~
- D. ~~How state and classroom assessments are used to inform~~ meeting academic standards by providing supplemental instruction;
- E. ~~How focused and intentional instruction strategies are~~ and services to those students. “Students who are not meeting academic standards” means students with the greatest academic deficits in basic skills as identified and implemented;
- F. ~~How highly qualified staff are developed and how staff will support the program at each site;~~

~~G. How resources from by statewide, school, or district assessments or other federal, state, district and school programs are coordinated with School Improvement plans and district strategic plans to support underachieving students; performance measurement tools.~~

~~H. How a program evaluation will be conducted to determine the direction and elements of the program for the following school year; and~~

~~I. Identification of the program activities the district will implement.~~

~~The plan will be approved by the board of directors prior to submission to the state.~~

~~In compliance with the federal law, the board of directors adopts a parent involvement policy, developed jointly with, agreed upon by, and distributed to the parents of children participating in the federal remediation program. The parent involvement policy is 4130.~~

~~The superintendent is directed to identify eligible students and their special needs and design programs that will satisfy those needs by combining federal remediation assistance programs, learning assistance programs (LAP) and special education services. The superintendent will monitor the progress of such programs; and provide assurances to state and federal agencies that such programs are in compliance with program requirements regarding staff qualifications, staff-student ratios, student records, facilities and materials, financial accounting, reporting and program and student evaluation.~~

Students' Affected By COVID-19 Pandemic

~~Until the expiration or termination of Proclamation 20-05 declaring a state of emergency for all counties in Washington due to COVID-19 or until September 1, 2025—whichever is later—the district will budget and expend learning assistance program funds to identify and address the academic and nonacademic needs of students resulting from and exacerbated by the COVID-19 pandemic.~~

Washington Integrated Student Supports Protocol

~~The district will budget and expend learning assistance program funds using the framework of the Washington integrated student supports protocol, established under RCW 28A.300.139.~~

-

The district may use up to 15% of its learning assistance program allocation to deliver academic, nonacademic, and social-emotional supports and services to students through partnerships with community-based or other out-of-school organizations in accordance with RCW 28A.300.139.

If the district enters into an agreement with a community partner in accordance with RCW 28A.300.139, the agreement must do the following:

A. Specify that learning assistance program funds may be used only to provide direct supports and services to students;

B. Clearly identify the academic, nonacademic, or social-emotional supports and services that will be made available to students by the community partner and how those supports and services align to the needs of the students as identified in the student-level needs assessment required by RCW 28A.300.139; and

C. Identify the in-school supports that will be reinforced by the supports and services provided by the community partner to promote student progress towards meeting academic standards.

Coordination with Other Programs

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

Annual Report to OSPI

The district will submit an annual report on September 30th to the Office of Superintendent of Public Instruction detailing the following:

A. The amount of academic growth gained by students participating in the learning assistance program;

B. The number of students who gain at least one year of academic growth;

C. The specific practices, activities, and programs used by each school building that received learning assistance funds;

D. The percentage of learning assistance program funding used to engage community partners, the number of students receiving direct supports and services from those community partners, and the types of supports and services that are being provided; and

E. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

Cross References:

~~6100—Revenues From Local, State and Federal Sources~~
6100 - Revenues From Local, State and Federal Sources

~~4130—Title I Parental Involvement~~
4130 - Title I Parental Involvement

~~2161—Special Education and Related Services for Eligible Students~~
2161 - Special Education and Related Services for Eligible Students

~~2180 Parent, Family and Community Partnerships~~
2104 - Federal and/or State Funded Special Instructional Programs

~~2104—Federal and/or State Funded Special Instructional Programs~~

Legal References:

~~Chapter 28A.165 RCW Learning assistance program~~
Chapter 28A.165 RCW Learning assistance program

~~WAC 392-162 Special service program—Learning assistance~~
WAC 392-162 Special service program - Learning assistance

Management Resources:

~~Policy News, June 2005 SHB 1208, Chapter 111, Laws of 2021 Learning Assistance Policy Updated~~
Program – Various Provisions

Management Resources: Policy News, June 2005 Learning Assistance Policy
Updated
2018 - February Policy Issue

Adoption Date: 2.27.08

Revised: 2.10.16; 09.22.21

Steilacoom Historical School District No. 1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 22, 2021

Policy Number and Name

Policy 3122: Excused and Unexcused Absences

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☐ Plan

BACKGROUND INFORMATION

- WSSDA revised Policy 3122 to reflect HB 1113-Concerning School Attendance.
- Two significant changes were effective as of August 1, 2021. The first specifies that districts must not file truancy petitions before a student has 7 unexcused absences in a month (increased from 5) and must file a truancy petition no later than 15 unexcused absences (increased from 10). The second change renames the Community Truancy Board to Community Engagement Board.
- The revised policy also further defines absences from remote learning, adds circumstances related to COVID-19 to the list of valid excuses for absences, and entails requirements for a tiered response system for supporting students with chronic absenteeism.

RECOMMENDED ACTION:

No changes have been made since the first reading.
This policy is recommended for approval.

Report prepared by: Gudrun Sullivan, Executive Director of Student Services

~~EXCUSED AND UNEXCUSED ABSENCES~~

Policy: 3122
Section: 3000 - Students

Excused and Unexcused Absences

Definition of Absence

Absence from in-person learning

WAC 392-401-015-A states the definition of an absence:

1. A student is absent when they are:
 - a. Not physically present on school grounds; and
 - b. Not participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.-
- ~~2. Students will not be absent if:~~
 - ~~a. They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;~~
 - ~~b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC;~~
 - ~~and~~
 - ~~c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.~~
- ~~3.1. A full day absence is when a student is absent for fifty percent or more of their scheduled day.~~
- ~~4. A school or district will not convert or combine tardies into absences that contribute to a truancy petition. A student will be considered absent if they are on school grounds but not in their assigned setting.~~

Definition of absence from remote learning

~~(1) A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote learning day. (2) Evidence of student participation in remote learning may include, but is not limited to: (a) Daily logins to learning management systems; (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or (c) Evidence of participation in a task or assignment.~~

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day, or participate in all assigned remote instructional activities. Upon enrollment and at the beginning of each school year, the district ~~will~~shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. -The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be ~~appropriately~~ absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the ~~student's~~ student's homeless or foster care/dependency status;
8. ~~Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010; Absence~~ RCW 28A.705.010;
- 8.9. ~~Absences~~ Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter ~~392-400 WAC~~; 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. ~~9.~~ Absences due to student safety ~~concerns~~ concerns, including absences related to threats, assaults, or bullying;
11. ~~10.~~ Absences due to a ~~student's~~ student's migrant status; and
12. ~~11.~~ An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth; ~~and~~
13. Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
14. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
15. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
16. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
18. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

~~1.~~

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.

~~2.~~

2. ~~2.~~ An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an

absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. -If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

3. ~~3.~~ Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under ~~RCW 28A.225.010 or 28A.225.015(1)~~ RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district ~~will~~ shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. - To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required. ~~This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.~~

- This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused ~~absence~~ absences. The school will make reasonable efforts to provide this information in a language the parent understands.
4. The school will hold a conference with the parent or guardian after three unexcused absences within any month during the current school year. The conference will analyze the causes of the ~~student's~~ student's absences and develop a plan that identifies student, school, and family commitments to reduce the ~~student's~~ student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. -However, the school will notify the parent of the steps the district has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and fifth unexcused absence, the school must take the following data-informed steps:

~~a.I.~~ a.I. Middle and high school students ~~will be administered a needs~~ will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment

~~b.II.~~ b.II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the ~~needs~~ WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.

~~e.III.~~ e.III. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior

specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior will/shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's ~~fifth~~seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community ~~truancy~~engagement board or file a petition and affidavit with the juvenile court alleging a violation of ~~RCW 28A.225.010~~RCW 28A.225.010.

6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no earlier than the seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Unexcused absences from remote learning.

Absences from remote learning must be marked as a "nontruancy remote learning absence" until October 4, 2020. Such absences shall not be marked as excused or unexcused. Beginning October 5, 2020, any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned setting.

Tiered response system for student absences

WAC 392-401A-045 states:

School districts must implement a tiered response system to reduce chronic absenteeism and address barriers to student engagement in learning during the COVID epidemic. Tiered response systems under this section must include:

- a. Monitoring daily attendance data for all students who are absent from remote learning, whether excused or unexcused;
- b. A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
- c. Daily notification of absences to parents;
- d. A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;
- e. Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and
- f. When feasible and appropriate, transitioning the students to full-time in-person learning or other program to accommodate the student's needs.

Students dependent pursuant to Chapter ~~13.34, RCW~~13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student.- Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student.- The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.-

Migrant Students

The district, -parent/guardian and student-are encouraged to -work- to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References:

Board Policy 3120	Enrollment
Board Policy 3230	Student Privacy and Searches
Board Policy 3240	Student Conduct Expectations and Reasonable Sanctions
Board Policy 3241	Classroom Management, Discipline and Corrective Action
Board Policy 4218	Communication with Parents of Limited English Proficiency

Legal References:

RCW 13.34.300	Relevance of failure to cause juvenile to attend school to neglect petition
RCW 28A.225	Compulsory school attendance and admission
WAC 392 400 532	Statewide definition of excused and unexcused daily absences.

Management Resources:

Policy News, August 2018	
Policy News, July 2017	
Policy News, December 2011	Revision of Excused/Unexcused Definitions
Policy News, June 2001	More Tweaking of Becca Petitions
OSPI Memorandum No. 052-11M	Unexcused Absence Definition

Cross References:

3120 - Enrollment
3230 - Student Privacy and Searches
3241 - Student Discipline
4218 - Language Access Plan

Legal References:

Chapter 28A.225 Compulsory school attendance and admission
RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
Chapter 392-401A WAC Statewide definition of absence for the 2020-21 school year

Management Resources:

2018 - August 2018 - August Policy Issue
2017 - July Policy Issue
2016 - July Issue
2015 - June Issue
2012 - December Issue
2011 - December Issue
Policy News, June 2001 More Tweaking of Becca Petitions
2020 - September Alert

Adoption Date: 2.27.08

~~Steilacoom Historical School District No. 1~~

Classification: **Essential**

Revised: 7.15.10, 1.25.12, 4.10.13; 9.28.16; 10.25.17; 10.24.18; 9.22.21

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STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 22, 2021

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☐ Plan

BACKGROUND INFORMATION

Policy 5011 Sexual Harassment of District Staff Prohibited is presented with minor revisions for clarity.

RECOMMENDED ACTION:

The Superintendent recommends the Board approve this policy.

Report prepared by:
Susanne Beauchaine, Executive Director of Human Resources

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. -This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class ~~or school~~ training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. -Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. -The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "~~sexual harassment~~" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied ~~condition of~~ obtaining a work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "~~hostile environment~~" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation~~intimidating~~, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. -If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end ~~the~~ sexual harassment, eliminate the hostile environment, prevent its ~~occurrence~~recurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint ~~and~~or grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going~~ongoing~~ criminal investigation. A criminal

investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

Retaliation and False Allegations

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

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

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. -The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. -All staff are also responsible for directing complainants to the formal complaint process.

- A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

- Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. -At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. -This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the ~~The~~ policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproducereproduced in each staff, volunteer and parent handbook. -Such

notices will identify the District’s Title IX coordinator and provide contact information, including the coordinator’s email address.

-

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. -Recommendations for changes to this policy, if applicable, will be included in the report. -The superintendent is encouraged to involve staff, ~~students, and~~ volunteers and parents in the review process.

Cross References:	Policy	3205	Sexual Harassment of Students
			Prohibited
	Policy	3207	Prohibition of Harrassment, Intimidation and Bullying
	Policy	3210	Nondiscrimination
	Policy	3240	Student Conduct
	Policy	3421	Child Abuse, Neglect and Exploitation
	Policy	5010	Nondiscrimination and Affirmative Action
Legal References:	RCW 28A.640.020		Regulations, guidelines to eliminate discrimination — Scope—Sexual harrassment policies
	WAC 392-190-058		Sexual harassment
Management Resources:	<i>Policy News</i> , October 2011		
	<i>Policy News</i> , December 2014		
	2015 – July Policy Alert		

Adoption Date:

Classification: Essential

2.27.08

Steilacoom Historical School District No. 1

Revised Dates: ~~7.29.10~~, ~~11~~; ~~2.12.14~~; **07/01/2015; 06.21**

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8.27.15

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STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 22, 2021

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☐ Plan

BACKGROUND INFORMATION

Policy 3231 Student Records and Policy 6800 have minor revisions to align with law. School districts continue to have the authority to withhold diplomas of graduating students, but not grades or transcripts. The board recently approved this change in Policy 3520 student Fees, Fines, or Charges.

RECOMMENDED ACTION:

The Superintendent recommends the Board approve this policy.

Report prepared by:
Susanne Beauchaine, Executive Director of Human Resources

STUDENT RECORDS

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A diploma may not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment.

~~A grades report, transcript, or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, discipline actions, official juvenile court records, and history of violence will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.~~

The superintendent will establish procedures governing the content, management, and control of student records.

<i>Policy News</i> , February 2010 Family Education Rights and	
Cross References:	Board Policy 2100 2100 - Educational Opportunities for Students with a Parent in the Military
	Student Fees, Fines, Charges
	Confidential Communications
Legal References:	Family Education Rights and Privacy Act
	Family Education Rights and Privacy Act Regulations
	Enrolling students from other districts -
	Requests for information and permanent records - Withheld transcripts, effect - Immunity from liability - Notification to teachers and security personnel - Rules
	High school diplomas - Issuance - Option to receive final transcripts - Notice
	Educational and career opportunities in the military, student access to information on, when
	Defacing or injuring school property - Liability of pupil, parent or guardian
	Address Confidentiality Program
	Application - Certification
	Medical records - health care information access and disclosure
	Pupil tests and records - Pupil personnel records - School district policy in writing
	Secondary education - standardized high school transcript
	Failure to assure the transfer of student record information or student records
	Immunization of child care and school children against certain vaccine- preventable diseases
Management Resources:	<i>Policy News</i> , April 2001 Compliance Office Provides FERPA Update
	<i>Policy News</i> , December 2003 Updated Legal References for Student Records Policies
	<i>Policy News</i> , February 2013 Corrections

Adoption Date: 2.27.08

Steilacoom Historical School District No. 1
Revised: 5.12.10, 3.14.12, 12.11.13; 3.27.19; 9.25.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 22, 2021

Strategic Focus Area

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BACKGROUND INFORMATION

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RECOMMENDED ACTION:

The Superintendent recommends the Board approve this policy.

Report prepared by:
Susanne Beauchaine, Executive Director of Human Resources

SAFETY, OPERATIONS AND MAINTENANCE OF SCHOOL PROPERTY

A. Facilities Maintenance

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

B. Infrastructure Management

The Steilacoom Historical School District 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 ~~of directors~~ will adopt an asset preservation program (APP). The APP will preserve the district facilities by employing a system of predictive, preventative, and proactive processes. Annually, the superintendent or designee will report to the ~~b~~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 ~~b~~Board and the Office of Superintendent of Public Instruction.

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

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

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

C. Playground Equipment

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

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

D. Chemical and Laboratory Safety

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

conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, nonhazardous environment.

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

E. Destruction of School Property

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

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

Cross References:

[6605](#) - Student Safety Walking to School and Riding Buses

[6511](#) - Staff Safety

[3520](#) - Student Fees, Fines, or Charges

[2151](#) - Interscholastic Activities

Legal References: [RCW 28A.635.060](#)

Defacing or injuring school property — Liability of pupil, parent, or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — voluntary work program as alternative — Rights protected

[WAC 392.347.023](#)

State Assistance in Post 1993 Facilities

[RCW 28A.335.300](#)

Playground Matting

Management Resources: [2021 – June Issue](#)
2011 – October Issue
2009 - June Issue

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 2.25.15, 9.22.21