



SCHOOL BOARD MEETING

Board of Directors

Erin Markquart, President
Deb Norris, Vice President
Paul Williams, Legislative Representative
Casey Chamberlain, Member
Richard Hendricks, Member

Mission

*We believe it is our responsibility to
ensure the best education for every student,
every day, in every classroom.
We believe in success for
students and staff every day.*

January 18, 2017 Regular Meeting

Board Room

- 1. Call to Order: 6:00 p.m.**
- 2. Flag Salute**
- 3. Recognition of Greeters**

This is the time on the agenda for Board members to meet and recognize the student greeters.

- 4. Approval of Agenda** (Action)
- 5. Approval of Previous Meeting Minutes** (Action)

[December 14, 2016 Regular Meeting Minutes \(p. 5\)](#)

[January 11, 2017 Study Session Meeting Minutes \(p. 10\)](#)

- 6. Consent Items** (Action)

[Consent Items \(p. 13\)](#)

[January Surplus \(p. 14\)](#)

[January Warrants \(p. 18\)](#)

7. Acceptance of Donation

(Action)

The Sumner School Board of Directors recognizes the following donors:

- Victor Falls Elementary Parent Teacher Organization for their donation of \$4,665.88. The donation will be used to replace a broken playground slide at Victor Falls Elementary.
- Amazon Fulfillment Center for their donation of eight Olympus cameras worth approximately \$5,192.00. The cameras will be donated to Scott Thompson's Digital Photography class at Sumner High School.
- Complete Access Integrated Stair Systems, Inc. for their donation of \$3,000.00. The donation will be used for Bonney Lake High School Robotics.

The Administration recommends the Board approve the donations as presented.

[Victor Falls Elementary Parent Teacher Organization Donation \(p. 19\)](#)

[Amazon Donation \(p. 20\)](#)

[Complete Access Integrated Stair Systems, Inc. Donation \(p. 21\)](#)

8. Recognition - Roll of Honor

The Roll of Honor recognizes community partnerships and accomplishments, achievements, and other notable activities of and by students, staff and educators, presented by Sumner School District Superintendent, Laurie Dent.

9. Superintendent Comments

This is the time on the agenda for the Superintendent to provide information and comment on District activities.

10. Board Member Comments

This is the time on the agenda for Board members to report on professional development activities they have attended (i.e., conferences, workshops), legislative issues and other items of interest.

11. Audience Comments

The Sumner School Board welcomes the public to its meetings. Individuals who wish to address the Board should use the sign-up sheet provided at the door. Comments should be restricted to no more than three minutes. Remarks regarding District personnel are not appropriate for the Audience Comments portion of the meeting.

12. Unfinished Business

a. Instructional Materials - Second Reading

(Action)

Policy 2020: Course Design, Selection and Adoption of Instructional Materials

The Administration recommends the Board adopt the following instructional materials as presented:

Title: Concise Introduction to Tonal Harmony

Author: L. Poundie Burstein and Joseph N. Straus

Publisher: W. W. Norton & Company

Copyright: 2016

Name of class in which the textbook will be used: AP Music Theory

Title: Music for Sight Singing

Author: Nancy Rogers and Robert W. Ottman

Publisher: Pearson

Copyright: 2013

Name of class in which the textbook will be used: AP Music Theory

b. New and Revised Policies - Second Reading

(Action)

Policy 1310: Adoption and Amendment of Policies and By-Laws

The Administration recommends the Board adopt the following new and revised policies:

- 2162 Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 3116 Students in Foster Care
- 3120 Enrollment
- 3140 Release of Resident Students
- 3413 Student Immunization and Life Threatening Health Conditions
- 3422 Student Sports Concussion and Head Injuries

[2162 Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973 \(p. 22\)](#)

[3116 Students in Foster Care \(p. 24\)](#)

[3120 Enrollment \(p. 28\)](#)

[3140 Release of Resident Students \(p. 30\)](#)

[3413 Student Immunization and Life Threatening Health Conditions \(p. 32\)](#)

[3422 Student Sports Concussion and Head Injuries \(p. 35\)](#)

13. New Business

a. 2018-19 School Year Calendar

(Information)

The Sumner Education Association and the Sumner School District have reached an agreement on the 2018-19 School Year calendar. The 2018-19 School Year calendar is provided for Board information.

[2018-19 School Year Calendar \(p. 37\)](#)

b. Revised Policies - First Reading

Policy 1310: Adoption and Amendment of Policies and By-Laws

The following revised policies are presented for first reading:

- 3240 Student Conduct Expectations and Reasonable Sanctions
- 3416 Medication at School

[3240 Student Conduct Expectations and Reasonable Sanctions \(p. 38\)](#)

[3416 Medication at School \(p. 41\)](#)

c. Revised Procedures

(Information)

Policy 1310: Adoption and Amendment of Policies and By-Laws

The following revised procedures are presented for Board information:

- 3240P Student Conduct Expectations and Reasonable Sanctions
- 3416P Medication at School

[3240P Student Conduct Expectations and Reasonable Sanctions \(p. 44\)](#)

[3416P Medication at School \(p. 70\)](#)

14. Information Only

a. Upcoming Board Meeting(s)

A Study Session is scheduled for February 8. The next Regular Board meeting is scheduled for February 15. Both meetings begin at 6:00 p.m. in the Central Office Board Room.

b. Budget Status Report

The Budget Status Report for December is included for Board information.

[December Budget Status Report \(p. 76\)](#)

15. Executive Session

In accordance with the Open Public Meetings Act provision for Executive Session, RCW 42.30.140(4)(a), the Sumner School District Board of Directors will hold an executive session for the purposes of discussing contract negotiations. Action is anticipated following the session.



SCHOOL BOARD MEETING

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Mission

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December 14, 2016 Regular Meeting – Meeting Minutes

1. Call to Order: 6:00 p.m.

School Board President, Erin Markquart, called the December 14 Meeting of the Board of Directors of Sumner School District No. 320 to order at 6:00 p.m. in the Central Office Board Room.

Present:

Erin Markquart, Deb Norris, Paul Williams, Casey Chamberlain, Rick Hendricks

Superintendent, Laurie Dent; Assistant Superintendent of Operations and Community Engagement, Bill Gaines; Assistant Superintendent of Instructional Services, Kelly Denn; Communications Director, Elle Warmuth; Bonney Lake High School Principal, Cris Turner; Family Center Director, Marilee Hill-Anderson; Career and College Readiness Executive Director, Sharon Fochtman; Daffodil Valley Dean of Students, Corey Gould; Athletics and Activities Director, Tim Thomsen; Bonney Lake High School Assistant Principal, Tony Clarke; Sumner High School Principal, Kassie Meath; Secondary Curriculum Director, Lindsay O'Neal; Emerald Hills Elementary Principal, Andrea Landes; Chief Financial Officer, Debbie Campbell; Learning and Innovation Executive Director, Michelle Lewis; Recording Secretary, Bailey Ottenad

Visitors: 52

2. Flag Salute

Sumner High School students, Janelle Purses and Elly Mark, sang the national anthem.

3. Recognition of Greeters

Sumner High School students, Jared Smith, introduced himself to the School Board.

4. Approval of Agenda

School Board President, Erin Markquart, requested a motion to amend the agenda to include Instructional Materials First Reading of the following materials:

Title: Concise Introduction to Tonal Harmony

Author: L. Poundie Burstein and Joseph N. Straus



Publisher: W.W. Norton & Company

Copyright: 2016

Name of class in which the textbook will be used: AP Music Theory

Title: Music for Sight Singing

Author: Nancy Rogers and Robert W. Ottman

Publisher: Pearson

Copyright: 2013

Name of class in which the textbook will be used: AP Music Theory

Moved by Rick Hendricks to amend the agenda as requested; Seconded by Deb Norris. Motion passed unanimously

Moved by Casey Chamberlain to approve the agenda with amendments; Seconded by Deb Norris. Motion passed unanimously.

5. Approval of Previous Meeting Minutes

Moved by Deb Norris to approve the minutes of the November 16 Regular Board meeting and December 7 Study Session; Seconded by Rick Hendricks. Motion passed unanimously.

6. Consent Items

Moved by Casey Chamberlain that the Board approve the consent items and supplemental consent items as presented; Seconded by Rick Hendricks. Motion passed unanimously.

7. Acceptance of Donation

Moved by Paul Williams to accept the donation from Daffodil Valley Elementary Parent Teacher Association in the amount of \$3,900.00; Seconded by Casey Chamberlain. Motion passed unanimously.

8. Recognition – Roll of Honor

The Roll of Honor recognizes community partnerships and accomplishments, achievements, and other notable activities of and by students, staff and educators, presented by Sumner School District Superintendent, Laurie Dent.

Lake Tapps Community Church was recognized with the Sumner School District Community Partnership Golden Apple. Lake Tapps Community Church has been a vibrant part of the Sumner and Bonney Lake communities for many years. They serve numerous students and families, offer summer camps, feed families in the Prairie Ridge neighborhood, and more. Beginning in 2006, Lake Tapps Community Church set aside \$17,000 to help families in the Bonney Lake and Sumner communities. That number grows every year resulting in \$35,000 being collected for 2016.

Students and staff members, Caleb Davis, Carly Gibbon, Kaylee Coatney, Matt Ledbetter, Felicia Kern, Erron Williams, Ronette Gower, Joey Deluca, Justin Lines, Ross Lindsey, Ernestina Sanchez-Esteban, Katilin Hillstead, Mykel Fisher from Bonney Lake High School, Connor Wedington, Ben Wilson, Trey Weed, Jordan Thompson, McKenna Webster, Elly Mark, Janelle Purser, Keith Ross from Sumner High School, and Donna



McBride, Liz Anderson, McKenzie Walsh, Jennifer Lundh, Jenna Hufschmid, Jody Iverson, Lisa Crinklaw, Maggie Kiffer, Julie Kearin, Tami Miller, Jennifer Miller, Hailey Conrad, Andra Bowman, Vicki Vesp, Sarah Sage, Chris Anderson, Rachel Johnson, Kara Spane, Nancy Lenihan, Anna Eriksson, Shannon Despain, Melinda McColley, Anna Carlson, Valerie Budinich, Joanna Gianni, Shannon Thompson, Denise Jackson, Melody DaCrosi, Tawny Rendahl, Sharon Crow, Leah Ramberg, Sharon Mattson, Maggie Ross, Mark Holme, Peggy Russell, Don Pruett, Hilary Morland, Stephanie Muhich, Lori Bates, Petra Borg, Natalie Firestine, Deonna Goetz, Valerie Keefe, Karen Levy, Wendy Nachtsheim, Sheri Boling, Leigh Fassett, Karen Harris, Brianna Martinson, Alexandra Morris, Jennifer Reedy, Rose Striplin, Traci Wehmeyer, David Willet, Jinwook Oh, and Staci Barnes from Emerald Hills Elementary were recognized for their notable successes and achievements.

Meeting Recessed – 6:54 p.m.

Meeting Reconvened – 7:00 p.m.

9. Superintendent Comments

Superintendent, Laurie Dent, congratulated the Transportation department on another successful bus inspection. Approximately 25% of the fleet was tested and passed with 100% compliance.

10. Board Member Comments

School Board Member, Paul Williams, shared a few of his experiences at the WSSDA conference he and the Board attended late last month. Paul said he went to a class on equity, which explained how district's across Washington try to bridge the gap. Paul thanked Sumner School District staff for the great work they do.

School Board Member, Rick Hendricks, thanked Superintendent, Laurie Dent, for starting the Community Partnership Golden Apple. Rick said it acknowledges how appreciative the District is of the numerous partnerships we have.

School Board Vice President, Deb Norris, shared her highlights of the WSSDA conference. Deb is looking forward to the January 25 Board Retreat to begin working on a School Board calendar. Deb said Bellevue has great, simple ideas. Deb also said the class put on by Miranda Beard was phenomenal.

School Board Member, Casey Chamberlain, thanked Sumner High School students and staff for hosting another great Community Dinner.

School Board President, Erin Markquart, thanked Sumner Rotary for helping serve breakfast at Mountain View Middle School's Student of the Month breakfast.

11. Audience Comments

None.

12. Unfinished Business

a. Revised Policies – Second Reading

Moved by Deb Norris to approve policies 2121 Substance Abuse Program, 2413 Equivalency Credit for Career and Technical Education Courses, 3115 Homeless Students Enrollment Rights and Services,



3122 Excused and Unexcused Absences, 3510 Associated Student Bodies, 4210 Regulation of Dangerous Weapons on School Premises; Seconded by Rick Hendricks. Motion passed unanimously.

13. New Business

a. Board Reorganization: Election of Officers

Board President, Erin Markquart, asked for nominations for the annual election of Board President for the 2017 term of office. Casey Chamberlain nominated Erin Markquart; Seconded by Deb Norris. Motion passed 4-1.

Board President, Erin Markquart, asked for nominations for the annual election of Board Vice President for the 2017 term of office. Rick Hendricks nominated Deb Norris; Seconded by Casey Chamberlain. Motion passed 5-0.

b. Purchase and Sale Agreement: Elementary No. 9 in Tehaleh

Moved by Casey Chamberlain to adopt resolution No. 9/16-17: Purchase and Sale Agreement to site Elementary No. 9 in Tehaleh; Seconded by Deb Norris. Motion passed unanimously.

c. School Improvement Plans

Pursuant to School Board policy 2005, Assistant Superintendent, Kelly Denn, presented Sumner School District School Improvement Plans (SIPs) to the School Board. Kelly said SIPs are frameworks for consistency and thoughtful plans for improvement. Principals, teachers, classified staff members, and parents are involved in the SIP process.

d. New and Revised Policies – First Reading

The following new and revised policies were presented for first reading:

- 2162 Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 3116 Students in Foster Care
- 3120 Enrollment
- 3140 Release of Resident Students
- 3413 Student Immunization and Life Threatening Health Conditions
- 3422 Student Sports Concussion and Head Injuries

e. New and Revised Procedures

The following new and revised procedures were presented for board information:

- 2162P Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 3116P Students in Foster Care
- 3231P Student Records
- 3413P Student Immunization and Life Threatening Health Conditions
- 3422P Student Sports Concussion and Head Injuries

f. Instructional Materials – First Reading

The following instructional materials are presented for first reading:

Title: Concise Introduction to Tonal Harmony

Author: L. Poundie Burstein and Joseph N. Straus

Publisher: W.W. Norton & Company

Copyright: 2016



Name of class in which the textbook will be used: AP Music Theory

Title: Music for Sight Singing

Author: Nancy Rogers and Robert W. Ottman

Publisher: Pearson

Copyright: 2013

Name of class in which the textbook will be used: AP Music Theory

14. Information Only

a. Upcoming Board Meetings

A Study Session is scheduled for January 11. The next Regular Board meeting is scheduled for January 18. Both meetings will begin at 6:00 p.m. in the Central Office Board Room.

b. Budget Status Report

The budget status report for November was included for Board information.

15. Adjournment

Moved by Deb Norris to adjourn the December 14 Board meeting; Seconded by Casey Chamberlain. Motion passed unanimously.

Meeting adjourned: 7:17 p.m.

Laurie Dent, Secretary
Board of Directors

Attest:

Erin Markquart, President
Board of Directors



SCHOOL BOARD MEETING

Board of Directors

Erin Markquart, President
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Paul Williams, Legislative Rep.
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Richard Hendricks, Member

Mission

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January 11, 2017 Study Session – Meeting Minutes

1. Call to Order: 6:00 p.m.

School Board President, Erin Markquart, called the January 11 Study Session of the Board of Directors of Sumner School District No. 320 to order at 6:00 p.m. in the Central Office Board Room.

Present:

Erin Markquart, Deb Norris, Paul Williams, Casey Chamberlain, Rick Hendricks

Superintendent, Laurie Dent; Assistant Superintendent, Bill Gaines; Assistant Superintendent, Kelly Denn; Educational Support Services Executive Director, Steve Sjolund; Interim Human Resources Executive Directors, Deb Barlow and Don Waring; Technology Operations Director, Kyal Olson; Communications Director, Elle Warmuth; Activities/Athletics Director, Tim Thomsen; Career and College Readiness Executive Director, Sharon Fochtman; Chief Financial Officer, Debbie Campbell; Elementary Executive Director, Beth Dykman; Recording Secretary, Bailey Ottenad

Visitors: 1

2. Flag Salute

3. Approval of Agenda

Moved by Casey Chamberlain to approve the agenda as presented; Seconded by Deb Norris. Motion passed unanimously.

4. Reports

a. Vision 2020: Resource Management

District Administrators provided the board with a deeper look into the resource management portion of the Vision 2020 Strategic Plan by reporting on the areas of Human Resources and Technology.

Interim Executive Director of Human Resources, Deb Barlow, introduced Don Waring to the School Board. Don will work with Deb as an Interim Executive Director of Human Resources until the District finds a replacement.



Deb shared the overall goal of Human Resources in Sumner School District is to employ and support a highly skilled, effective team that will meet the instructional and operational needs of the District. Human Resources will achieve this goal by effectively forecasting and assessing hiring needs each year, ensure qualified personnel are in all positions, provide compensation and benefits that support worker satisfaction and retention, utilize effective performance evaluations and support the growth of staff, and focus on staff attendance.

Technology Operations Director, Kyal Olson, reported on Technology goals and initiatives in Sumner School District. The Technology department has four goals: increase bandwidth, increase devices, increase availability, and community involvement. Over the past year, the District has been able to upgrade its bandwidth from .5Gbs to 10Gbs, provide Sunset Chevrolet Stadium with wireless internet, and begin implementing our 1:1 device initiative. Kyal said that an immediate goal of the Technology Department is to continue providing devices to every student in the district, with a focus on students in preschool through 2nd grade, and to continue to implement technology programs at both high schools.

b. Policy and Procedure

In accordance with School Board Policy 1310: Adoption and Amendment of Policies and By-Laws, Superintendent, Laurie Dent, presented the following new and revised policies and procedures:

- 3240 and 3240P Student Conduct Expectations and Reasonable Sanctions
- 3416 and 3416P Medication at School

5. January 18 Agenda Review

Superintendent, Laurie Dent, reviewed the January 18 Board agenda.

6. School Board Future Planning

This is a time on the agenda for the School Board to review their commitments to action and requests for Superintendent, Laurie Dent.

School Board President, Erin Markquart, said she is looking forward to the Board Retreat on January 25. The Board will dive deeper into calendar planning.

School Board Member, Casey Chamberlain, confirmed Life of a Construction Project will be on the February 8 Study Session agenda.

7. Board Discussion

School Board Member, Casey Chamberlain, informed the Board he has been researching third party commissioning agents. A commissioning agent is an expert in the construction field and will follow a project from beginning to end. Casey asked the District to look into having a commissioning agent on upcoming construction projects. Casey also inquired about district bid values and what the District uses for project conditions.

School Board Member, Paul Williams, said he participated in mock interviews at Lakeridge Middle School. Paul said it was a great experience that triggered good discussion. Paul would like to see all middle schools in Sumner School District participate in mock interviews and even have the interviews held at the elementary level.



Paul said he received the Highly Capable nomination and information packet in the mail. Paul said it was the first year he received a letter from the District and it would be helpful to include the permission form in the packet. Paul would like to see increased communication about the Highly Capable program.

Paul said he attended the Precinct Committee Officer Meeting held at Sumner Middle School last week. In regards to the Levy Cliff, Paul is glad the District is conservative with budget numbers.

8. Adjournment

Moved by Deb Norris to adjourn the January 11 Study Session; Seconded by Casey Chamberlain. Motion passed unanimously.

Meeting adjourned: 6:55 p.m.

Laurie Dent, Secretary
Board of Directors

Attest:

Erin Markquart, President
Board of Directors

January 18 Board Meeting

<u>Date</u>					
<u>Approved by</u>					
<u>HR</u>	<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Type</u>	<u>Effective</u>

Personnel Contracts

Offers of Employment

12/15/2016	Wright, Jessica	Paraeducator	Crestwood	New hire, time-limited	12/16/2016
1/4/2017	Barry, Marylee	Building Secretary	Sumner High	New hire, ongoing	1/3/2017
1/4/2017	Drouet, Richard	Bus Driver	Transportation	New hire, ongoing	12/16/2016
1/4/2017	Healey, Susan	Bus Driver	Transportation	New hire, ongoing	12/16/2016
1/4/2017	Willits, Jennifer	Bus Driver	Transportation	New hire, ongoing	12/16/2016
1/6/2017	Manley, Kristin	Paraeducator	Liberty Ridge	New hire, time-limited	1/6/2017
1/9/2017	Allen, Tina	Paraeducator	Lakeridge	New hire, time-limited	1/6/2017
1/12/2017	Foster, Nicole	After School Site Coordinator	Administration	New hire, time-limited	1/13/2017

Supplemental Contracts

12/16/2016	Messina, Samantha	Head Girls Soccer	Lakeridge	Coaching contract	2016/17
1/6/2017	Fagan, Kenneth	Assistant Football	Lakeridge	Coaching contract	2016/17

Separations

1/4/2017	Ells, James	Paraeducator	Mt View	Resignation	1/13/2017
1/5/2017	Corcoran-Warness, Kimberly	Paraeducator	Lakeridge	Resignation	1/4/2017
1/9/2017	Ross, MaryJo	Learning Specialist/LAP Teacher	Daffodil Valley	Resignation	End of 2016/17
1/11/2017	York, Rina	Teacher - Science	Bonney Lake High	Resignation pending the finding of a suitable replacement	1/30/2017
1/12/2017	Vesp, Victoria	Teacher - 3rd	Emerald Hills	Resignation	1/13/2017

Reduction in Force

Leave of Absence

1/10/2017	Wright, Gabrielle	Teacher - English	Bonney Lake High	.50 FTE approved leave of absence with pay for SEA President duties increased to .60 FTE	1/31/17 through remainder of 2016/17 school year
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Administrative Appointments

SUMNER SCHOOL DISTRICT				
SURPLUS REMOVAL AUTHORIZATION				
Janaury 18, 2017 Board Meeting				
QTY	UOM	ITEM DESC	BRAND	MODEL
1	127317	AP	ARUBA	AP-105
1	EA	BOX, NETWORK	SMC	SMC8505T
1	120471	CAMERA, DOCUMENT	AVERMEDIA	300P
1	120652	CAMERA, DOCUMENT	EVERMEDIA	300AF
1	EA	CAR, AUTOSHOP	TOYOTA	CAMRY
2	EA	CHAIR, OFFICE		
1	118626	COMPUTER	APPLE	IBOOK G4
1	118614	COMPUTER	APPLE	IBOOK G4
1	118616	COMPUTER	APPLE	IBOOK G4
1	118623	COMPUTER	APPLE	IBOOK G4
1	113219	COMPUTER	APPLE	IBOOK G4
1	119412	COMPUTER	APPLE	MAC20
1	121095	COMPUTER	APPLE	MAC20
1	119411	COMPUTER	APPLE	MAC20
1	117609	COMPUTER	COMPAQ	DC788
1	126364	COMPUTER	GATEWAY	4610D
1	115620	COMPUTER	GATEWAY	ESERIES
1	121858	COMPUTER	HP	6000PRO
1	127055	COMPUTER	HP	DC7900
1	127053	COMPUTER	HP	DC7900
1	127054	COMPUTER	HP	DC7900
1	127056	COMPUTER	HP	DC7900
1	127052	COMPUTER	HP	DC7900
1	127057	COMPUTER	HP	DC7900
1	123134	COMPUTER	LENOVO	A70
1	123350	COMPUTER	LENOVO	A70
1	123353	COMPUTER	LENOVO	A70
1	123140	COMPUTER	LENOVO	A71
1	123139	COMPUTER	LENOVO	A72
1	123082	COMPUTER	LENOVO	A73
1	123095	COMPUTER	LENOVO	A74
1	123076	COMPUTER	LENOVO	A75
1	123068	COMPUTER	LENOVO	A76
1	123106	COMPUTER	LENOVO	A77
1	123104	COMPUTER	LENOVO	A78
1	123103	COMPUTER	LENOVO	A79
1	123064	COMPUTER	LENOVO	A80
1	123133	COMPUTER	LENOVO	A81
1	123142	COMPUTER	LENOVO	A82
1	123075	COMPUTER	LENOVO	A83
1	123135	COMPUTER	LENOVO	A84
1	123083	COMPUTER	LENOVO	A85
1	123132	COMPUTER	LENOVO	A86

SUMNER SCHOOL DISTRICT				
SURPLUS REMOVAL AUTHORIZATION				
Janaury 18, 2017 Board Meeting				
QTY	UOM	ITEM DESC	BRAND	MODEL
1	123341	COMPUTER	LENOVO	A87
1	123069	COMPUTER	LENOVO	A88
1	123113	COMPUTER	LENOVO	A89
1	123007	COMPUTER	LENOVO	M90
1	122185	COMPUTER	LENOVO	M90
1	124883	COMPUTER	LENOVO	M90
1	127753	COMPUTER	LENOVO	M93
1	EA	CSU/DSU	KENTROX	DATAMART658
1	115509	CSU/DSU	KENTROX	DATAMART659
26	EA	DESK, COMPUTER		
1	EA	DVD	SONY	DVP-NS55P
1	EA	HARD DRIVE	LACIE	3007904
1	EA	HUB, 5 PORT	SMC	105DT
1	120080	LAPTOP	APPLE	IBOOK G4
1	EA	LAPTOP	APPLE	POWERBOOK1400
1	10077	LAPTOP	APPLE	POWERBOOK1400
1	112735	LAPTOP	EVEREX	4500
1	EA	LAPTOP	GATEWAY	450SX4
1	120760	LAPTOP	GATEWAY	475M
1	120590	LAPTOP	GATEWAY	PA6
1	121412	LAPTOP	HP	67156
1	117615	LAPTOP	HP	8510P
1	121355	LAPTOP	HP	8510P
1	EA	LAPTOP	HP	DV9000
1	124868	LAPTOP	LENOVO	L520
1	123651	LAPTOP	LENOVO	X100
1	123772	LAPTOP	LENOVO	X100
1	123675	LAPTOP	LENOVO	X100
1	123770	LAPTOP	LENOVO	X100
1	123696	LAPTOP	LENOVO	X100
1	123773	LAPTOP	LENOVO	X100
1	123782	LAPTOP	LENOVO	X100
1	123783	LAPTOP	LENOVO	X100
1	123644	LAPTOP	LENOVO	X100
1	123771	LAPTOP	LENOVO	X100
1	123557	LAPTOP	LENOVO	X100
1	123465	LAPTOP	LENOVO	X100
1	123505	LAPTOP	LENOVO	X100
1	123527	LAPTOP	LENOVO	X100
1	122272	LAPTOP	LENOVO	X100
1	123477	LAPTOP	LENOVO	X100
1	123459	LAPTOP	LENOVO	X100
1	124202	LAPTOP	LENOVO	X120
1	125774	LAPTOP	LENOVO	X120
1	122693	LAPTOP	LENOVO	X120

SUMNER SCHOOL DISTRICT				
SURPLUS REMOVAL AUTHORIZATION				
Janaury 18, 2017 Board Meeting				
QTY	UOM	ITEM DESC	BRAND	MODEL
1	122189	LAPTOP	LENOVO	X120
1	126188	LAPTOP	LENOVO	X130E
1	EA	MICROPHONE	CALIFONE	FA03434
1	EA	MONITOR	ELO	TOUCHSYSTEM
1	EA	MONITOR	LG	24MA31D-P0
1	EA	MONITOR	NEC	1735
1	EA	MONITOR	SAMSUNG	940
1	EA	MONITOR	SAMSUNG	940
1	EA	MONITOR	SAMSUNG	940
1	EA	MONITOR	VIEWSONIC	VX2250
1	EA	PERNODE	MITEL	SX2000
1	EA	PERNODE	MITEL	SX2000
1	EA	PERNODE	MITEL	SX2000
1	EA	PERNODE	MITEL	SX2000
1	EA	PERNODE	MITEL	SX2000
5	EA	PHONE, OFFICE	MITEL	4025
1	EA	POWER SUPPLY	ABLECOM	SP402-2S
1	EA	POWER SUPPLY	ETR515	PWS-0021
1	EA	PRINTER	EPSON	GT-550
1	118660	PRINTER	HP	2420
1	115121	PRINTER	HP	LASERJET 2300
1	115213	PRINTER	HP	LASERJET 2300
1	106459	PRINTER	HP	LJ2100
1	127426	PRINTER	HP	LASERJETPRO
1	121568	PROJECTOR	EPSON	3LCD
1	112861	PROJECTOR	HITACHI	CP-3225
1	116368	PROJECTOR	HITACHI	ED-52170A
1	127275	PROJECTOR	MITSUBISHI	EX241U
1	122357	PROJECTOR	MITSUBISHI	XD2504
1	122430	PROJECTOR	MITSUBISHI	XD2505
1	122367	PROJECTOR	MITSUBISHI	XD2506
1	121953	PROJECTOR	MITSUBISHI	XD2507
1	121963	PROJECTOR	MITSUBISHI	XD2508
1	121956	PROJECTOR	MITSUBISHI	XD2509
1	121975	PROJECTOR	MITSUBISHI	XD2510
1	EA	SCANNER	HP	G4010
1	EA	SCANNER	HP	G4010
1	EA	SCANNER, CARD	ACCELSKAN	2210USB
1	EA	SCANNER, WEDGE	UNITECH	
1	EA	SERVER	APC	PRC550
1	EA	SERVER	APPLE	XSERVE
1	115522	SERVER	APPLE	XSERVE
1	120372	SERVER	APPLE	XSERVE
1	120376	SERVER	APPLE	
1	120440	SERVER	APPLE	
1	120021	SERVER	APPLE	
94	EA	SWITCH	HP	2520G-24-POE
1	EA	TIMECLOCK	KRONOS	4500
1	115455	TIMECLOCK	KRONOS	4500

SUMNER SCHOOL DISTRICT				
SURPLUS REMOVAL AUTHORIZATION				
Janaury 18, 2017 Board Meeting				
QTY	UOM	ITEM DESC	BRAND	MODEL
1	102283	TV	SAMSUNG	TXD1372
23	EA	TV		
1	EA	UPS	APC	700
1	EA	UPS	APC	1400
1	EA	UPS	APC	1500
1	EA	UPS	APC	1500
1	EA	UPS	APC	3000
1	EA	UPS	APC	3000
1	EA	UPS	APC	3000
1	EA	UPS	APC	ES550
1	EA	UPS	APC	SMART1400
1	EA	UPS	APC	SMART1400
1	111931	UPS	APC	SMART1500
1	111925	UPS	APC	SMART1500
1	EA	UPS	APC	SMART1500
1	112370	UPS	APC	SMART1500
1	EA	UPS	APC	X5100
1	108807	VCR	QUASAR	VHQ720
1	EA	VCR/DVD	PANASONIC	

Warrants for Approval
January 18, 2017 Board Meeting

Warrant #61187-61244 in the total amount of \$264,348.72
General Fund \$138,460.30
Capital Projects \$78,808.71
ASB Fund \$29,057.72

Warrant #61254-61348 in the total amount of \$454,958.82
General Fund \$424,392.71
Capital Projects \$2,101.12
ASB Fund \$27,721.47
Private Purpose \$100.00

Warrant #61349-61349 in the total amount of \$86,817.92
General Fund \$86,817.92

Warrant #61350-61383 in the total amount of \$741,407.55
General Fund \$124,622.62
Capital Projects \$616,784.93

Warrant #61384-61409 in the total amount of \$181,682.24
General Fund \$161,381.88
Capital Projects \$19,388.12
ASB Fund \$433.74

Warrant #61410-61473 in the total amount of \$4,654.33
General Fund \$729,895.53
Capital Projects \$50,406.32
ASB Fund \$17,391.98
Transportation Fund \$329,005.20

Warrant #201409-201412 and 201415-201452 in the total amount of \$2,462,775.78

Warrant #201413-201414 and 201453-201456 in the total amount of \$5,104,020.71

Warrant #161700014-161700016 in the total amount of \$6,047.18
General Fund \$5,629.97
Capital Projects \$134.03
ASB Fund \$283.18

Victor Falls Elementary

11401 188th Ave Ct E
Bonney Lake, WA 98391
253-891-4700
Martina Scheerer, Principal

December 12, 2016

Dear Superintendent,

Please accept the attached donations in the amount of \$4,665.88 from Victor Falls PTO. This donation will be used for the cost of replacing a damaged slide on the playground at VFE.

Upon approval, the proceeds will be credited to account code: 0100.27.5000.118.0018.0000.

Thank you.

Sincerely,



Martina Scheerer,
Victor Falls Elementary



A Great Place to Learn.

1202 Wood Avenue
Sumner, Washington 98390

sumnersd.org
tel: (253) 891-6000
fax: (253) 891-6097

Superintendent

January 4, 2017

Dear School Board,

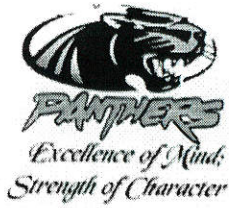
Please accept the following donation from Amazon Fulfillment Center in Sumner:

- Eight (8) Olympus OM-D E-M10 Mark II cameras

Altogether, the cameras are worth approximately \$5,192.00. The eight cameras will be donated to Scott Thompson's Digital Photography class at Sumner High School.

Sincerely,

Laurie Dent, Superintendent



Bonney Lake High School
10920 199th Ave. Ct. E. Bonney Lake, WA 98391
(253) 891-5700, Fax # (253) 891-5797

Cris Turner, Principal
Kelsey Anderson, Assist. Principal
Anthony Clarke, Assistant Principal
Lindsay Richter, Assistant Principal

January 9, 2017

Dear Laurie Dent,

Please accept a donation in the amount of \$3,000.00 from Complete Access Integrated Stair Systems, Inc.
This donation will be used for ASB Robotics.

Upon approval, the proceeds will be credited to account code: 4155-00-0000-402-0000-0000.

Best Regards,

Catrina Ausbun
Bookkeeper
Bonney Lake High School
10920 199th Avenue Ct E
Bonney Lake, WA 98391
Catrina_Ausbun@sumnersd.org
Direct: 253-891-5714



EDUCATION OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA).

Section 504 of the Rehabilitation Act of 1973 is a civil rights law which protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a “qualified disabled person” under Section 504 if he or she:

- A. Has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating and working), has a record of such an impairment, or is regarded as having such an impairment; and
- B. Is between the ages of 3 to 21 years old.

The superintendent will establish procedures to ensure that students who are disabled within the definition of Section 504 are educated in full compliance with the law.

Cross References: 2161 – Special Education and Related Services for Eligible Students
 3210 – Nondiscrimination
 3246 – Restraint, Isolation and Other Uses of Reasonable Force

Legal References: 42 USC 12101 et seq. Americans With Disabilities Act of 1990
 34 CFR Part 104 Section 504 of the Rehabilitation Act of 1973
 34 CFE Part 99 Family Educational Rights and Privacy Act
 RCW 28A.600.485 Restraint of students – Use of restraint or isolation specified in individualized education programs or plans developed under section 504 of the rehabilitation act of 1973 – Procedures – Summary of incidents of isolation or restraint – Publishing to web site

Adopted 6/20/2012
Revised 1/2017



SUMNER SCHOOL DISTRICT

A GREAT PLACE TO LEARN.

Policy No. 2162
Instruction

RCW 28A.600.486 District policy on the use of isolation and restraint – Notice to parents and guardians of children who have individualized education programs or plans developed under section 504 of the rehabilitation act of 1973

Adopted 6/20/2012
Revised 1/2017



STUDENTS IN FOSTER CARE

The board recognizes that students in foster care experience mobility in and out of the foster care system and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local and/or tribal child welfare agencies, the district will strive to minimize or eliminate educational barriers for students in foster care, particularly with regard to enrollment, transfer of student records, and transportation to their school of origin. The superintendent or designee is authorized to establish procedures and/or practices for implementing this policy.

Point of contact

The superintendent or designee will designate an appropriate staff member to serve as the district's point of contact for local child welfare agencies if such agencies notify the District in writing that they have designated a point of contact for the District. The point of contact will work with appropriate state, local and/or tribal child welfare agencies to receive notifications and share information regarding the status and progress of students in foster care. The point of contact will also work collaboratively with the district's Title I coordinator to provide supports for students in foster care that are enrolled or seeking to enroll in the district.

Enrollment

Whenever practical and in the best interest of the child, children placed into foster care will remain enrolled in the school they were attending upon entering foster care. When a determination of the student's best interest is necessary, it will take into account a number of factors as described in the procedures that accompany this policy, including concern for the student's safety as well as the availability of supports for the student's educational success. Such a determination should involve a district representative, a representative of the appropriate child welfare agency, the student, and the student's biological and foster families, if reasonably feasible.

If remaining in the school of origin is determined not to be in the student's best interest, the district will immediately enroll that student in their new school. Enrollment may not be denied or delayed based on the fact that documents normally required for enrollment have not been provided.

A school may not prevent a student in foster care from enrolling based on incomplete information of any history of placement in special education, any past, current, or pending disciplinary action, any history of violent behavior, or behavior listed in RCW 13.04.155, any unpaid fines or fees imposed by other schools, or any health conditions affecting the student's educational needs during the ten (10) day period that the Department of Social and Health Services has to obtain that information. Upon enrollment, the district will make reasonable efforts to obtain and assess the child's educational history in order to meet the child's unique

Adopted 1/2017



needs within two (2) school business days.

Records Transfer

When a student in foster care transfers schools, whether within the district or to another school district, the enrolling school will immediately contact the sending school to obtain academic and other records. The sending school will respond as soon as possible to requests it receives for records of students in foster care.

Additionally, upon receipt of a request for education records of a student in foster care from the Department of Social and Health Services, the district will provide the records to the agency within two (2) school days.

Transportation

By ~~February 2017~~ ~~December 10, 2016~~, the district will collaborate with state, local or tribal child welfare agencies, as appropriate, to implement a written transportation procedure by which prompt, cost-effective transportation will be provided, arranged and funded for students to remain in their school of origin when in their best interest for the duration of their time in foster care.

The written procedure will ensure that if additional costs are incurred in providing transportation, the district will provide transportation to the school of origin if: 1) the child welfare agency agrees to reimburse the transportation; (2) the district agrees to pay for the cost of the transportation; or 3) the district and the child welfare agency agree to share transportation costs.

Dispute resolution

In the event that a caregiver or education decision-maker disputes a district decision regarding the best interest of the student in foster care with regard to enrollment or the provision of any other education-related service, including transportation, the caregiver or education decision-maker may use the three-tiered appeals process outlined in the procedure that accompanies this policy. The district will make all reasonable efforts to collaborate with appropriate agencies and aggrieved parties to resolve the dispute at the local level.

In the event that a dispute occurs between the district and a child welfare agency with regard to issues that do not involve educational placement or the provision of educational services (e.g., transportation reimbursements, failure to collaborate), such disputes may be forwarded to the office of the superintendent of public instruction for resolution.

Review of unexpected or excessive absences

A district representative or school employee will review unexpected or excessive absences of students in foster care and those awaiting placement with the student and adults involved with the student, including their caseworker, educational liaison, attorney if one is appointed, parent, guardian and foster parents. The purpose of the review is to determine the cause of the absences,

Adopted 1/2017



taking into account: unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and unavoidable appointments during the school day. The representative or employee will take proactive steps to support the student's school work so the student does not fall behind and to avoid suspension or expulsion based on truancy.

Facilitating on-time grade level progression

The district will: 1) waive specific courses required for graduation for students in foster care if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will make best efforts to provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district encourages consolidation of unresolved or incomplete coursework and to provide students in foster care with opportunities to accrue credit through classroom hours, correspondence courses, or portable assisted study sequence units designed for migrant high school students.

In the event a student is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, the district will work with the sending district to ensure the awarding of a diploma from the sending district if the student meets the graduation requirements of the sending district.

Cross References:	2418 – Waiver of High School Graduation Credits
	3115 – Homeless Students – Enrollment Rights and Services
	3120 – Enrollment
	3122 – Excused and Unexcused Absences
	3231 – Student Records
	6100 – Revenues from Local, State and Federal Sources

Legal References:	RCW 28A.150.510 Transmittal of education records to department of social and health services – Disclosure of educational records – Data-sharing agreements – Comprehensive needs requirement document – Report
	RCW 28A.225.023 Youth dependent pursuant to Chapter 13.34 RCW – Review of unexpected or excessive absences – Support for youth's school work
	RCW 28A.225.215 Enrollment of children without legal residences
	RCW 28A.225.330 Enrolling students from other districts – Requests for information and permanent records – Withheld



SUMNER SCHOOL DISTRICT

A GREAT PLACE TO LEARN.

Policy No. 3116
Students

transcripts – Immunity from liability – Notification to
teachers and security personnel – Rules
RCW 28A.320.192 On-time grade level progression and
graduation of students who are dependent youth
RCW 74.13.550 Child placement – Policy of educational
continuity
20 U.S.C. 6301 et seq. Elementary and Secondary Education
Act of 1965 as amended by the Every Student Succeeds Act
[ESSA]



ENROLLMENT

The superintendent will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems in accordance with state law. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

- A. Any history of placement in a special education program;
- B. Any past, current or pending disciplinary actions;
- C. Any history of violent behavior or convictions;
- D. Adjudications or diversion agreements related to a violent offence, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson;
- E. Any unpaid fines or fees from other schools; and
- F. Any health conditions affecting the student's educational needs.

If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel shall be informed.

A district may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The school district shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Legal References:

RCW 28A.225.010 Attendance mandatory – Age – Person having custody shall cause child to attend public school – When excused

RCW 28A.225.020 School's duties upon juvenile's failure to attend school

Adopted 4/4/2012
Revised 1/2017



SUMNER SCHOOL DISTRICT

A GREAT PLACE TO LEARN.

Policy No. 3120
Students

RCW 28A.225.160 Qualification for admission to district's schools – Fees for preadmission screening

RCW 28A.225.220 Adults, children from other districts, agreements for attending school – Tuition

WAC 392-335 Uniform Entry Qualifications

WAC 392-134-010 Attendance rights of part-time public school students

WAC 392-137 Finance – Nonresident attendance



RELEASE OF RESIDENT STUDENTS

A student who resides within the boundaries of the district shall be released to 1) attend another school district, or 2) enroll for ancillary services, if any, in another district as specified in the parental declaration of intent to provide home-based instruction, provided the other district agrees to accept the student if:

- A. A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at the school in the nonresident district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental condition includes, a student who becomes a resident of the district in mid-year may apply for a release to complete the current school year only in his or her former district of residence, if transferring mid-year would create a special hardship or detrimental condition; or
- D. The student is a child of a certificated or classified school employee.

In all cases in which a resident student is released, the student or the student's parent(s) shall be solely responsible for transportation, except that a student may ride on an established district bus route if the superintendent determines that the district would incur no additional cost.

A parent or guardian shall request the release of his/her child by completing the appropriate district form including the basis for the request and the signature of the superintendent, or his or her designee, of the school district which the student will attend.

The superintendent shall grant or deny the request for release according to the above-stated criteria, and promptly notify the parent in writing of his/her decision.

If the request is granted, the superintendent shall notify the nonresident district and make necessary arrangements for the transfer of student records.

If the request is denied, the superintendent shall notify the parent of the right to petition the board, upon five school business days prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision shall be promptly communicated to the parent in writing.

If the request for release is denied by the board, the written decision shall inform the parent or guardian of the right to appeal such decision to the superintendent of public instruction.

Adopted 4/4/2012
Revised 1/2017



Each school district board of directors annually will inform parents of the district's interdistrict enrollment options and parental involvement opportunities. Information on interdistrict acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form.

Legal References:

RCW 28A.225.220 Adults, children from other district, agreements from attending school – Tuition

RCW 28A.225.225 Enrolling Children of Certificated and Classified School Employees

RCW 28A.225.230 Appeal from certain decision to deny student's request to attend nonresident district – Procedure

RCW 28A.225.290 Enrollment options information booklet

RCW 28A.225.300 Enrollment options information to parents



STUDENT IMMUNIZATIONS AND LIFE THREATENING HEALTH CONDITIONS

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against diseases as required by the State Board of Health.

Exemptions from Immunization

The district will allow for exemptions from immunization requirements only as allowed for by RCW 28A.210.090.

Meningococcal Immunizations Information Distribution

The district will provide parents and guardians of students in sixth grade and above with information about meningococcal disease at the beginning of every school year. The information will address the characteristics of the disease; where to find additional information about the disease; vaccinations for children; and current recommendations from the Centers for Disease Control and Prevention regarding receiving the vaccine.

Human Papilloma Virus Disease Information

At the beginning of every school year, the district will provide parents and guardians of sixth through twelfth grade students, information provided by the state Department of Health about human papilloma virus (HPV) disease and its vaccine.

The information will include the causes and symptoms of human papilloma virus, how the disease is spread, the places where parents and guardians may obtain additional information and vaccinations for their children and current recommendations from the Centers for Disease Control Prevention regarding the vaccine.

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and Individualized Healthcare Plan (IHP) are not in place. Following submission of the medication or treatment order, a Individualized Healthcare Plan (IHP) will be developed.

Adopted 4/4/2012

Revised 6/10/87, 1/2017



Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the following due process requirements:

- A. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or by certified mail;
- B. Notice of the applicable laws, including a copy of the laws and rules;
- C. The order that the student will be excluded from school immediately and until a medication or treatment order is presented;
- D. Explain the rights of the parents and student to a hearing, the hearing process and explain that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school;
- E. If the parents request a hearing, the district will schedule one within three school days of receiving the request, unless more time is requested by the parents; and
- F. The hearing process will be consistent with the procedures established for disciplinary cases pursuant to [Chapter 392-400 WAC](#).

The superintendent will adopt procedures necessary to implement this policy.

Cross References:

- 3241 – Classroom Management, Discipline and Corrective Action
- 2162 – Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 2161 – Special Education and Related Services for Eligible Students

Legal References:

- Chapter 28A.210 RCW Health – Screening and requirements
- Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases

Adopted 4/4/2012
Revised 6/10/87, 1/2017



SUMNER SCHOOL DISTRICT

A GREAT PLACE TO LEARN.

Policy No. 3413
Students

WAC 392-182 Student – Health records

WAC 392-380 Public school pupils – Immunization
requirement and life-threatening health condition

Adopted 4/4/2012
Revised 6/10/87, 1/2017



STUDENT SPORTS – CONCUSSION AND HEAD INJURIES

The Sumner Board of Directors recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The board acknowledges that the risk of catastrophic injuries or death are significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the district will be identified by the administration and all appropriate district staff, coaches and team volunteers will complete training as required in the district procedure to recognize suspicious signs and symptoms of concussion. Additionally, all coaches will comply with Washington Interscholastic Activities Association (WIAA) guidelines for the management of head injuries and concussions.

Consistent with Washington law, the district will utilize guidelines developed with the WIAA and other pertinent information and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury

Prior to their first use of school facilities, all private nonprofit youth programs must provide a written statement of compliance with this policy in regard to concussion and head injury with proof of insurance as required by RCW 4.24.660.

Annually, the district will distribute a head injury and concussion information sheet to all parents and guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. Until this acknowledgement form is returned and on file with the district, the student may not practice or compete.

All coaches, including volunteers, will complete training as required in the district procedure.

Additionally, all coaches of competitive sport activities will comply with WIAA guidelines for the management of head injuries and concussions.

Sudden Cardiac Arrest

The Sumner Board of Directors further recognizes that sudden cardiac arrest is reported to be the leading cause of death in young athletes. The board will work with the WIAA and the University of Washington medicine center for sports cardiology to make available an online pamphlet that provides student athletes, their parents/guardians and coaches with information about sudden cardiac arrest. To this end, the district will maintain a link on its website to the OSPI website where the online pamphlet will be posted.

-



Annually, prior to participating in an interscholastic athletic activity, students and their parent/guardian must review the online pamphlet and return a signed statement to the school documenting their review. This form may be combined with the annually distributed head injury and concussion information sheet referenced above.

The board will also work with the WIAA and the University of Washington medicine center for sports cardiology to make available an existing online sudden cardiac arrest prevention program for coaches. Every three years, prior to coaching an interscholastic athletic activity, all coaches will complete the online program and provide a certificate of completion to the district.

All coaches, including volunteers, will complete training as required in the district procedure. Additionally, all coaches will comply with Washington Interscholastic Activities Association (WIAA) guidelines for the management of sudden cardiac arrest.

Prior to their first use of school facilities, all private nonprofit youth programs must provide a written statement of compliance with this policy in regard to sudden cardiac arrest with proof of insurance as required by RCW 4.24.660.

Cross References:	3412 – Automated External Defibrillators
	3418 – Response to Student Injury or Illness
	4260 – Use of School Facilities

Legal References	RCW 4.24.660 Liability of school districts under contract with youth programs
	Chapter 28A.600 RCW Students

August 2018

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SEA Draft A

Aug 28 Work Day: SEA WORK DAY

Aug 29 Work Day: SEA Work Day

Aug 30 Work Day: SEA Work Day

Aug 31 Non-Work

Sep 03 Labor Day: Non -Work Labor Day Holiday

Sep 04 Work Day: SEA Work Day

Sep 05 1st Day: 1st Day of School

Oct 12 Nonwork: Non-Work Day

Nov 12 Veterans: Veterans Day - Holiday

Nov 21 ELEM Grade: Elementary Grading Day

Nov 22 Thanks: Thanksgiving Day - Holiday

Nov 23 Day After: Day After Thanksgiving - Holiday

Dec 24 Xmas Eve: Christmas Eve - Holiday

Dec 25 Xmas Day: Christmas Day - Holiday

Dec 26 Day After: Day After Christmas - Holiday

Dec 27 Non-Work: Non-Work Winter Break

Dec 28 Non-Work: Non-Work Winter Break

Dec 31 Non-Work: Non-Work Winter Break

Jan 01 New Years: New Years Day - Holiday

Jan 02 Non-Work: Non-Work Day

Jan 03 Non-Work: Non-Work Day

Jan 04 Non-Work: Non-Work Day

Jan 21 MLK Day: Martin Luther King Day - Holiday

Jan 28 SEC Grade: Secondary Grading Day

Feb 18 Presidents: Presidents Day - Holiday

Feb 19 Non-Work: Non-Work

Mar 22 Emergency: Emergency Make-Up Day

Apr 08 Non-Work: Non-Work Spring Break

Apr 09 Non-Work: Non-Work Spring Break

Apr 10 Non-Work: Non-Work Spring Break

Apr 11 Non-Work: Non-Work Spring Break

Apr 12 Non-Work: Non-Work Spring Break

May 27 Memorial: Memorial Day - Holiday

May 28 Non-Work: Non-Work Day

Jun 19 Last Day: Last Day of School

Jun 20 Non-Work: Non-Work Day

Jun 21 Non-Work: Non-Work

Jun 24 Non-Work: Non-Work

Jun 25 Non-Work: Non-Work

Jun 26 Non-Work: Non-Work

Jun 27 Non-Work: Non-Work

Jun 28 Non-Work: Non-Work

February 2019

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June 2019

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STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

The board acknowledges that conduct and behavior are closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning;
- D. Comply with district rules and regulations;
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The Board also recognizes that schools must take reasonable steps so that students who fail to adhere to the district's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

The superintendent or designee will develop written rules of conduct for students and establish procedures that support an effective instructional program.

Cross References:

3241 – Classroom Management, Discipline and Corrective Action

6605 – Student Safety Walking, Biking and Riding Buses

Legal References:

RCW 28A.210.310 Prohibition on use of tobacco products on school property

RCW 28A.320.128 Notice and disclosure policies – Threats of violence – Student conduct – Immunity for good faith notice – Penalty

RCW 28A.400.110 Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills

Revised 6/2013, 4/2014, **2/2017**
Previously Policy No. 3310



RCW 28A.600.015 Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions

RCW 28A.600.020 Exclusion of student from classroom
– Written disciplinary procedures – Long-term suspension or expulsion

RCW 28A.600.022 Suspended or expelled students – Reengagement plan

RCW 28A.600.040 Pupils to comply with rules and regulations

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

RCW 28A.635.090 Interference by force or violence – Penalty

RCW 28A.635.100 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful – Penalty

RCW 4.24.190 Action against parent for willful injury to property by minor – Monetary limitation – Common law liability preserved

RCW 9.41 Firearms and dangerous weapons

RCW 9.91.160 Personal protection spray devices

RCW 9A.16.020 Use of force – When lawful

20 U.S.C. 7101 et seq. Safe and Drug-Free Schools and Communities Act

WAC 392-400-205 Definitions

WAC 392-400-210 Student responsibilities and duties

WAC 392-400-215 Student rights

WAC 392-400-225 School district rules defining



SUMNER SCHOOL DISTRICT

A GREAT PLACE TO LEARN.

Policy No. 3240
Students

misconduct – Distribution of rules

WAC 392-400-226 School district rules defining harassment, intimidation and bullying prevention policies and procedures – Distribution of rules

WAC 392-400-227 School district rules defining students' religious rights

WAC 392-400-233 Unexcused absences and tardiness



MEDICATIONS-AT SCHOOL

Under normal circumstances prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

Oral medication will only be administered at school when it is determined that it is absolutely necessary to do so, and a written request has been received as follows:

The superintendent will establish procedures for:

1. ~~Prescribed Medication. A physician or dentist shall use the appropriate form (3411/83) or a similar form which would provide the following information.~~
 - a. ~~Statement that it is necessary to give the medication at school;~~
 - b. ~~Diagnosis or reason;~~
 - c. ~~Name of patient;~~
 - d. ~~Medication and dosage form;~~
 - e. ~~Hour(s) to be administered;~~
 - f. ~~Duration without subsequent order;~~
 - g. ~~Side effect of medication (if any) to be expected;~~
 - h. ~~Physician’s signature and date;~~
 - i. ~~Parent’s signature and date.~~
2. ~~Students shall not have any prescription medication, drugs, or non-prescribed medication in their possession during the school day.~~
3. ~~All medications that are to be administered at school shall be brought to the health room in the original container.~~
 - A. **Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;**
 - B. **Designating staff members who may administer prescribed or non-prescribed oral medication to students;**
 - C. **Obtaining signed and dated parental and health professional request for the**



- dispensing of prescribed or non-prescribed oral medications, including instructions from health professional if the medication is to be given for more than fifteen (15) days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication; and
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

Legal Reference: RCW 28A.210.260/270

Prescribed and over-the-counter oral or topical medications, eye drops or ear drops may be administered by a registered nurse, licensed practical nurse or an authorized staff member.

~~Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses.~~ No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation [See Policy 3420, Anaphylaxis Prevention and Response]. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supposed by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

If a school nurse is on the premises, he/she may administer a nasal spray containing a prescribed drug or controlled substance to a student. If a school nurse is not on school premises, a nasal spray containing a legend (prescribed) drug or controlled substance may be administered by: 1) a trained school employee or 2) a parent-designated adult.

A parent designated adult is a volunteer, who may be a school district employee, who receives additional training from a healthcare professional or expert in epileptic seizure care selected by the parents who provides care for the student consistent with the student's individual health plan on file with the school.

Required Notification of EMS

After every administration of any legend (prescribed) drug or controlled substance by

Adopted 4/4/2012

Revised 2/2017



nasal spray to a student, Emergency Medical Services (911) will be summoned as soon as practicable.

Administration of Prescribed Injectable Medication at School

~~Medication will be administered by injection by a staff member at school only when a student is susceptible to a predetermined life-endangering situation. The parent or guardian shall submit a written, current and unexpired request which grants the building principal or his/her designee the authority to act according to the written directions.~~

Cross References:

3420 – Anaphylaxis Prevention and Response

3419 – Self-Administration of Asthma and Anaphylaxis Medications

Legal References

RCW 28A.210.260 Public and private schools –
Administration of medication – Conditions
RCW 28A.210.270 Public and private schools –
Administration of medication – Immunity from liability –
Discontinuance, procedure



STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

Student Conduct Expectations

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction. **For procedures and legal requirements related to imposition of suspension and expulsion, see Policy and Procedure 3241, Classroom Management, Discipline and Corrective Action.**

Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

Compliance with Rules

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term - district personnel includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Student Rights

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

1. Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability.;
2. Expect high educational standards in a safe and sanitary building;
3. Receive a relevant education consistent with state and district goals;
4. Access to their own education records at reasonable school times upon request;
5. Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;



6. Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
7. **Security against unreasonable searches and seizures;**
8. **The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:**
 - a. **Freedom of speech and press,**
 - b. **Peaceably assembly**
 - c. **Petition the government and its representatives for a redress of grievances,**
 - d. **The free exercise of religion and to have their schools free from sectarian control or influence, and**
 - e. **Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them, including the periodic review and update of discipline rules, policies, and procedures;**
9. **Establish appropriate channels to voice their opinions in the development of curriculum;**
10. Representation on advisory committees affecting students, student rights and the development of student rules and regulations;
11. **Present petitions, complaints, or grievances, to school authorities and the right to prompt replies;**
12. Consult with teachers, counselors, administrators and other school personnel at reasonable times;
13. Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
14. Free election of their peers in student government and the right to hold office subject to the provisions of A.S. B. constitutions;
15. Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
16. Security against unreasonable searches and seizures;
17. Citizenship privileges as determined by the United States and Washington State Constitution and its amendments including the right to present complaints or



grievances to school authorities; and,

18. Receive annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

STUDENT RESPONSIBILITIES

1. Pursue their course of studies;
2. Attend school daily and to be on time to all classes;
3. Be aware of all rules governing student behavior and conduct themselves accordingly;
4. Express their opinion and ideas in a respectful manner so as not to libel or slander others;
5. Dress in a manner appropriate for the school setting;
6. Conduct themselves in a manner that will not disrupt their education or the education of others around them;
7. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations;
8. Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree;
9. Identify themselves upon request to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses; and,
10. Comply with reasonable requests of school employees in the performance of their duties;

Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law.

The rules will be enforced by school officials:

1. **On school grounds during and immediately before or immediately after school hours;**
2. **On school grounds at any other time when school is being used by a school group(s) or for a school activity;**
3. **Off school grounds at a school activity, function, or event;**
4. **Off the school grounds if the actions of the student materially or substantially**



affects or interferes with the educational process; or,

5. In school-provided transportation, or any other place while under the authority of school personnel.

Disruptive Conduct

A student will not intentionally cause substantial and/or material disruption of any school operations.

1. Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
2. Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
3. Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
4. Cheating or disclosure of exams;
5. Defiance of school personnel by;
6. Disobedience of reasonable requests, instruction, and directives of school personnel;
7. Refusal to leave an area when instructed to do so by school personnel;
8. Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
9. Refusal to cease prohibited behavior;
10. Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
11. Extortion, theft, forgery;
12. Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
13. Gambling or encouraging other students to gamble;
14. Gang-related behavior, association, and/or affiliation (see Student and Family Information guide for additional information);



15. Harassment of others;
 16. Inappropriate dress or appearance (see Student and Family Information Guide and secondary school handbooks for further appropriate apparel and standards for attire);
 17. Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
 18. Occupying a school building or school grounds in order to deprive others of its use;
 19. Preventing students from attending class or school activities;
 20. Use or possession of tobacco;
 21. Using any object in a dangerous manner;
 22. Intentionally defacing or destroying the property of another.
-
1. ~~**Academic Integrity/Cheating/Dishonesty:** All forms of cheating, plagiarism, and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment, examination or task required as part of the student's course of studies. The unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing included. Academic dishonesty also includes the aiding or encouraging of such behavior by others.~~
 2. ~~**Closed campus:** The requirement that all students remain on the school grounds from the time of arrival until officially excused and out of areas identified as off limits to students. (See SSD Policy 3242).~~
 3. ~~**Dangerous/inappropriate behavior:** Any behavior including, but not limited to, physical struggle, unsafe behavior, horse play, and verbal interaction that disrupts the operation of the school.~~
 4. ~~**Defamation:** Making accusations the student knows are untrue or making false and damaging statements or misrepresentations about others.~~
 5. ~~**Disobedience/insubordination:** Not following the reasonable instructions of district personnel.~~
 6. ~~**Disrespectful Behavior:** The use of disrespectful language, profanity or actions toward school personnel or other students.~~
 7. ~~**Failure to Serve/Complete Detention or Alternative:** Failure to serve or complete detention or alternative within the designated timeline without a valid excuse or a violation of rules of any disciplinary action.~~



- 8. ~~False Alarms/Fire Extinguishers/Defibrillators:~~** Activating a school alarm for other than the intended purpose of the alarm. Tampering with fire extinguishers or fire alarms is defined as a criminal act under the laws of the State of Washington. A report will be filed with the appropriate law enforcement agency. ~~Students shall not tamper with public safety systems or defibrillators.~~
- 9. ~~Forgery:~~** To fraudulently use the name, signature, or identification of another; to alter school records, documents, files or any other documents for a student's own purposes or with malicious intent or the aiding or encouraging of such behavior by others.
- 10. ~~Inappropriate Dress and Appearance:~~** Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process. Student dress shall not reference tobacco, alcohol or drugs, be gang related, nor promote illegal activity or activity that violates school regulations. The District Information Guide and secondary school handbooks further define appropriate apparel and standards for attire.
- 11. ~~Nonattendance/Tardiness:~~** Failure to attend regularly and punctually in accordance with Policy 3122.
- 12. ~~Refusal to Identify Self:~~** Refusing to identify oneself to school authorities in the school building, on school grounds, or at school sponsored events.
- 13. ~~Repeated/cumulative violations:~~** The repeated violation of school policies, rules, and/or regulations. This increases the seriousness of the violation; therefore, a disciplinary action on repeated offenses will be more severe.
- 14. ~~Technology/Computer or publications abuse:~~** Failure to follow the requirements for the use of the district network or technology. It is the student's responsibility to follow the Acceptable Use Policy (AUP), cell phone and electronic device requirements outlined in the District Information Guide and secondary school handbooks, the Computer Use Policy (2022) and the Freedom of Expression Policy (3220).
- 15. ~~Trespass:~~** Being present in an unauthorized place or refusing to leave when ordered to do so. Students visiting at other than their assigned schools must obtain permission from the building principal or designee.
- 16. ~~Vulgar or lewd conduct:~~** Acts of a sexually explicit nature or any lewd, vulgar, indecent or obscene act or expression.

Exceptional Misconduct

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term suspension, long-term suspension, or expulsion. Rules that establish types



of misconduct pursuant to this section must have a real and substantial relationship to the lawful maintenance and operation of the school district including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process which is conducive to learning (separated from disruptive conduct). The following are defined as Exceptional Misconduct and can be cause for discipline, disciplinary transfer, suspension or expulsion, as well as reporting to law enforcement:

- **Arson;**
- **Assault, if the assault involves**
- **Injury to another;**
- **Bodily fluids; or**
- **A weapon;**
- **Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;***
- **Cumulative violations;***
- **Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;**
- **Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;**
- **Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;***
- **Extortion;***
- **Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;***
- **Harassment/intimidation/bullying of others;***
- **Knowingly possessing stolen property;***
- **Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;**
- **Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;**
- **Sexual misconduct on school grounds, at school activities, or on school provided transportation;***



- **Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;***
- **Threats of violence to other students or staff;**
- **Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy_____.**

The Student and Family Information Guide and secondary school handbooks provide additional information regarding appropriate standards for student conduct and further define behavior expectations.

Building Rules and Regulations

~~In addition to the above, each school shall adopt and make available to each student rules which shall govern a student's conduct in a particular school or a particular sport or activity. Violations of these rules shall be sufficient cause for discipline or suspension.~~

Guidelines for Sanctions

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
- Grades five and above program - No student in the grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator determines that there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate. **(See policy 3241, Classroom Management, Discipline and Corrective Action)**

In conjunction with sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of corrective action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning.

In addition to school sanctions, administrators should determine whether restitution for



damage or injury should be considered.

1. ~~**Alcohol:** Possession, use, solicitation, transmission or being under the influence of alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus is prohibited. Paraphernalia includes any item that can be utilized to make use of, ingest or conceal alcohol. (see SSD Policy 3320)~~
2. ~~**Arson:** Intentionally setting or causing any fire to be started, setting fire to school property or falsely setting off a fire alarm. The extent of fire damage cost of damage and intent will be considered in determining the appropriate sanction.~~
3. ~~**Bomb Threats:** Unwarranted verbal or written indication of a bomb or other incendiary device on school property.~~
4. ~~**Burglary:** Unauthorized entry into or staying in a building with the intent to commit a crime.~~
5. ~~**Disruptive conduct:** Behavior that materially and substantially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of the educational process within or sponsored by the school district. Any student action that threatens the safety of the school and/or the safety of staff members and/or students, or behavior that a reasonable person would know to be dangerous and/or disruptive to the educational process. Behavior or activities occurring off campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.~~
6. ~~**Extortion, Blackmail, or Coercion:** Attempting to obtain money, property, or favor by violence or threat of violence performed against persons or forcing another to perform any act against his/her will by force or threat of force.~~
7. ~~**Cumulative violations;***~~
8. ~~**Failure to Cooperate:** repeated failure to comply with or follow reasonable lawful directions or requests of teachers or staff. This includes but is not limited to noncompliance, dishonesty, defiance and hindering an investigation of an infraction or crime on campus or at a school sponsored event.~~
9. ~~**Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;**~~
10. ~~**Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;**~~
11. ~~**Extortion;***~~
12. ~~**Fighting without major injury:** Mutual participation in an incident involving physical violence, where there is no major injury. To engage in or provoke physical altercation~~



~~involving anger or hostility, regardless of who initiated the fight. This includes instigating a fight, arranging or contributing to the likelihood of a fight, developing, recording and/or distributing images of the fight, as well as failure to disperse.~~

- ~~13. **Gang activity:** To participate in activities, acts, behaviors or display a manner, gesture, grooming, dress or apparel that:~~
- ~~a. Lead school officials to reasonably believe that such behaviors are gang related.~~
 - ~~b. Present a risk of substantial disruption of the educational environment~~
 - ~~c. Create a substantial risk of physical injury to the student, staff or others~~
 - ~~d. Create an atmosphere in which the wellbeing of others is adversely affected~~
 - ~~e. Create a climate of conflict and/or intimidation~~
 - ~~f. Imply gang membership or affiliation through writing, gestures, emblems or symbols~~
- ~~14. **Harassment, Intimidation and Bullying of others:***~~
- ~~a. Any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the target's race, color, religion, ancestry, national origin, gender, sexual orientation, including gender identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:~~
 - ~~i. Physically harms a student or damages the student's property; or~~
 - ~~ii. Has the effect of substantially interfering with a student's education; or~~
 - ~~iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or~~
 - ~~iv. Has the effect of substantially disrupting the orderly operation of the school.~~~~(see SSD Policies/procedures 3207, 3210, & 5011)~~
- ~~15. **Hazing:** Conducting unauthorized initiations or acts; participation in or failure to report known activity that demeans or abuses any student or members or potential members of a team or club.~~
- ~~16. **Illegal/Criminal acts:** The commission of any illegal or criminal act, that either results or could foreseeably result in injury or damage to self, others or property on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff.~~
- ~~17. **Illicit Drugs/Drug Paraphernalia:** Possession, use, solicitation, transmission/trafficking or being under the influence of drugs before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes illegal drugs, marijuana (cannabis) or any product containing THC, inhalants, controlled substances, including prescription drugs and over the counter drugs, or any substance represented as such. Paraphernalia includes any item that can be utilized to make use of, ingest or conceal drugs or alcohol. (see SSD Policy 3221)~~
- ~~18. **Interference with school authorities:** Interfering with the discharge of the official duties of district or contractors' personnel or volunteers by force or violence.~~



19. Sexual misconduct on school grounds, at school activities, or on school provided transportation;*

20. Marijuana/Marijuana Paraphernalia: Possession, use, solicitation, transmission/trafficking or being under the influence of marijuana (cannabis) or any product containing THC before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus is prohibited. Paraphernalia includes any item that can be utilized to make use of, ingest or conceal the above.

21. Robbery: Stealing from an individual by force or threat of force.

22. Theft (larceny): Taking anything that belongs to someone else without the permission of the owner or knowingly possessing stolen property.

23. Threats of Violence or Destruction to Property:* Expression of intent to inflict injury or cause harm. To intimidate verbally, by use of hand signs, in writing or on a computer or electronic device. Words intended to inflict mental harm are not allowed. Threat to bomb or damage a school building or facility. Such threats will result in school discipline and a referral to the appropriate law enforcement agency.

24. Tobacco and Nicotine Possession or Use: Use of tobacco, nicotine products and delivery devices including but not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, non-prescribed inhalers, nicotine delivering devices, or devices that produce the same flavor or physical effect of nicotine substances; and any other smoking equipment, device, material, paraphernalia or tobacco innovation, is prohibited on school grounds, school provided transportation, in school buildings, or at school sponsored events. (see SSD Policy 3220)

25. Vandalism (malicious mischief): Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities.

26. Violence with major injury: The threat or use of physical force against another person; can include severe fighting, assault, malicious harassment, kidnapping, rape or robbery. The following are factors to be considered in determining the appropriate sanctions:

- a.—extent of physical injury
- b.—use of weapon or other instruments for the purpose of inflicting injury
- c.—motive for the attack
- d.—use of physical force
- e.—who instigated the assault

NOTE: A major injury is one that requires professional medical treatment. Examples include concussions, fractured or broken bones, or cuts requiring stitches.

27. Violence without major injury: The threat or use of physical force against another person.



This can include assault, malicious harassment, kidnapping, or robbery.

- a. ~~multiple firearm—any handgun, rifle, shotgun, or other weapon from which a projectile or projectiles may be fired by an explosive such as gunpowder.~~
- b. ~~other firearms—any weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder.~~
- c. ~~other weapons—any weapon apparently capable of producing bodily harm, such as a club, metal knuckles, nun-chu-ka sticks, throwing stars, pocket knife with a blade less than three inches long, etc. Use of an item as a weapon that is not otherwise classified as a weapon (i.e. box cutters, chains, pipes, ice picks, pepper spray, etc.) and explosives or propellants.~~
- d. ~~rifle or shotgun—any weapon designed, redesigned, made, or remade, and intended to be fired from the shoulder and intended to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.~~

Refer to Policy 2161 if the student is receiving special education services.

Implementing the Guidelines for Sanctions

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply like sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and



including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

ARSON:

For purposes of school discipline, “arson” means any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for, the consequences of his or her conduct.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- **No prior documented misconduct**
- **Minimal damage**
- **Little potential of harm**
- **Student’s intent or purpose**
- **Student’s age and/or inability to understand potential consequences of the conduct**
- **Admitted or self-reported conduct**
- **Student attempted, but failed to or was prevented from, carrying out the conduct**

AGGRAVATING FACTORS:

- **Significant damage**
- **Potential of serious harm**
- **Intent or purpose in setting fire**
- **Previous discipline record of student warranting progressive sanctions**
- **The student’s presence on campus is determined to be a threat to the safety of others.**

ASSAULT:

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.



STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: 0 Days

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- **No prior documented misconduct**
- **Minimal injury or damage**
- **Student was primarily acting defensively, but facts do not support a conclusion that the student's conduct was clearly reasonable self-defense as set forth below**
- **Student's age and/or inability to understand potential consequences of the conduct**
- **Admitted or self-reported conduct**

AGGRAVATING FACTORS:

- **Serious actual or potential injury**
- **Use of an object or weapon**
- **Premeditated conduct**
- **Multiple students assaulting a single student**
- **Prior assault(s), threat(s), harassment, or bullying by the student against the same victim**
- **Exceptional severity or cruelty**
- **Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim**
- **Conduct is motivated by actual or perceived gang rivalry or affiliation**
- **Previous discipline record of student warranting progressive sanctions**

REASONABLE SELF-DEFENSE:

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:



- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

DEFACING OR DESTRUCTION OF PROPERTY:

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 3 Days

Restitution will usually be required.

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to district or victim of misconduct

AGGRAVATING FACTORS:

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Property defaced with:
 - Lewd or obscene words or imagery



- Words or imagery containing slurs or negative reference to the race, color, national origin, gender, sexual orientation, gender expression, or disability of others
- Gang words or imagery

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

DEFIANCE OF SCHOOL AUTHORITY:

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3240. Defiance of school authority can also include intentional disruptive behavior.

STANDARD RANGE: 0-10 Day Suspension

(District Note: Defiance of school authority is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct



- Student's age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct with school personnel

AGGRAVATING FACTORS:

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student's defiance
- Student attempts to solicit or incite others to engage in defiant behavior
- Use of lewd, obscene, or profane language directed towards supervising school personnel
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:

The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE:



Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 10 Days

PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION:

Elementary: Short-Term Suspension of 5 Days

Secondary: Long-Term Suspension of 20 Days

MITIGATING FACTORS:

- Little or no prior documented misconduct
- A significantly small amount of substance
- Student's age and/or inability to understand potential consequences of the conduct
- Momentary or transient handling of the item
- Admitted or self-reported conduct
- Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus
- Evidence that there was no intent to use, consume, or distribute the substance on school grounds, district-provided transportation, or at school activities.

AGGRAVATING FACTORS:

- Previous discipline record of student warranting progressive sanctions
- A relatively large amount of substance that would reasonably exceed anticipated single use
- Evidence of sophistication or pre-planning
- Evidence of distribution or intent to distribute prohibited substances
- The substance is heroin or another similar opiate (including methadone, oxycodone, etc.), cocaine, methamphetamine, or a similar substance designated as a level one or level two controlled substance with the potential for significant harm and addiction
- Distribution has been to multiple students
- Conduct is related to gang affiliation

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.



An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

FIGHTING OR FIGHTING INVOLVEMENT:

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

SANCTIONS: See Assault

(District Note: Where assault is not alleged and the school simply imposes discipline under

fighting or fighting involvement, such offense is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

GANG CONDUCT:

For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

STANDARD RANGE: 0-10 Day Suspension

(District Note: If the school does not allege gang activity on school grounds in violation of RCW 28A.600.455 or criminal gang intimidation, some “gang conduct” may be a



discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution for property damaged or defaced with gang imagery, symbols, or language

AGGRAVATING FACTORS:

- Similar previous conduct
- Concerted action with other students or non-students
- Gang conduct in connection with other misconduct prohibited elsewhere by this procedure, including but not limited to assault, harassment, intimidation, bullying, theft, and the possession of weapons
- Previous discipline record of student warranting progressive sanctions

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

HARASSMENT, INTIMIDATION OR BULLYING:

For school discipline purposes, "harassment, intimidation and bullying" includes:

- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207P;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

STANDARD RANGE Elementary: 0-10 Day Suspension



STANDARD RANGE: Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: 3 Day Suspension

***(Note: Harassment, intimidation, or bullying that does not constitute criminal “harassment” under chapter 9A.46 RCW (i.e., threats) or any other offense specifically listed in in Policy 3241 or procedure 3241P (e.g., assault or malicious mischief) is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)**

MITIGATING FACTORS:

- **No prior documented misconduct**
- **Student’s age and/or inability to understand potential consequences of the conduct**
- **Admitted or self-reported conduct**
- **Subsequent action taken by student to make amends for misconduct with the victim**

AGGRAVATING FACTORS:

- **Threat of serious injury**
- **Use of an object or weapon**
- **Premeditated conduct**
- **Part of a pattern of similar misconduct against the same victim**
- **Prior assault(s) threat(s), harassment, or bullying by the student against the same victim**
- **Exceptional severity or cruelty**
- **Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim**
- **Conduct is motivated by actual or perceived gang rivalry or affiliation**
- **Previous discipline record of student warranting progressive sanctions**

LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.



STANDARD RANGE: 0-10 Day Suspension

(District Note: Lewd, obscene, or profane language gesture or materials that do not constitute a “sex offense” as defined in Policy 3241 and procedure 3241P is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- **No prior documented misconduct**
- **Student’s age and/or inability to understand potential consequences of the conduct**
- **Subsequent action taken by student to make amends for misconduct**

AGGRAVATING FACTORS:

- **Part of a pattern of similar misconduct**
- **Previous discipline record of student warranting progressive sanctions**
- **Substantial disruption to learning of others caused by student’s defiance**
- **Student attempts to solicit or incite others to engage in behavior**
- **Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel**

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student’s use of district systems, resources, or equipment.

TARDINESS:

Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student’s tardiness. Take steps to eliminate the tardiness, including adjusting the student’s school program, or school/course assignment. (District Note: Tardiness is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

THEFT/STEALING:



Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

STANDARD RANGE: 0-10 Day Suspension

(District Note: Theft and stealing are discretionary discipline offenses under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 2 Days

Restitution will usually be required if property is not recovered and returned.

MITIGATING FACTORS:

- **No prior documented misconduct**
- **Property returned to victim**
- **Student's age and/or inability to understand potential consequences of the conduct**
- **Admitted or self-reported conduct**
- **Subsequent remedial steps, including restitution to district or victim of misconduct**
-

AGGRAVATING FACTORS:

- **Significant damage in extent or cost**
- **Similar previous conduct**
- **Previous discipline record of student warranting progressive sanctions**
- **Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim**
- **Conduct is motivated by gang affiliation**

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be



permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

Elementary Students

See sanctions for Defiance of School Authorities

Secondary Students

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

(District Note: Use or possession of tobacco or nicotine products is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

TRUANCY:

See Policy and Procedure 3122.



WEAPONS:

This section addresses the possession or use of actual weapons in violation of district policy 3249, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3249 should be addressed under other sections, as appropriate.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 3 Days

Secondary: Long-Term Suspension of 11 Days

SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

MITIGATING FACTORS:

- **No prior documented misconduct**
- **No injury or damage caused**
- **No evidence that student intended to display or use the weapon**
- **The weapon is a small pocketknife with a blade 3 inches or less**
- **Student's age and/or inability to understand potential consequences of the conduct**
- **Admitted or self-reported conduct**
- **Student offers credible evidence that he or she had the weapon for legitimate purposes away from school and unintentionally brought the object to school**

AGGRAVATING FACTORS:

- **Previous discipline record of student warranting progressive sanctions**
- **Student used the weapon in furtherance of an assault, to intimidate another, cause injury, and/or to cause physical damage to property**
- **Student displayed, activated or discharged the weapon in a reckless manner**
- **Evidence of premeditation**
- **Display or use of the weapon was motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of a person intimidated or assaulted**
- **Conduct is motivated by actual or perceived gang rivalry or affiliation**
- **The weapon is an airgun or firearm.**
- **The object appears to be a firearm and the student displaying or using the object does so with malice**



Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.



MEDICATIONS AT SCHOOL **ADMINISTRATION OF ORAL MEDICATION**

Each school principal will authorize two staff members to administer prescribed or non-prescribed medication. These designated staff members will receive RN delegation prior to the opening of school each year.

For purposes of this procedure, "medication" means oral medication, topical medication, eye drops and nasal spray. Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. If the medication is to be administered more than fifteen consecutive days the written request must be accompanied by written instructions from a licensed health professional. Requests will be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container. The dispenser of prescribed or non-prescribed oral medication will:

- A. Collect the medication directly from the parent (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing health professional and collect instructions from the prescribing health professional if the oral medication is to be administered for more than fifteen consecutive days;
- B. Store the prescription or non-prescribed oral medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet;
- C. Maintain a daily record which indicates that the prescribed or non-prescribed medication was dispensed.
- D. Provide for supervision by a physician or registered nurse.
- E. A copy of this policy will be provided to the parent upon request for administration of medication in the schools.



Prescribed and over-the-counter oral or topical medications, eye drops or ear drops may be administered by a registered nurse, a licensed practical nurse or an authorized staff member.

Nasal sprays containing legend (prescription) drugs or controlled substances may only be administered by a school nurse or, if a school nurse is not present on school premises, an authorized school employee; or a parent-designated adult with training as required by [RCW 28A.210.260](#).

No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent will submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to an insect sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;
- B. Identify the drug, the mode of administration, the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
- C. Indicate when the injection will be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- D. Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the



principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

(The following procedures are specific to parent-designated adult care of students with epilepsy):

Parent-Designated Adult Care of Students with Epilepsy

Parents of students with epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate. Parent-designated adults who are school employees will file a voluntary, written, current and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with epilepsy from the school nurse. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care (including medication administration) requested by the parent.

Parent-designated adults who are not school employees are required to show evidence of comparable training, and meet school district requirements for volunteers. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care requested by the parent. The (insert appropriate staff member) is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

1. Oral medications will be administered at school only when it has been determined that it is —absolutely necessary to do so, and a written, current and unexpired request has been received —as follows:

- a. Parent or legal guardian, and
- b. A licensed physician or dentist who states there is a valid health reason. (To include a —licensed physician's assistant, or a certified pediatric or family nurse practitioner —working under the direction of a physician whose name is to be stated.)



- ~~2. Authorization for the administration of the prescribed medication is good for the current —school year only.~~
- ~~3. The building principal or his/her designee shall review the request for medication to be given —at school and contact the parent or guardian, or physician or dentist prescribing medication, —for additional information if necessary.~~
- ~~4. The building principal or his/her designee shall examine medication to determine that it —appears to be in the original container and is properly labeled.~~
- ~~5. The medication shall be kept in the original container in a safe, locked area at school.~~
- ~~6. The building principal shall designate the staff members who are authorized to give the —medication at school, and insure that they are trained and supervised in medication —administration procedures by a licensed professional.~~
- ~~7. Records will be kept in the school of the date, time, and dosage of each administration of —medication, along with the initials of the adult staff member administering the medication.~~
- ~~8. School district employees who administer medication according to the policy and in —substantial compliance with the dosage prescribed by the student's physician or dentist, and —parent or guardian shall be immune from liability.~~
- ~~9. The administration of medication may be discontinued by the school staff at the discretion of —the building principal or his/her designee, provided that oral or written notice is given to the —parent or guardian in advance of the date of discontinuance.~~
- ~~10. If a request for administration of medication is terminated by the physician, dentist, building —principal, or parent/guardian, the remaining dosage shall be collected from the school by the —parent/guardian; otherwise, the parent or guardian may authorize its destruction. This action —is to be performed within two (2) school business days of the request for termination.~~
- ~~11. A record of disposition of the medication shall be made on the student's medication card. —The record of administration of medication for the student shall be placed in his/her —permanent file at the end of the school year.~~

~~Legal Reference (Chapter 195, Laws of 1982, State of Washington; RCW 28A.210.260; RCW 18.71.88)~~

Adopted Injectable Medication 3/84 & Oral Medication 4/84
Combined and Revised 1/2017



MEDICATIONS AT SCHOOL

~~INJECTABLE MEDICATION~~

~~Medication will be administered by injection by a staff member at school only upon parental request. The parental request shall contain the following information:~~

- ~~1. Statement that the student is subject to developing a sudden life-endangering situation which will necessitate the use of prescribed injectable medication;~~
- ~~2. That the parent or guardian has obtained the necessary prescribed medication from a licensed physician and provided this medication to the school;~~
- ~~3. That the parent or guardian gives permission to the trained staff of the school district to give the medication when it becomes necessary;~~
- ~~4. The name and telephone number of responsible persons (including themselves) to notify in case of emergency;~~
- ~~5. The name and telephone number of the doctor prescribing the medication or doctor to be called who will subsequently attend the patient;~~
- ~~6. That the parent or guardian will be responsible for expenses incurred (i.e., ambulance, emergency room) if necessary;~~
- ~~7. That the parent or guardian will not hold the school district or its employees responsible for any untoward reactions when the medication is administered in accordance with physician's directions accompanying the medication.~~

~~Attached to the prescribed injectable medication kit must be written, current and unexpired statement which includes:~~

- ~~1. Name of student~~
- ~~2. Name of medication;~~
- ~~3. Prescribed dosage, and, when kit contains multiple medication, the sequence and time element involved for administration.~~

~~Prescribed injectable medication authorizations are good for the current school year only.~~

~~The building principal or his/her designee shall review the request for medication to be given at school and contact the parent or guardian, or physician prescribing medication, for additional information if necessary.~~

~~The building principal or his/her designee shall examine to determine that medication appears to be in the original container and is properly labeled.~~

~~The medication shall be kept in the original container in a safe, locked area at school.~~

~~The building principal shall designate the staff members who are authorized to give the~~

Adopted Injectable Medication 3/84 & Oral Medication 4/84

Combined and Revised 1/2017



~~injectable medication at school, and insure that they are trained and supervised in medication administration procedures by a licensed professional. A list of those employees who are qualified to administer injectable medication shall be kept current in each school building, preferably in the office and health room.~~

~~Records will be kept in the school of the date, time and dosage of each administration of medication, along with the initials of the adult staff member administering the medication.~~

~~School district employees who administer medication according to the policy and in substantial compliance with the dosage prescribed by the student's physician shall be immune from liability.~~

~~The administration of medication may be discontinued by the school staff at the discretion of the building principal or his/her designee, provided that oral or written notice is given to the parent or guardian in advance of the date of the discontinuance.~~

~~If a request for administration of medication is terminated by the physician, building principal, or parent/guardian, the remaining dosage shall be collected from the school by the parent/guardian; otherwise, the parent/guardian may authorize its destruction. This action is to be performed within two (2) school days of the request for termination.~~

~~A record of the disposition of the medication shall be made on the student's medication card. The record of administration of medication for the student shall be placed in his/her permanent file at the end of the school year.~~

~~Legal Reference: RCW 18.71 and RCW 18.~~
4/11/84 adopted

Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the SUMNER SCHOOL DISTRICT #320 School District for the Month of December, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	21,513,504	74,040.52	9,812,767.06		11,700,736.94	45.61
2000 LOCAL SUPPORT NONTAX	7,449,678	392,302.39	2,051,714.42		5,397,963.58	27.54
3000 STATE, GENERAL PURPOSE	63,184,136	5,424,893.84	19,933,191.02		43,250,944.98	31.55
4000 STATE, SPECIAL PURPOSE	13,274,468	1,075,925.95	3,915,266.09		9,359,201.91	29.49
5000 FEDERAL, GENERAL PURPOSE	1,001,148	.00	.00		1,001,148.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	5,516,692	818,604.34	1,234,912.46		4,281,779.54	22.39
7000 REVENUES FR OTH SCH DIST	970,000	430,365.00	430,365.00		539,635.00	44.37
8000 OTHER AGENCIES AND ASSOCIATES	47,500	10,763.79	10,763.79		36,736.21	22.66
9000 OTHER FINANCING SOURCES	25,000	.00	628.96		24,371.04	2.52
Total REVENUES/OTHER FIN. SOURCES	112,982,126	8,226,895.83	37,389,608.80		75,592,517.20	33.09
B. EXPENDITURES						
00 Regular Instruction	70,167,372	5,270,684.08	21,823,884.52	39,702,635.34	8,640,852.14	87.69
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	12,234,258	1,114,482.47	4,318,122.06	8,442,571.23	526,435.29	104.30
30 Voc. Ed Instruction	2,727,035	211,118.67	876,516.50	1,582,697.19	267,821.31	90.18
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	4,013,282	201,185.82	940,115.91	1,611,558.24	1,461,607.85	63.58
70 Other Instructional Pgms	259,500	10,534.74	50,966.88	57,300.93	151,232.19	41.72
80 Community Services	2,345,368	188,374.12	705,538.77	1,023,257.23	616,572.00	73.71
90 Support Services	22,235,311	1,599,505.46	7,702,895.02	11,729,081.66	2,803,334.32	87.39
Total EXPENDITURES	113,982,126	8,595,885.36	36,418,039.66	64,149,101.82	13,414,984.52	88.23
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)	1,000,000-	368,989.53-	971,569.14		1,971,569.14	197.16-
F. TOTAL BEGINNING FUND BALANCE	3,528,396		8,846,853.39			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE	2,528,396		9,818,422.53			
(E+F + OR - G)						
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 Restricted for Carryover	63,833		139,516.81			
G/L 825 Restricted for Skills Center	0		.00			
G/L 828 Restricted for C/O of FS Rev	0		.00			
G/L 830 Reserved for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	285,509		295,530.53			
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	0		.00			
G/L 872 Committed to Min Fund Bal Polic	0		.00			
G/L 875 Assigned Contingencies	0		.00			
G/L 884 Assigned to Other Cap Projects	1,000,000		1,000,000.00			
G/L 888 Assigned to Other Purposes	2,179,054		914,988.13			
G/L 890 Unassigned Fund Balance	1,000,000-		2,319,343.06			
G/L 891 Unassigned Min Fnd Bal Policy	0		5,149,044.00			
TOTAL	2,528,396		9,818,422.53			

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the SUMNER SCHOOL DISTRICT #320 School District for the Month of December, 2016

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	2,731,290	8,699.48	1,207,269.29		1,524,020.71	44.20
2000 Local Support Nontax	1,152,400	120,267.67	258,794.52		893,605.48	22.46
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	24,165.50		24,165.50-	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	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	3,883,690	128,967.15	1,490,229.31		2,393,460.69	38.37
<u>B. EXPENDITURES</u>						
10 Sites	32,868,710	166,210.98	363,568.67	2,916,208.60	29,588,932.73	9.98
20 Buildings	3,400,000	354,157.83	1,402,398.28	3,306,442.45	1,308,840.73-	138.50
30 Equipment	3,731,290	96,638.68	442,989.62	56,053.16	3,232,247.22	13.37
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	798.91	0.00	798.91-	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>	40,000,000	617,007.49	2,209,755.48	6,278,704.21	31,511,540.31	21.22
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	36,116,310-	488,040.34-	719,526.17-		35,396,783.83	98.01-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	82,207,768		84,214,157.34			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	46,091,458		83,494,631.17			
<u>(E+F + OR - G)</u>						
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 825 Restricted for Skills Center	0		.00			
G/L 830 Reserved fof 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	52,472,880		71,671,592.38			
G/L 862 Committed from Levy Proceeds	1,623,175-		590,950.87			
G/L 863 Restricted from State Proceeds	0		24,165.50			
G/L 864 Rsrv Of Fed Proceeds	0		.00			
G/L 865 Restricted from Other Proceeds	119,011		116,036.00			
G/L 866 Restricted from Impact Proceeds	6,568,547-		2,493,313.23			
G/L 867 Restricted from Mitigation Fees	0		.00			
G/L 869 Rsrvd UnDistrib Proceeds	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	1,691,289		8,598,573.19			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	46,091,458		83,494,631.17			

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the SUMNER SCHOOL DISTRICT #320 School District for the Month of December, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	13,427,923	38,918.47	5,121,443.92		8,306,479.08	38.14
2000 Local Support Nontax	10,000	710.16	8,231.74		1,768.26	82.32
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>	 13,437,923	 39,628.63	 5,129,675.66		 8,308,247.34	 38.17
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	6,030,000	4,995,000.00	4,995,000.00	0.00	1,035,000.00	82.84
Interest On Bonds	7,103,930	3,471,275.25	3,471,275.25	0.00	3,632,654.75	48.86
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	2,702.47	0.00	7,297.53	27.02
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	405,000	.00	.00	0.00	405,000.00	0.00
 <u>Total EXPENDITURES</u>	 13,548,930	 8,466,275.25	 8,468,977.72	 0.00	 5,079,952.28	 62.51
 <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>	 111,007-	 8,426,646.62-	 3,339,302.06-		 3,228,295.06-	 > 1000
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 5,421,553		 6,400,158.46			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 5,310,546		 3,060,856.40			
 <u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	5,310,546		3,060,856.40			
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>	 5,310,546		 3,060,856.40			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the SUMNER SCHOOL DISTRICT #320 School District for the Month of December, 2016

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	711,140	17,755.51	296,953.84		414,186.16	41.76
2000 Athletics	374,627	12,591.84	187,050.34		187,576.66	49.93
3000 Classes	91,000	1,518.00	4,783.60		86,216.40	5.26
4000 Clubs	756,357	7,984.61	141,729.24		614,627.76	18.74
6000 Private Moneys	170,040	8,878.60	24,007.82		146,032.18	14.12
<u>Total REVENUES</u>	2,103,164	48,728.56	654,524.84		1,448,639.16	31.12
B. EXPENDITURES						
1000 General Student Body	512,157	17,200.47	128,224.53	21,376.84	362,555.63	29.21
2000 Athletics	543,520	38,890.08	255,643.44	36,890.39	250,986.17	53.82
3000 Classes	73,825	6.96	2,329.70	0.00	71,495.30	3.16
4000 Clubs	667,996	16,699.00	166,053.94	0.00	501,942.06	24.86
6000 Private Moneys	165,350	14,822.44	18,303.94	0.00	147,046.06	11.07
<u>Total EXPENDITURES</u>	1,962,848	87,618.95	570,555.55	58,267.23	1,334,025.22	32.04
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u> <u>(A-B)</u>	140,316	38,890.39-	83,969.29		56,346.71-	40.16-
D. <u>TOTAL BEGINNING FUND BALANCE</u>	668,652		795,437.64			
E. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
F. <u>TOTAL ENDING FUND BALANCE</u>	808,968		879,406.93			
<u>C+D + OR - E)</u>						
G. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	808,968		879,406.93			
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>	808,968		879,406.93			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the SUMNER SCHOOL DISTRICT #320 School District for the Month of December, 2016

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,200	30.96	363.45		836.55	30.29
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	330,000	.00	.00		330,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	70,000	.00	284.11		69,715.89	0.41
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	401,200	30.96	647.56		400,552.44	0.16
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	401,200	30.96	647.56		400,552.44	0.16
<u>D. EXPENDITURES</u>						
Type 30 Equipment	812,949	.00	68,964.24	472,981.88	271,002.88	66.66
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>	812,949	.00	68,964.24	472,981.88	271,002.88	66.66
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 OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	411,749-	30.96	68,316.68-		343,432.32	83.41-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	412,249		481,343.24			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	500		413,026.56			
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	500		413,026.56			
G/L 830 Reserved 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>	500		413,026.56			