SUMNER SCHOOL DISTRICT
A GREAT PLACE TO LEARN.

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.

March 15, 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)**

   February 15, 2017 Regular Meeting Minutes (p. 5)
   March 8, 2017 Study Session Meeting Minutes (p. 11)

6. **Consent Items** **(Action)**

   Consent Items (p. 16)
   March Surplus (p. 19)
   March Warrants (p. 20)
   Bates Technical College and Sumner School District Interlocal Agreement (p. 21)

7. **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.

8. **Superintendent Comments**

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

9. **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.

10. 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.

11. Unfinished Business

a. 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:

- 2410 High School Graduation Requirements
- 3415 Accommodating Students with Diabetes
- 3419 Self-Administration of Asthma and Anaphylaxis Medications
- 4060 Distribution of Materials

2410 High School Graduation Requirements (p. 25)

3415 Accommodating Students with Diabetes (p. 34)

3419 Self-Administration of Asthma and Anaphylaxis Medications (p. 36)

4060 Distribution of Materials (p. 38)

12. New Business

a. School District Name Change (Action)

Per previous public School Board discussions desiring to change the name of the district, the Sumner School District Board of Directors will vote whether to direct the district to begin the process, as outlined in RCW 28A.320.025, to explore public interest in changing the district's name.

b. District Late Start (Action)

In an effort to provide four consecutive days of instruction, the Sumner School District Board of Directors will vote whether to direct the district to change the day of the week for when teachers will take 90 minutes from a school day to participate in professional development. Currently, the district is on a Wednesday Late Start schedule.

c. Sumner School District Banking Services (Action)

The Sumner School District has been using Bank of America for the District's banking services since the late 1990's. After review, it has been determined that Heritage Bank can provide the same services at a reduced rate.

The Administration recommends the Board engage Heritage Bank for Sumner School District banking services.

d. Resolution No. 14/16-17: Sumner High School Educational Specifications (Action)

The purpose of educational specifications per WAC 392-342-015 is to define and communicate to the architect/engineer the district's goals and requirements for what a given facility should be to accommodate their program. Educational Specifications related to the Sumner High School remodel project have been prepared by BLRB Architects at the direction of the district and are recommended for acceptance.

The Administration recommends the Board adopt Resolution No. 14/16-17: Sumner High School Educational Specifications.

Resolution No. 14/16-17: Sumner High School Educational Specifications (p. 39)

e. Resolution No. 22/16-17: New Tehaleh Elementary Value Engineering (Action)

Per WAC 392-343-080 and 392-344-065, the Office of Superintendent of Public Instruction requires School Board acceptance of the Value Engineering Report as part of the D-7 submittal.

The Administration recommends the Board adopt Resolution No. 22/16-17: New Tehaleh Elementary Value Engineering.

Resolution No. 22/16-17: New Tehaleh Elementary Value Engineering Approval (p. 40)

f. Resolution No. 23/16-17: Development and Joint Use of Aquatic Facilities (Action)

The Sumner School District will enter into an agreement with the City of Bonney Lake for the purposes of cooperatively constructing, maintaining, operating, and scheduling use of an aquatics facility.

The Administration recommends the Board adopt Resolution No. 23/16-17: Development and Joint Use of Aquatic Facilities.

Resolution No. 23/16-17: Development and Joint Use of Aquatic Facilities (p. 41)

g. Instructional Materials Adoption - First Reading

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

The following materials are presented for first reading:

Title: Core Focus on Math
Author: Shannon McCaw
Publisher SM[C] Curriclum
Copyright: 2014
Name of class in which the textbook will be used: Math 6, Honors Math 6, Math 7, Accelerated Math 7, Math 8, Co-Teach Math 6, Co-Teach Math 7, Co-Teach Math 8

Title: Eureka Math
Author: Various
Publisher: Great Minds
Copyright: 2015
Name of class in which the textbook will be used: Grades K-5 Mathematics

Title: Edmentum (Plato and EdOptions)
Author: Various
Publisher: Edmentum
Copyright: Varies by course
Name of class in which the textbook will be used: All online courses for middle and high school

Title: World Civilizations: Global Experience
Author: Peter N. Stearns, Michael B. Adas, Stuart B. Schwartz, Marc Jason Gilbert
Publisher: Pearson
Copyright: 2015
Name of class in which the textbook will be used: AP World History

Title: Beginning Visual Basic
Author: Philip Conrod and Lou Tylee
Publisher: Kid Software LLC
Copyright: 2015
Name of class in which the textbook will be used: Introduction to Programming (Visual Basic)

Title: Programming Games with Visual Basic
Author: Philip Conrod and Lou Tylee
Publisher: Kid Software LLC
Copyright: 2015
Name of class in which the textbook will be used: Introduction to Programming (Visual Basic)

h. New and Revised Policies - First Reading

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

The following policies are presented for first reading:

- 3432 Emergencies
- 5201 Drug-Free Schools, Community and Workplace
- 5280 Separation from Employment

3432 Emergencies (p. 44)

5201 Drug-Free Schools, Community and Workplace (p. 47)

5280 Separation from Employment (p. 50)

i. New and Revised Procedures (Information)

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

The following procedures are presented for Board information:

- 3432P Emergencies
- 5201P Drug-Free Schools, Community and Workplace

3432P Emergencies (p. 54)

5201P Drug Free Schools, Community and Workplace (p. 66)

13. Information Only

a. Upcoming Board Meeting(s)

A Study Session has been scheduled for April 12. The next Regular Board meeting is scheduled for April 19. Both meetings will begin at 6:00 p.m. in the Central Office Board Room.

b. Budget Status Report

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

February Budget Status Report (p. 67)

14. Executive Session

In accordance with the Open Public Meetings Act provision for Executive Sessions, RCW 42.30.110(f)(iii) and RCW 42.30.140(4)(a), the Sumner School District Board of Directors will hold an executive session for the purposes of discussing a personnel matter, potential litigation, and the Superintendent's evaluation. Action is not anticipated following the session.

SUMNER SCHOOL DISTRICT
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SCHOOL BOARD MEETING

Board of Directors
Erin Markquart, President
Deb Norris, Vice President
Paul Williams, Legislative Rep.
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.

February 15, 2017 Regular Meeting – Meeting Minutes

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

School Board President, Erin Markquart, called the February 15 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; Mountain View Middle School Assistant Principal, Susan Smith; Administrative Interns, Bobbi Hansen, Kathi Renn, Lisa Brozovich; Donald Eismann Elementary Dean of Students, Julana Hardtke; Maintenance and Operations Director, Dave Coutts; Sumner High School Principal, Kassie Meath; Educational Support Services Executive Director, Steve Sjolund; Athletics and Activities Director, Tim Thomsen; Donald Eismann Elementary Principal, Susie Black; Chief Financial Officer, Debbie Campbell; Interim Human Resource Executive Director, Don Waring; Recording Secretary, Bailey Ottenad

Visitors: 42

2. Flag Salute

3. Recognition of Greeters

Sumner High School student, Alex Christensen and Lucas Leonhard and Bonney Lake High School Student, Alisha Feist, introduced themselves to the School Board.

4. Approval of Agenda

School Board President, Erin Markquart, requested the agenda be amended to remove discussion about the Superintendent's evaluation and changed to review of a public employees performance pursuant to RCW 42.30.110(g) and add potential litigation discussion pursuant to RCW 42.30.110(i).

Moved by Deb Norris to amend the agenda to remove discussion about the Superintendent's evaluation and changed to review of a public employees performance pursuant to RCW 42.30.110(g) and add potential litigation discussion pursuant to RCW 42.30.110(i); Seconded by Paul Williams. 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 Rick Hendricks to approve the minutes of the January 18 Regular Board meeting, January 25 Board Retreat, and February 8 Study Session; Seconded by Deb Norris. Motion passed unanimously.

6. Consent Items

School Board President, Erin Markquart, requested the Parks and Recreation Interlocal Agreement Extension be moved from Consent Items to New Business item l.

Moved by Casey Chamberlain to move the Parks and Recreation Interlocal Agreement Extension from Consent Items to New Business item l; Seconded by Rick Hendricks. Motion passed unanimously.

Moved by Casey Chamberlain to approve the consent items as presented; Seconded by Rick Hendricks. Motion passed unanimously.

6a. Supplemental Consent Items

Moved by Deb Norris to approve the supplemental consent items as presented; Seconded by Paul Williams. Motion passed unanimously.

7. Acceptance of Donation

Moved by Rick Hendricks to accept donations from Donald Eismann Elementary Parent Teacher Association in the amount of $31,347.47 for playground equipment and Sumner High School Spartan Boosters in the amount of $5,083.10 to put towards stipends for Assistant Baseball Coaches at Sumner High School; Seconded by Deb Norris. 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.

Since 2014, Dillanos has been a key business partner in providing students Career and Technical educational opportunities. Dillanos have supported student learning and experiences for Sumner School District students in a variety of ways:

- Host onsite visits for High School students
- Led industry lessons teaching students product information, sourcing, packaging and branding
- Support district programs through catering and student-led fundraising activities
- Participate as mock interview judges for students in Business and Marketing classes
- Donated $1000 towards emergency school supplies

Thank you, Dillanos Coffee Roasters, for your continued partnership with the District and for providing students with unique learning opportunities!

The following students, staff members, and community partners were recognized for their notable successes and achievements; Officer Matt Eller from Sumner Police Department, Terry Spencer from Mountain View Middle School, Tricia Littlefield, Michael Howard, Kelly Johnson, Jaidin Anderson, Jacob Brigham, Koa Cochran, Austin Free, William “Billy Bob” Hornbuckle and Maren Robison from Bonney Lake High School, Andrew Siodina, Jaxson Whiting, Charlotte Weber, Ethan Tullloch, Masen Atkins, Madison Mellon, Jameson Perry, and Samantha Owens from Donald Eismann Elementary.

Meeting Recessed – 6:36 p.m.

Meeting Reconvened – 6:41 p.m.

9. Superintendent Comments

Superintendent, Laurie Dent, introduced our new Maintenance and Operations (M&O) Director, Dave Coutts to the School Board. Dave has been promoted to M&O Director, a position previously held by Mark Baumgarten. Mark transitions into a new role as Director of Capital Projects. Lisa Brozovich, Kathi Renn and Bobbi Hansen will be Elementary Assistant Principals and Julana Hardtke will be an Administrator beginning on July 1; All four were introduced to the School Board.

10. Board Member Comments

School Board Member, Paul Williams, informed the School Board of his time at the Legislative Conference in Olympia on Monday. Paul said he attended four appointments and learned new information. Paul anticipates this Legislative Session to be long.

School Board Member, Rick Hendricks, reiterated his comments from last week’s Study Session and would like the School Board and District to consider renaming the District to Bonney Lake-Sumner School District or Sumner-Bonney Lake School District. Rick said a large portion of the District is representative of Bonney Lake and unincorporated areas of Pierce County. He believes citizens would appreciate support and recognition through a name change.

School Board Vice President, Deb Norris, expressed her interest in renaming the District as well. Deb said back in 2001, when the Sumner-Bonney Lake Education Foundation was founded, it was discussed to eventually have the District renamed to a combination of the two cities. Deb said this is long overdue.

Deb informed the School Board of attendance at the League of Women Voters. Deb said it was a diverse group of women who had wonderful ideas and input. Deb thanked John Norlin for being a guest speaker at the event.

11. Audience Comments

Family Center Director, Marilee Hill-Anderson, invited the School Board to the 24th Annual Communities for Families Summit on March 7 at Calvary Community Church in Sumner.

12. Unfinished Business

a. Revised Policies – Second Reading

Moved by Rick Hendricks to approve revised policies 3240 Student Conduct Expectations and Reasonable Sanctions and 3416 Medication at School; Seconded by Casey Chamberlain. Motion passed unanimously.

13. New Business

a. Resolution No. 15/16-17: Bonney Lake High School Performing Arts Center – Authorized District Personnel

Moved by Casey Chamberlain to approve Resolution No. 15/16-17: Bonney Lake High School Performing Arts Center – Authorized District Personnel; Seconded by Paul Williams. Motion passed unanimously.

b. Resolution No. 16/16-17: Bonney Lake High School Performing Arts Center – Racial Balance

Moved by Casey Chamberlain to approve Resolution No. 16/16-17: Bonney Lake High School Performing Arts Center – Racial Balance; Seconded by Deb Norris. Motion passed unanimously.

c. Resolution No. 17/16-17: Emerald Hills Elementary Replacement Educational Specifications

Moved by Deb Norris to approve Resolution No. 17/16-17: Emerald Hills Elementary Replacement Educational Specifications; Seconded by Rick Hendricks. Motion passed unanimously.

d. Resolution No. 18/16-17: Emerald Hills Elementary Replacement – Authorized District Personnel

Moved by Paul Williams to approve Resolution No. 18/16-17: Emerald Hills Replacement – Authorized District Personnel; Seconded by Deb Norris. Motion passed unanimously.

e. Resolution No. 19/16-17: Emerald Hills Elementary Replacement – Racial Balance

Moved by Paul Williams to approve Resolution No. 19/16-17: Emerald Hills Elementary Replacement – Racial Balance; Seconded by Casey Chamberlain. Motion passed unanimously.

f. Resolution No. 20/16-17: New Tehaleh Elementary – Authorized District Personnel

Moved by Casey Chamberlain to approve Resolution No. 20/16-17: New Tehaleh Elementary – Authorized District Personnel; Seconded by Deb Norris. Motion passed unanimously.

g. Resolution No. 21/16-17: New Tehaleh Elementary – Racial Balance

Moved by Rick Hendricks to approve Resolution No. 21/16-17: New Tehaleh Elementary – Racial Balance; Seconded by Casey Chamberlain. Motion passed unanimously.

h. Change Order: Maple Lawn Elementary Parking Lot Expansion

Moved by Deb Norris to approve Change Order No. 1 – Maple Lawn Elementary Parking Lot Expansion; Seconded by Paul Williams. Motion passed unanimously.

i. Career and Technical Education Plan Approval

Moved by Casey Chamberlain to approve the Career and Technical Education Plan; Seconded by Rick Hendricks. Motion passed unanimously.

j. New and Revised Policies – First Reading

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

- 2410 High School Graduation Requirements
- 3415 Accommodating Students with Diabetes
- 3419 Self-Administration of Asthma and Anaphylaxis Medications
- 4060 Distribution of Materials

k. New and Revised Procedures

- 2024P Online Learning
- 2410P High School Graduation Requirements
- 3419P Self-Administration of Asthma and Anaphylaxis Medications
- 4060P Distribution of Materials

l. Parks and Recreation Interlocal Agreement Extension

Moved by Deb Norris to approve the Parks and Recreation Interlocal Agreement Extension through August 31, 2017; Seconded by Paul Williams. The School Board directed the District to continue discussions and begin transitioning the Parks and Recreation Department to a municipality. Motion passed unanimously.

14. Information Only

a. Upcoming Board Meetings

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

b. Budget Status Report

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

c. STEM Fair and District Art Show – Feb. 25

The Sumner School District has transformed the traditional science fair into a STEM Fair – showcasing Science, Technology, Engineering and Math. Math activities, technology and engineering projects will be featured along with science fair projects at this annual event, and held in conjunction with the District Art Show.

The STEM Fair will be held on Saturday, Feb. 25, 10-3 p.m. at Sumner Middle School.

d. Community Summit – March 7

Join with neighbors, local leaders, youth, and community organizations to examine topics of importance to the health of our communities! Gain information about local issues, be inspired to take action, and become involved in creating solutions that address tough topics.

March 7, 4-8 p.m., at Calvary Community Church in Sumner

15. Executive Session

In accordance with the Open Public Meetings Act provision for Executive Session, RCW 42.30.110(g)(i), School Board President, Erin Markquart, announced the Sumner School District Board of Directors would hold an Executive Session for the purposes of reviewing a public employees performance and potential litigation. The Executive Session would last 60 minutes and action was anticipated following the session.

Meeting Recessed to Executive Session: 7:07 p.m.

Meeting Reconvened to Open Session: 8:06 p.m.

School Board President, Erin Markquart, announced the School Board is extending Executive Session another 25 minutes.

Meeting Reconvened to Executive Session: 8:06 p.m.

Meeting Reconvened to Open Session: 8:30 p.m.

16. Adjournment

Moved by Deb Norris to adjourn the February 15 Board meeting; Seconded by Casey Chamberlain. Motion passed unanimously.

Meeting adjourned: 8:30 p.m.

Laurie Dent, Secretary
Board of Directors

Attest:

Erin Markquart, President
Board of Directors

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Mission
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March 8, 2017 Study Session – Meeting Minutes

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

School Board President, Erin Markquart, called the March 8 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; Human Resources Executive Director, Marion Leach; 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; Capital Projects Coordinator, Marina Tanay; Elementary Math TOSA, Darla Offner; Elementary Program Administrators, Elli McDaniel and Laurie Sjolund; SEA President, Gabrielle Wright; Capital Projects Director, Mark Baumgarten; Secondary Curriculum Director, Lindsay O'Neal; Recording Secretary, Bailey Ottenad

Visitors: 3

2. Flag Salute

3. Approval of Agenda

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

4. Reports

a. Asset Preservation Program

Capital Projects Coordinator, Marina Tanay, presented the Asset Preservation Program, an annual report required by OSPI.

b. Sumner High School Educational Specifications

BLRB Architects presented Sumner High School Educational Specifications. Educational Specifications aid in the design process and set standards for things such as building and classroom size, project goals, and a description of the program that's to be delivered. The Sumner High School remodel will meet student population needs, have flexible learning spaces and a library focus, expand the commons and gym seating, and update the infrastructure. The remodel will also focus on improved traffic flow for bus and car pick up and drop off, crosswalk safety, and increased campus parking.

c. New Tehaleh Elementary Value Analysis

Erickson McGovern Architects presented the value analysis for the new elementary school that will be built in Tehaleh. A value analysis is required for state-funded projects over 50,000 square feet and are performed by an independent consulting team. The School Board will take action at the March 15 Board meeting to approve the value analysis.

d. Enrollment and Boundary Revision Discussion Continued

Educational Support Services Executive Director, Steve Sjolund, continued boundary revision discussions from the February Study Session. Steve said for the 2017-18 School Year, the District needs to reduce the number of incoming 6th grade students going to Sumner Middle School. The 2017-18 School Year 6th grade enrollment is projected to be 289 students and the goal is to decrease the incoming 6th grade class to 240-250 students. The district plans to begin communicating with 21 affected Crestwood families and 29 affected Donald Eismann families March 20-April 21.

The District is currently looking at redrawing boundaries for elementary, middle and high school with changes to be implemented in the 2018-19 School Year and beyond. Boundary revisions will address increased growth across the district, balance school enrollment, increase efficiency with bus routes, and equalize poverty levels in schools. The anticipated timeline is to begin planning March-April 2017, share draft boundary revisions and gain Board input May-July 2017, hold community forums August-October 2017 to gather input and feedback, and have the Board approve boundary revisions in November 2017.

e. Development and Joint Use of Aquatic Facilities

Chief Financial Officer, Debbie Campbell, presented Resolution No. 23/16-17: Development and Joint Use of Aquatic Facilities. The School Board said they would commit $6.6 million to the project. School Board Member Paul Williams asked for number of years committed, district pool usage, and dive tank language be added to the resolution. The School Board will take action on this resolution at the March 15 Board meeting.

Superintendent Laurie Dent requested Instructional Materials review come before the Late Start Discussion.

f. Instructional Materials

Instructional Services Assistant Superintendent, Kelly Denn, Secondary Curriculum Director, Dr. Lindsay O'Neal, Elementary Program Administrator, Laurie Sjolund and Elementary Math TOSA, Darla Offner, presented the following instructional materials:

Title: Core Focus on Math
Author: Shanon McCaw
Publisher SM^{c} Curriculum
Copyright: 2014
Name of class in which the textbook will be used: Math 6, Honors Math 6, Math 7, Accelerated Math 7, Math 8, Co-Teach Math 6, Co-Teach Math 7, Co-Teach Math 8

Title: Eureka Math
Author: Various
Publisher: Great Minds
Copyright: 2015
Name of class in which the textbook will be used: Grades K-5 Mathematics

Title: Edmentum (Plato and EdOptions)
Author: Various
Publisher: Edmentum
Copyright: Varies by course
Name of class in which the textbook will be used: All online courses for middle and high school

Title: World Civilizations: Global Experience
Author: Peter N. Stearns, Michael B. Adas, Stuart B. Schwartz, Marc Jason Gilbert
Publisher: Pearson
Copyright: 2015
Name of class in which the textbook will be used: AP World History

Title: Beginning Visual Basic
Author: Philip Conrod and Lou Tylee
Publisher: Kid Software LLC
Copyright: 2015
Name of class in which the textbook will be used: Introduction to Programming (Visual Basic)

Title: Programming Games with Visual Basic
Author: Philip Conrod and Lou Tylee
Publisher: Kid Software LLC
Copyright: 2015
Name of class in which the textbook will be used: Introduction to Programming (Visual Basic)

g. Late Start Discussion

Superintendent Laurie Dent provided a historical overview of Wednesday Late Start and when discussions began to move the late start day to a day that would be less disruptive to the student week. This past January, the District surveyed teachers, families, and community to gain input on changing

the late start day from Wednesday morning to Monday late start, Friday late start, Friday early release, or to keep the schedule the same; all surveyed groups, except the Hispanic robocall group, said they preferred Friday early release.

School Board Member Rick Hendricks said he would not vote in favor of Friday early release, but would vote in favor of Monday late start.

School Board Vice President Deb Norris said the School Board needs to look at the bigger picture and respect the teachers, families, and community members who voted in favor of Friday early release.

School Board Member Paul Williams said he reviewed the comments submitted in the survey and he feels like the District needs to communicate what Wednesday late start is for. Paul would like to see concrete data that indicates a day change would improve student performance. Paul said he would like to keep the schedule the same.

Superintendent Laurie Dent said the District would like to have a schedule that offers four solid days of instruction.

School Board Member Casey Chamberlain said he would like to see the District offer four solid days of instruction, but he will not vote in favor of Friday early release; he would vote in favor of Monday late start.

School Board President Erin Markquart said she supports Friday early release; it's a contracted teacher work day, teachers are required to attend.

Superintendent Laurie Dent reiterated the need for the School Board to make a decision so the District can plan for the upcoming School Year and provide advance communication to teachers, families, and our community.

The School Board will vote at the March 15 Board meeting to change the late start day from Wednesday late start to Monday late start.

h. New and Revised 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:

- 3432 and 3432P Emergencies
- 5201 Drug-Free Schools, Community and Workplace
- 5280 Separation from Employment

5. Capital Projects Update

Educational Support Services Executive Director Steve Sjolund said the Emerald Hills Elementary remodel is moving into three dimensional drawings. Next month, the project team will be looking at design features of the entryway. Steve said he met with the City of Bonney Lake last Friday in regards to the pre-application process. The City said the setbacks on two sides of the Emerald Hills property are well within appropriate parameters;

the District will begin an outreach effort to Emerald Hills neighbors and the larger Emerald Hills community to communicate project aspects.

In Summer 2018, the District will begin work on upgrading the track and field at Lakeridge Middle School.

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.

Superintendent Laurie Dent reviewed the new School Board periodic table calendar. The Board agreed to work on the calendar for one year and make adjustments after that if needed.

7. Board Discussion

School Board Member Paul Williams informed the Board he sent them an email regarding WSSDA policy 6112. He would like the Board to consider adopting this policy. Paul also said he is looking forward to the bond presentation by District Bond Counsel at the April Study Session.

School Board Member Rick Hendricks briefly discussed changing the District's name to the Sumner Bonney Lake School District and would like the Board to take action to begin the name change process at the March 15 Board meeting.

Superintendent Laurie Dent and the School Board agreed to cancel the July Study Session.

8. Executive Session

In accordance with the Open Public Meetings Act provision for Executive Sessions, RCW 42.30.110(iii), School Board President Erin Markquart announced the Sumner School District Board of Directors would hold an Executive Session for the purposes of discussing potential litigation. The session would last 60 minutes and action was not anticipated.

Meeting Recessed to Executive Session – 9:30 p.m.

Meeting Reconvened to Open Session – 10:25 p.m.

9. Adjournment

Moved by Casey Chamberlain to adjourn the March 8 Study Session; Seconded by Rick Hendricks. Motion passed unanimously.

Meeting adjourned: 10:26 p.m.

_____
Laurie Dent, Secretary
Board of Directors

Attest: _____
Erin Markquart, President
Board of Directors

March 15 Board Meeting

Date Approved by HR	Name	Position	Location	Type	Effective
Personnel Contracts					
3/2/2017	Finigan, Karen	Executive Director of Special Services	Administration	New hire on a 1.0 FTE administrative contract	3/1/2017
3/7/2017	Halvorson, Connie	Assistant Principal	.50 FTE Bonney Lake Elementary/.50 FTE Donald Eismann Elementary	New hire on a 1.0 FTE administrative contract	7/1/2017
3/7/2017	Knight, Jennifer	Assistant Principal	Daffodil Valley	New hire on a 1.0 FTE administrative contract	7/1/2017
3/7/2017	McHugh Renn, Katherine	Assistant Principal	Maple Lawn	New hire on a 1.0 FTE administrative contract	7/1/2017
3/7/2017	Schumacher, Ann	Assistant Principal	Victor Falls	New hire on a 1.0 FTE administrative contract	7/1/2017
3/7/2017	Zurfluh, Dara	Assistant Principal	Donald Eismann	New hire on a 1.0 FTE administrative contract	7/1/2017
Offers of Employment					
2/16/2017	Gustafson, Stephanie	Paraeducator	Bonney Lake Elementary	New hire, time-limited	2/21/2017
2/23/2017	Haglund, Tamra	Paraeducator	Bonney Lake Elementary	New hire, time-limited	2/27/2017
2/23/2017	Twitchell, Megean	Paraeducator	Bonney Lake Elementary	New hire, time-limited	3/6/2017
2/24/2017	Silva, Alecia	Paraeducator	Lakeridge	New hire, time-limited	2/24/2017
3/3/2017	Cray, Chad	After School Project Director	Administration	Rehire, time-limited	9/1/2017
3/3/2017	Carey, Lauren	After School Site Coordinator	Administration	Rehire, time-limited	9/1/2017
3/3/2017	Donnaway, Jay	Resource Conservation Manager	Administration	Rehire, ongoing	9/1/2017
3/3/2017	Foster, Nicole	After School Site Coordinator	Administration	Rehire, time-limited	9/1/2017
3/3/2017	Morberg, Ana	Lead Preschool Teacher in Training	Crestwood	New hire, ongoing	3/6/2017
3/3/2017	Taaffe, Jamin	Paraeducator	Community Based Program	New hire, time-limited	3/6/2017
3/7/2017	Miser, Christina	Paraeducator	Victor Falls	New hire, time-limited	3/13/2017

March 15 Board Meeting

Date Approved by HR	Name	Position	Location	Type	Effective
3/7/2017	Wenger, Jordan	Paraeducator	Sumner High	New hire, time-limited	3/2/2017
Supplemental Contracts					
3/2/2017	Shimer, Kathryn	Assistant Track	Sumner High	Coaching contract	2017/18
3/7/2017	Marquez, Chad	Assistant Baseball	Bonney Lake High	Coaching contract	2017/18
Separations					
2/16/2017	Grahame, Dougles	School Psychologist	Daffodil Valley	Retirement - 40 years in education (25 years with SSD)	End of 2016/17
2/22/2017	Moulden, Toni	Bus Driver	Transportation	Resignation	2/16/2017
2/23/2017	Dale, Meg	Paraeducator	Daffodil Valley	Resignation	4/21/2017
2/23/2017	Davis, Christopher	Grounds Technician	M&O	Resignation	3/24/2017
2/24/2017	Zaugg, Carlyn	Special Education Teacher	Maple Lawn	Resignation	End of 2016/17
3/7/2017	Chase, Amy	Early Learning Lead Teacher - Floater	Bonney Lake High	Resignation	3/7/2017
3/7/2017	Kautzman, Gloria	Paraeducator	Community Based Program	Retirement - 16 years w/SSD	End of 2016/17
3/7/2017	Norlin, Lindsay	Teacher - Social Studies	Sumner High	Resignation	End of 2016/17
3/7/2017	Sargent, Karen	Health Services Secretary	Administration	Resignation	3/7/2017
3/9/2017	Kosko, Maurene	Paraeducator	Lakeridge	Resignation	3/24/2017
3/9/2017	Pitts, Kristina	Early Learning Lead Teacher	Sumner High	Resignation	End of 2016/17
Reduction in Force					
Leave of Absence					
Administrative Appointments					
3/7/2017	Brozovich, Lisa	Assistant Principal	Crestwood	1.0 FTE Administrative contract	7/1/2017
3/7/2017	Gould, Corey	Assistant Principal	Liberty Ridge	1.0 FTE Administrative contract	7/1/2017
3/7/2017	Hansen, Bobbi	Assistant Principal	Bonney Lake Elementary	1.0 FTE Administrative contract	7/1/2017
3/7/2017	Hardtke, Julana	Principal	Liberty Ridge	1.0 FTE Administrative contract	7/1/2017

March 15 Board Meeting

Date Approved by HR	Name	Position	Location	Type	Effective
3/7/2017	McDaniel, Elli	Principal	Maple Lawn	1.0 FTE Administrative contract	7/1/2017
3/7/2017	Walsh, McKenzie	Assistant Principal	Emerald Hills	1.0 FTE Administrative contract	7/1/2017

SUMNER SCHOOL DISTRICT
SURPLUS REMOVAL AUTHORIZATION
March 15, 2017

QTY	UOM	ITEM DESC	BRAND	MODEL
1	112326	AIRPORT	APPLE	
2	EA	CHAIR		
1	122349	COMPUTER	LENOVO	M90
1	EA	DRIVE, CD	ADDONIC	
1	113478	DRIVE, CD	LACIE	
1	EA	LAPTOP	APPLE	MACBOOK
1	120798	LAPTOP	GATEWAY	475M
1	122686	LAPTOP	LENOVO	X120E
1	122682	LAPTOP	LENOVO	X120E
1	122683	LAPTOP	LENOVO	X120E
1	122689	LAPTOP	LENOVO	X120E
1	122687	LAPTOP	LENOVO	X120E
1	122697	LAPTOP	LENOVO	X120E
1	122672	LAPTOP	LENOVO	X120E
1	122691	LAPTOP	LENOVO	X120E
1	125760	LAPTOP	LENOVO	X120E
1	125622	LAPTOP	LENOVO	X120E
1	125863	LAPTOP	LENOVO	X120E
1	125771	LAPTOP	LENOVO	X120E
1	124625	LAPTOP	LENOVO	X120E
1	124647	LAPTOP	LENOVO	X120E
1	124680	LAPTOP	LENOVO	X120E
1	126177	LAPTOP	LENOVO	X130E
1	126220	LAPTOP	LENOVO	X130E
1	EA	PLATFORM, COMM	MITEL	FIM
1	115335	SERVER	SUPERMICRO	6023P-8R
1	113897	SERVER	SUPERMICRO	6023P-8R
1	133701	SWITCH	HP	2530-48G
1	EA	SWITCH	SMC	8505T
1	EA	SWITCH	SMC	8505T
1	EA	SWITCH	SMC	8505T
1	EA	SWITCH	SMC	8505T
1	EA	SWITCH	SMC	8505T
1	EA	SWITCH	SMC	8505T
1	122021	SWITCH	SMC	SMC8150L2
5	BOXES	BOOKS, ASSORTED		
2	EA	BOOKCASE		
6	EA	DESK, COMPUTER		

Warrants for Approval
March 15, 2017

Warrant #61728-61798 in the total amount of $331,293.34
General Fund $273,522.08
Capital Projects $40,556.37
ASB Fund $17,197.94

Warrant #61799-61839 in the total amount of $226,709.19
General Fund $196,083.79
Capital Projects $5,998.51
ASB Fund $24,585.38
Private Purpose $41.51

Warrant #61840-61840 in the total amount of $3,500.00
General Fund $3,500.00

Warrant #61841-61915 in the total amount of $549,778.02
General Fund $179,788.79
Capital Projects $319,115.49
ASB Fund $50,824.78
Private Purpose $48.96

Warrant #161700017-161700019 in the total amount of $3,355.52
General Fund $3,235.54
Capital Projects $15.58
ASB Fund $104.40

Warrant #ACH in the amount of $5,124,483.29

Warrant #201510-201552 in the total amount of $2,480,269.29

Bates Technical College
Interlocal Cooperative Agreement for
Bates Courses Taught at Sumner High School
2017-2018 School Years

This Agreement is entered into by and between Bates Technical College, Pierce County, Washington, which is hereinafter referred to as the "College", and Sumner School District #320, hereinafter referred to as the "District".

WHEREAS, each school district in the State of Washington is authorized by state statute to participate in Interlocal agreements to secure educational opportunities, including vocational education programs, not otherwise provided: and

WHEREAS, the District has determined that certain students may advantageously be enrolled in the College's vocational courses:

Now, therefore, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree that:

The College will provide instructors with OSPI 9-12 Washington State Career and Technical Education (CTE) teacher certificates to teach Small Engine and Automotive Technology, Construction Related Trades, Advanced Computer Technology courses as well as additional mutually agreed upon programs to meet the needs of District students.

The College courses in the District will be provided in 60 to 120-minute blocks for the duration of one academic year.

The College in conjunction with the District will work closely to ensure minimum numbers of students are enrolled prior to the beginning of any course. The College and the District shall also ensure that no course will exceed 25 students without instructor permission.

Students enrolled in the CTE courses offered in the Sumner School District pursuant to the Agreement will also be eligible for college credit for the course competencies attained by the student at such time as student enrolls as a Bates Technical College student. The student may also apply for credit while still in high school, through a dual credit program.

This Agreement does not affect the enrollment at the College of District secondary students under the Running Start or Direct Fund Programs.

Basic education monies shall be allocated and paid to the College as provided for in WAC 392-121-187, and the College agrees to comply with all reporting requirements set forth in Chapter 392-121 WAC.

The College will provide funding support to the District for facilities, custodial, maintenance, and utilities. Funding support will be in the amount of ten percent (10%) of the basic education allocation determined pursuant to chapter 392-121 WAC based on average enrollments reported enrolled through the District.

The College will remit funds in June to the District upon receipt of funds and in accordance with OSPI regulations (RCW 28A.150.290) when invoiced by the District.

In the event that Bates incurs equipment expenditures for student use in any or all of the college courses, the District agrees to waive any or all of the facilities, custodial, maintenance, and utilities fee to offset those expenditures annually. Under such conditions, the equipment becomes the property of the Sumner School District.

The District will determine the eligibility of the students to enroll in the College courses with the provision that each eligible student is not yet 21 years of age and has not yet earned the credits required for a high school diploma or fulfilled the requirements of an individual education program (IEP).

The District agrees that staff provided by the College are employees of Bates Technical College and that the District is contracting with Bates Technical College for their services.

The District will work with the College to ensure that the College staff is blended into the District staff to the highest degree possible for the College staff teaching at Sumner District high schools. Participation in staff meetings, school affairs, and extracurricular activities will be an expectation. It is expected that College staff who are involved in this program will carry out their responsibilities in the program as if they were teachers in the Sumner School District. The College staff will be expected to be punctual and professional, to fulfill all academic responsibilities inherent in the teaching of high school age students, to abide by rules and procedures, academic requirements, expectations for student conduct, and other matters, which arise in the normal course of instruction in the District, will be addressed in an orientation program to be conducted by the District. The Colleges staff will be expected to attend. If, in the opinion of the Principal of a District high school, any of the College staff are not carrying out their responsibilities in an appropriate manner, the Principal shall notify the College in writing of his/her concerns. If those concerns are not adequately addressed by the end of the current semester, the College shall remove the staff member from the program under this agreement and shall promptly retain the services of a replacement instructor.

The District agrees that the CTE Director, High School Principal or designee will participate on the interview committee as a part of the College's hiring process to select staff for the courses named herein. The Bates faculty is expected to follow and enforce high school instructional and disciplinary policies and procedures.

The District agrees that technical equipment is expensive and difficult to fund. The District agrees to help fund equipment acquisition when possible to help ensure student and course success.

If a dispute arises under the Agreement, the parties agree that the venue to resolve the dispute is Pierce County, and the dispute will be resolved by binding arbitration rather than in the courts.

No power of authority of acquiring, holding, and disposing of real and personal property, has been given or relinquished by the parties entering into this agreement.

Each party to this agreement shall be responsible for damages to persons of property resulting from negligence on the part of itself, its employees, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement.

The term of this Agreement is September 1, 2017 to August 31, 2018, with a potential re-opening each school year for the sole purpose of negotiating the addition of new programs, modifying and or moving programs within the District. The Agreement shall otherwise expire automatically on August 31, of each year unless extended by mutual agreement of the College and the District. The Agreement may be terminated prior to the expiration of its term under the following circumstances:

1. Mutual agreement between the District and the College.
2. By the College, on August 31, of any given year by written notice is given to the District by no later than February 1, and based upon a showing by the College of either (a) substantial financial loss resulting from operation of the program under this Agreement, or (b) inability to staff the program with competent instructors satisfactory to the District.
3. By the District, on August 31 of any year of the term of this Agreement, if written notice is given to the College by April 30 of the year in which termination is sought, and based upon a showing by the District that continuation of the program under this Agreement is not in the financial or educational interest of the District and its students. As a prerequisite to the giving of notice of termination under this subparagraph, the District must notify the College in writing by no later than January 31 of the year in which termination may be sought, of the District's concerns about the program, in order to provide the College with an opportunity to address those concerns. The determination of whether the College has adequately addressed the District's concern shall be within the discretion of the District.
4. By the District, any time, upon at least 60 days written notice to the College, based on an assertion by the District that the College has engaged in a material failure to carry out its obligations under the Agreement. As a prerequisite to termination under this

subparagraph, the District's 60-day notice to the College must identify with particularity the basis for the District's assertion of material failure by the College to carry out its obligation under this Agreement, and the College shall have a period of 45 days to attempt to correct the problems identified by the District.

By the College, at any time, upon at least 60 days written notice to the District, and coincident with the end of a semester (unless the District agrees otherwise), based on an assertion by the College that the District has engaged in a material failure to carry out its obligations under the Agreement. As a prerequisite to termination under this subparagraph, the College's 60-day notice to the District must identify with particularity the basis for the College's assertion of material failure by the District to carry out its obligations under the Agreement, and the District shall have a period of 45 days to attempt to correct the problems identified by the College.

Sumner School District	Bates Technical College
By: _____	By: Hadley M Woodmansee
Date: _____	Date: February 21, 2017

Approved as to Form:

By: _____

Date: _____

HIGH SCHOOL GRADUATION REQUIREMENTS

The board will establish graduation requirements which, at a minimum, satisfy those established by the State Board of Education. The board will approve additional graduation requirements as recommended by the superintendent. Graduation requirements in effect when a student first enrolls in high school will remain in effect until that student graduates. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may be pursued.

CREDIT REQUIREMENTS

Class of:	2012	2013	2014	2015	2016	2017	2018	2019-2020	2021
Entering 9th grade after July 1 of:	*2008*	*2009*	*2010*	*2011*	*2012*	*2013*	*2014*	*2015*	*2017*
English	4	4	4	4	4	4	4	4	4
Mathematics	2	3	3	3	3	3	3	3	3
Science	2	2	2	2	2	2	2	2	3
Social Studies	3	3	3	3	3	3	3	3	3
Arts	1	1	1	1	1	1	1	1	2
Health and Fitness	2	2	2	2	2	2	2	2	2
Career and Tech Ed									1
Occupational Education	1	1	1	1	1	1	1	1	
World Language									2
Electives	6	6	6	6	6	6	6	6	4
Total Required Credits:	22	22	22	22	22	22	22	22	24

Additional credit information for Classes of 2015-2017

Math (3 credits required)
Math credits are required as follows: Algebra 1 or Integrated Math 1; Geometry or Integrated Math 2; Algebra 2 or Integrated Math 3, or a 3rd credit of math, other than Algebra 2 or Integrated Math 3, if the elective is based on a career-oriented program of study identified in the student's High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WAC 180-51-067(2)(b).

Social Studies (2.5 credits required for Class of 2015, 3 credits required for Classes of 2016-2017)

For the Class of 2015, the following courses are required: 1 credit of U.S. History and Government, 1 credit of Contemporary World History, Geography and Problems, and .5

Revised 5/2013, 4/2014, 1/2015, 9/2016, 3/2017
Revised 4/2012 and moved from Policy 3220
Revised 11/2004, 7/2007, 4/2009, 4/2010

credits of Washington State History. For the Classes of 2016 and 2017, the following courses are required: 1 credit of U.S. History and Government, 1 credit of Contemporary World History, Geography and Problems, .5 credits of Civics (content may be embedded in another social studies course) and .5 Social Studies elective.

The Washington State history and government requirement may be met in grades 7 through 12. If the course is taken in the 7th or 8th grade, it fulfills the requirement, but high school credit will only be awarded if the academic level of the course exceeds the requirements for 8th grade. Students who meet the requirement but do not earn credit must still take the required number of social studies credits in high school.

Career and Technical Education equivalencies
The district has determined the following Career and Technical Education (CTE) courses to be equivalent to a non-CTE course: *See Course Catalog.* Pursuant to WAC 180-51-067 and 180-51-068, CTE courses give high school students flexibility to use our "two for one" option. This option allows a course to meet two (2) graduation requirements but will not grant duplicate credit for the successfully completed course. The current list of CTE course equivalencies will be updated annually in the high school course description book.

Additional credit information for Classes of 2018-2020

Math (3 credits required)
The following courses are required: Algebra 1 or Integrated Math 1; Geometry or Integrated Math 2; Algebra 2 or Integrated Math 3, or a third credit of math, if the elective is based on a career-oriented program of study identified in the student's High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WAC 180-51-067.

Science (2 credits required)
At least one lab is required.

Social Studies (3 credits required)
The following are required: U.S. History and Government; Contemporary World History, Geography and Problems; .5 credits of Civics (content may be embedded in another social studies course); .5 credits of Social Studies elective.

Arts (1 credit required)
Performing or visual arts is required

Health and Fitness (2 credits required)
The following are required: .5 credits of Health (must include instruction in CPR and appropriate use of an automated external defibrillator (AED); 1.5 credits of Fitness. Students must earn credit for physical education unless excused pursuant to RCW 28A.230.050.

Occupational Education (1 credit required)
A CTE course or one that meets the definition of an exploratory course according to the CTE program standards

Pursuant to WAC 180-51-067 and 180-51-068, CTE courses give high school students flexibility to use our "two for one" option. This option allows a course to meet two (2) graduation requirements but will not grant duplicate credit for the successfully completed course. The current list of CTE course equivalencies will be updated annually in the high school course description book.

Additional credit information for Class of 2021 and beyond
Credit requirements conform to Career & College-Ready Graduation requirements.

Math (3 credits required)
The following courses are required: Algebra 1 or integrated Math 1, Geometry or Integrated Math 2 and a third credit of math chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

Science (3 credits required)
At least two (2) labs are required and a third credit of Science chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

Social Studies (3 credits required)
The following are required: U.S. History and Government; Contemporary World History, Geography and Problems; 0.5 credits of Civics (content may be embedded in another social studies course); 0.5 credits of Social Studies elective.

Arts (2 credits required)
Performing or visual arts is required. One (1) credit may be a Personalized Pathway Requirement, defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student's learning.

World Language (2 credits required)
Both credits may be a Personalized Pathway Requirement. If the student has chosen a four-year degree pathway in their High School and Beyond Plan, the student will be advised to earn 2 credits in world language.

Career and Technical Education (1 credit required)
This credit may be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards.

Pursuant to WAC 180-51-067 and 180-51-068, CTE courses give high school students flexibility to use our "two for one" option. This option allows a course to meet two (2) graduation requirements but will not grant duplicate credit for the successfully completed course. The current list of CTE course equivalencies will be updated annually in the high school course description book.

ASSESSMENTS

Class of:	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Entering 9th grade after July 1 of:	*2008*	*2009*	*2010*	*2011*	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*
	Reading and Writing High School Proficiency Exam (HSPE)			Reading and Writing HSPE, or ELA SBAC, or 10th grade ELA Exit Exam		10th grade ELA Exit Exam, or ELA SBAC	ELA SBAC	ELA SBAC	ELA SBA	ELA SBA
	Math HSPE, or one Math EOC, or earn 2 credits of Math after 10th grade	One Math EOC Exam in Algebra I/Integrated math 1 or geometry/ Integrated math 2		One Math EOC Exam or Algebra I/Integrated Math 1 EOC Exam or Geometry/Integrated Math 2 EOC Exit Exam or Math SBAC			One Math EOC Exam in Algebra 1/Integrated Math 1 or Geometry/ Integrated Math 2 or Math SBAC	Math SBAC	Math SBA	Math SBA
				CLASS OF 2017 ONLY: Biology EOC Exam			Biology EOC Exam	Bio EOC Exam	Bio EOC	Bio EOC

Additional assessment information
SBAC refers to the Common Core State Standard assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium. ELA SBAC refers to the English Language Arts assessment that will be administered to students in the 11th grade.
The 10th grade ELA Exit Exam refers to a Common Core State Standard assessment that will be developed by Washington using SBAC components. The Math EOC Exit Exam will be developed by the spring of 2015 and will be aligned with Common Core State Standards.

Revised 5/2013, 4/2014, 1/2015, 9/2016, 3/2017
Revised 4/2012 and moved from Policy 3220
Revised 11/2004, 7/2007, 4/2009, 4/2010

Next Generation Science Standards (NGSS) implementation and assessment development are underway as of December, 2014 and may be required for graduation for students graduating after 2015.

NON-CREDIT REQUIREMENTS

<table>
<tr><td>Class of:</td><td>2012</td><td>2013</td><td>2014</td><td>2015</td><td>2016</td><td>2017</td><td>2018</td><td>2019</td><td>2020</td><td>2021</td></tr>
<tr><td>Entering 9th grade after July 1 of:</td><td>2008</td><td>2009</td><td>2010</td><td>2011</td><td>2012</td><td>2013</td><td>2014</td><td>2015</td><td>2016</td><td>2017</td></tr>
<tr><td rowspan="4"></td><td colspan="3">Culminating Project</td><td colspan="7">As of the Class of 2015, the Culminating Project is no longer a state requirement</td></tr>
<tr><td colspan="10">High School and Beyond Plan</td></tr>
<tr><td></td><td colspan="9">Certificate of Academic Achievement or Individual Achievement awarded to student who pass the required assessments</td></tr>
<tr><td colspan="4"></td><td colspan="6">Washington State history and government</td></tr>
</table>

High School and Beyond Plan
Within the first year of high school enrollment, each student will develop a High School and Beyond Plan. The plan will be developed in collaboration with the student, parents/guardians and district staff and include, at a minimum: 1) a career goal; 2) an educational goal; 3) a four-year course plan for high school; and 4) identification of required assessments. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan if necessary and to advise the student on steps for successful completion of the plan. Whether the student has met requirements for the High School and Beyond Plan is determined by the district.

A student receiving special education services who has developed a transition plan as part of their Individualized Education Plan (IEP) may be considered by the district to have developed a High School and Beyond Plan.

Certificate of Academic Achievement
A student will receive a certificate of academic achievement (CAA) if they earn the appropriate number of credits required by the district, complete the High School and Beyond plan, complete the Culminating Project (not required for the Class of 2015 and beyond) and meet the reading, writing, math and science standards on the high school statewide assessment or an appropriate state-approved alternative ("CAA option").

Certificate of Individual Achievement
A student qualifying for special education services may earn a Certificate of Individual Achievement after passing assessments determined by the student's Individualized Education Plan (IEP) team to be appropriate for the student based on their learner characteristics, post-secondary goals and previous testing history.

Revised 5/2013, 4/2014, 1/2015, 9/2016, 3/2017
Revised 4/2012 and moved from Policy 3220
Revised 11/2004, 7/2007, 4/2009, 4/2010

International Baccalaureate Programme Diploma
A student who fulfills the requirements for an International Baccalaureate Programme diploma is considered to have satisfied the minimum state requirements for graduation from high school, but the district may require the student to complete additional local graduation requirements. To receive an international baccalaureate diploma, a student must complete and pass all required diploma program courses as scored at the local level, pass all internal assessments as scored at the local level, successfully complete all required projects and products as scored at the local level and complete the final exams administered by the international baccalaureate organization in each of the required subjects.

Awarding of High School Credit
High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:

1. Earning a passing grade according to the district's grading policy and/or

2. Demonstrating proficiency/mastery of content standards as determined by the district; and/or

3. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

4. The district will establish a process for determining proficiency/mastery for credit-bearing courses of study.

Implementation
The superintendent will develop procedures for implementing this policy which include:

1. Determination of the education plan process for identifying competencies;

2. Establishing the process for completion of the High School and Beyond Plan;

3. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district;

4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement, including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (e.g. another public school district or an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student’s former program and demonstrated

knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days;

5. Making graduation requirements available in writing to students, parents and members of the public;

6. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law;

7. Granting credit for learning experiences conducted away from school, including National Guard high school career training;

8. Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit. State law requires that the district award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma. Tenth and eleventh grade students and their parents will be notified annually of the Running Start Program;

9. Granting credit for work experience;

10. Granting credit based upon competence testing, in lieu of enrollment;

11. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade;

12. Counseling of students to know what is expected of them in order to graduate;

13. Preparing a list of all graduating students for the information of the board and release to the public;

14. Preparing suitable diplomas and final transcripts for graduating seniors;

15. Planning and executing graduation ceremonies; and

16. Developing student learning plans for students who are not successful on one or more components of the statewide assessment.

In the event minimum test requirements are adopted by the board, a student who possesses a disability will satisfy those competency requirements which are incorporated into the Individualized Education Plan (IEP). Satisfactory completion of the objectives incorporated into the IEP will serve as the basis for determining completion of a course.

Revised 5/2013, 4/2014, 1/2015, 9/2016, 3/2017
Revised 4/2012 and moved from Policy 3220
Revised 11/2004, 7/2007, 4/2009, 4/2010

Seal of Biliteracy
The district will award the Washington Seal of Biliteracy to students who have attained a high level of proficiency in speaking, reading and writing in one or more world languages in addition to English. Students who meet the criteria as established in WAC 392-410-350 will be awarded the seal on their high school diploma and transcript. The superintendent will implement procedures to determine eligibility.

Awarding of a Diploma
A student will be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student will also be advised that he/she may receive a final transcript.

Withholding of a Diploma
A student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed $100, the student or his/her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, *Classroom Management, Discipline and Corrective Action* when damages are in excess of $100, the appeal process for long term suspension as defined in Policy 3241, *Classroom Management, Discipline and Corrective Action*, will apply. The district may, in its discretion, choose to offer in-school suspension in these circumstances.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances, the diploma will be granted.

Cross References:	2418 - Waiver of High School Graduation Credits 3412 - Automated External Defibrillators 3520 - Student Fees, Fines, or Charges 3241 - Classroom Management, Discipline and Corrective Action 3110 - Qualification of Attendance and Placement
Legal References:	RCW 28A.230.090 High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies RCW 28A.230.093 Social studies course credits – Civics

Revised 5/2013, 4/2014, 1/2015, 9/2016, 3/2017
Revised 4/2012 and moved from Policy 3220
Revised 11/2004, 7/2007, 4/2009, 4/2010

coursework

RCW 28A.230.097 Career and technical high school course equivalencies

RCW 28A.230.120 High school diplomas — Issuance — Option to receive final transcripts — Notice

RCW 28A.230.122 International baccalaureate diplomas

RCW 28A.600.300-400 Running start program - Definition

RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected

WAC 180-51 High school graduation requirements

WAC 392-121-182 Alternative learning experience requirements

WAC 392-169 Special service programs - Running start program

WAC 392-348 Secondary education

WAC 392-410 Courses of study and equivalencies

WAC 392-410-350 Seal of Biliteracy

WAC 392-415-070 Mandatory high school transcript contents

ACCOMMODATING STUDENTS WITH DIABETES

The Lead District Registered Nurse is appointed to:

A. Consult and coordinate with the parents and health care providers of students with diabetes; and
B. Train and supervise the appropriate staff in the care of students with diabetes.

The district will develop and follow an individual health plan for each student with diabetes. Each individual health care plan will include an individual emergency plan element. The health plans will be updated annually, and more frequently as needed.

Parents of students with diabetes 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 diabetes from the Lead District Registered Nurse or from a nationally certified diabetes educator.

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 diabetic care to provide the care requested by the parent. The Leader District Registered Nurse is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with diabetes, the district will:

A. Acquire necessary parent requests and instructions for treatment;
B. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
C. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
D. Permit students with diabetes to perform blood glucose tests, administer insulin, and treat hypoglycemia by providing easy access to the necessary supplies, equipment and medication necessary under their individual health care plan. This includes the option for students to carry the necessary supplies, equipment and medication on their person and perform monitoring and treatment functions wherever they are on school grounds or at

school-sponsored events;

E. Permit students with diabetes unrestricted access to necessary food and water on scheduled and as needed and unrestricted access to bathroom facilities. When food is served at school events, provision will be made for appropriate food to be available to students with diabetes;
F. School meals will not be withheld from any student for disciplinary reasons. Students with diabetes will not miss meals because they are not able to pay for them. The charge for the meal will be billed to the parent or adult student and collected consistent with district policies;
G. Parents and health care providers of students with diabetes will be provided with a description of their student's school schedule to facilitate the timing of monitoring, treatment and food consumption; and
H. Each student's individual health care plan will be distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

The district, its employees, agents or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under RCW 28A.210.330.

Cross References:	5630 – Volunteers 3520 – Student Fees, Fines, or Charges 3416 – Medication at School 2162 – Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
Legal References:	42 U.S.C. 12101et seq. Americans with Disabilities Act RCW 28A.210.330 Students with diabetes – Individual health plans – Designation of professional to consult and coordinate with parents and health care provider – Training and supervision of school district personnel

Adopted 3/2017

SUMNER SCHOOL DISTRICT
A GREAT PLACE TO LEARN.

Policy No. 3419
Students

SELF-ADMINISTRATION OF ASTHMA AND ANAPHYLAXIS MEDICATIONS

Asthma is an inflammatory disease of the respiratory tract. Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

It is the policy of the board of directors that students with asthma or anaphylaxis are afforded the opportunity to self-administer prescribed medications. The student's parent or guardian will submit a written request and other documentation required by the school The student's prescribing health care provider must provide a written treatment plan.

The student must demonstrate to the school nurse that the student is competent to possess and self-administer prescribed medications during school and at school sponsored events.

The superintendent will establish procedures that implement this policy and follow emergency rescue procedures outlined in the most recent edition of *AMES: Asthma Management in Educational Settings*, in cases of suspected asthma and the emergency rescue procedures outlined in the Office of the Superintendent of Public Instruction's *Guidelines for the Care of Students with Anaphylaxis (2009)* in cases of suspected anaphylaxis.

Cross References:	3420 – Anaphylaxis Prevention and Response
	3416 – Medication at School
	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:	42 U.S.C. 280 Public Health Service Act
	42 U.S.C. 12212 Section 512 Americans with Disabilities Act of 1990
	34 CFR Part 104 Section 504 Rehabilitation Act of 1973

Adopted 3/2017

RCW 28A.210.370 Students with Asthma

RCW 28A.210.310 Anaphylaxis-Policy guidelines-Procedures-Reports

Adopted 3/2017

DISTRIBUTION OF MATERIALS

The Board recognizes that organizations may want to distribute materials to students, families, and staff using physical and electronic resources. The District is legally committed to using its public resources, including communications systems, to pursue its educational mission and provide equal access to organizations based on their alignment with the educational mission.

Any nonprofit group wishing to distribute informational material must first submit, to the superintendent or a designee, a copy of the material and a statement of the educational value the program provides to students.

All printed materials, papers, signs, leaflets, flyers, and brochures, electronic messages, yard signs, reader-board messages, live presentations or any other request to distribute information from nonprofit organizations must be approved by the superintendent or his/her designee prior to distribution.

Student and District employee organizations are considered school agencies for the purpose of this policy.

The primary purpose of the standard is to prevent the exploitation of students by individuals or groups.

It is the responsibility of the superintendent, in conjunction with the building principals to draft procedures regarding this policy.

Cross References: 3220 – Freedom of Expression

2340 – Religious-Related Activities and Practices

Adopted 11/2012
Revised 3/2017

SUMNER PUBLIC SCHOOLS
Sumner, Washington

Resolution No. 14/16-17

RESOLUTION OF APPROVAL OF ED SPECS
SUMNER HIGH SCHOOL EXPANSION

WHEREAS, Sumner School District No. 320 plans to expand Sumner High School; and

WHEREAS, Educational Specifications have been prepared by BLRB Architects; and

WHEREAS, the Educational Specifications have been reviewed by district representatives; now

THEREFORE, BE IT RESOLVED by the Board of Directors that the Educational Specifications for the Sumner High School expansion be approved.

ADOPTED this 15 day of March, 2017, by the Board of Directors of Sumner School District No. 320, Pierce County, Washington, in regular session.

_____

_____

_____

Attest:

_____

_____ _____

Secretary, Board of Directors
Sumner School District No. 320
Pierce County, Washington

Board of Directors
Sumner School District No. 320
Pierce County, Washington

SUMNER PUBLIC SCHOOLS
Sumner, Washington

Resolution No. 22/16-17

RESOLUTION OF APPROVAL OF VALUE ENGINEERING
NEW ELEMENTARY AT TEHALEH

WHEREAS, Sumner School District No. 320 plans to construct the New Elementary at Tehaleh in lieu; and

WHEREAS, the Office of Superintendent of Public Instruction requires board acceptance of the Value Engineering Report (per WAC 392-343-080, and WAC 392-344-065) for this project to be included in the D-7 submittal; now

THEREFORE, BE IT RESOLVED by the Board of Directors that the Value Engineering Report prepared by Meng Analysis, as well as those Value Engineering proposals outlined in the summary prepared by Erickson McGovern Architects, be approved.

ADOPTED this ____ day of March, 2017, by the Board of Directors of Sumner School District No. 320, Pierce County, Washington, in regular session.

_____

_____

_____

Attest:

_____

_____ _____

Secretary, Board of Directors
Sumner School District No. 320
Pierce County, Washington

Board of Directors
Sumner School District No. 320
Pierce County, Washington

SUMNER SCHOOL DISTRICT NO. 320
PIERCE COUNTY, WASHINGTON

RESOLUTION NO. 23/16-17

A RESOLUTION of the Board of Directors of Sumner School District No. 320, Pierce County, Washington, authorizing the Superintendent and Secretary to the Board of Directors and/or the District's Chief Financial Officer to negotiate an agreement with the City of Bonney Lake, Washington, for the development and joint use of aquatic facilities; and providing for other matters properly related thereto, all as more particularly set forth herein.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUMNER SCHOOL DISTRICT NO. 320, PIERCE COUNTY, WASHINGTON, as follows:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Sumner School District No. 320, Pierce County, Washington (the "District") takes note of the following facts and hereby makes the following findings and determinations:

(a) Under RCW 67.20.010, the City and the District are each authorized, acting independently or cooperatively, to acquire land and construct, maintain and operate swimming pools and other recreational facilities. Further, under RCW 67.20.020, the City and the District may enter into agreements for the purpose of conducting a recreation program or exercising any other power granted under chapter 67.20 RCW. RCW 67.20.020 also provides that in the conduct of such recreation program, the property or facilities of either party may be used with its consent.

(b) The City desires to construct, maintain, operate, and schedule use of a swimming pool and related aquatic facilities on real property owned by the City and located at Midtown Park within the City (the "Aquatic Facilities"), with a focus on providing recreational opportunities for the general public.

(c) The District desires to participate financially in the maximum amount of not to exceed $6,600,000 in the construction of the Aquatic Facilities, and in return for the District's financial participation, the District desires to use the Aquatic Facilities (which shall include a dive tank for approximately 30 years) with a focus on providing swimming and other aquatic educational and athletic activities, events and programs.

(d) The City and the District have determined it to be in the best interests of students, parents, teachers, and community members and businesses to negotiate an agreement with each other pursuant to RCW 67.20.020 (the "Agreement") for the purposes of cooperatively constructing, maintaining, operating, and scheduling use of the Aquatic Facilities.

Section 2. Agreement. After due consideration, and being fully informed and advised, the Board authorizes, directs and orders: (a) the Superintendent and Secretary to the Board of Directors (the "Secretary") and/or the District's Chief Financial Officer (the "Chief Financial Officer"), on behalf of the Board, to negotiate the terms of the Agreement; (b) legal counsel for the District, Foster Pepper PLLC ("Legal Counsel"), to prepare the Agreement consistent with the negotiated terms and conditions and such other documents, instruments and certificates reasonable and

necessary to effectuate the provisions of this resolution; and (c) the Secretary to present the Agreement, together with the appropriate resolutions, to the Board at a subsequent meeting for final approval, prior to execution of the Agreement.

Section 3. All Other Action and Ratification. The Secretary, the President of the Board, the Chief Financial Officer and other appropriate officers of the District and Legal Counsel are hereby further severally authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the Agreement and the provisions of this resolution. All actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

Section 4. Effective Date. This resolution shall be in full force and effect from and after its adoption.

ADOPTED by the Board of Directors of Sumner School District No. 320, Pierce County, Washington, at a regular open public meeting thereof, held this 15th day of March, 2017, the following Directors being present and voting in favor of the resolution.

SUMNER SCHOOL DISTRICT NO. 320
PIERCE COUNTY, WASHINGTON

_____
President and Director

_____
Vice President and Director

_____
Director

_____
Director

_____
Director

ATTEST:

_____
LAURIE D. DENT
Secretary to the Board of Directors

CERTIFICATION

I, LAURIE D. DENT, Secretary to the Board of Directors (the "Board") of Sumner School District No. 320, Pierce County, Washington (the "District"), hereby certify as follows:

1. The foregoing Resolution No. 23/16-17 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board held at the regular meeting place thereof on March, 2017, as that Resolution appears on the minute book of the District, and the Resolution is now in full force and effect; and

2. A quorum of the members of the Board was present throughout the meeting and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of March, 2017.

SUMNER SCHOOL DISTRICT NO. 320
PIERCE COUNTY, WASHINGTON

_____

LAURIE D. DENT
Secretary to the Board of Directors

EMERGENCIES

Drills:

Fire Evacuation

Students will receive instruction so that in case of fire or sudden emergency they will be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills will be held three (3) times each year.

The superintendent is directed to develop emergency evacuation procedures for each building.

Lockdowns

Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures. Lockdown drills will be held at least three (3) times each school year.

Evacuations

Students will receive instruction so that in the event the school or district needs to be evacuated, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

Shelter-in-Place

Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard. A shelter-in-place drill will be held at least once each school year.

Annually at least one drill will be conducted using the school mapping information system.

Additional safety-related drill

One additional safety-related drill to be determined by the school will be held each year. Schools will consider earthquakes, tsunamis or other high-risk local events.

Adopted 4/2017

At least one drill will annually use the school mapping information system.

Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from hard.

The superintendent will establish guidelines and action taken by building principals should an earthquake occur while school is in session.

Bomb Threats

The superintendent will establish procedures for action in the event that any threat is received towards the school by telephone, letter, orally or by other means.

Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and /or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent will establish procedures for the emergency closure of a building or department.

Adopted 4/2017

Cross References:	**4310 – District Relationships with Law Enforcement and other Government Agencies**
Legal References:	**RCW 19.27.110 International fire code – Administration and enforcement by counties, other political subdivisions and municipal corporations – Fees** **RCW 28A.320.125 Safe school plans – Requirements – Duties of school districts, schools, and educational service districts – Reports – Drills - Rules**

Adopted 4/2017

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

Sumner School District believes that the unlawful use and possession of illicit drugs and alcohol in the workplace or at or around work or school related activities is harmful, wrong, and negatively impacts employee conduct and performance. The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

The Drug Free Workplace Act and Drug Free Schools and Community Act amendments require that directly funded federal grant recipients notify their employees in writing that alcohol and drug abuse in the workplace is prohibited. "Workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district which could also include work on a federal grant.

Prohibited Behavior:

For these purposes, the board declares that the following behaviors will not be tolerated:

A. Reporting to work under the influence of alcohol, illegal **under state or federal law,** and/or controlled substances including marijuana (cannabis) **regardless of purpose (to include medical marijuana) and anabolic steroids**.
B. Using, possessing, transmitting alcohol, illegal **under state or federal law,** and/or controlled substances, including marijuana (cannabis) **regardless of purpose** and anabolic steroids, in any amount or in any manner on district property at any time or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances including marijuana (cannabis) will be subject to disciplinary action, including immediate termination.
C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal **under state or federal law** and/or controlled substances **including marijuana (cannabis) regardless of purpose and anabolic steroids**.
D. Using, possessing or transmitting illegal and/or controlled substances **under state or federal law**, including marijuana (cannabis) **regardless of purpose and anabolic steroids**.

Notification Requirments:

Each employee shall be notified of the District's policy and procedures regarding employee drug activity at work.

A. Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician which may adversely affect that staff member's ability to

perform work in a safe or productive manner, is required to report such use of medication to his or her supervisor.

B. **If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices.**
C. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor, in conjunction with the district office, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.
D. As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within 10 days of such conviction, regardless of the source of the information.

Disciplinary Action:

~~Each employee will be notified of the district's policy and procedures regarding employee drug activity at work.~~ Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding to a staff member's violation of this policy at the district's discretion or take other actions as it the district deems appropriate.

Compliance with the above standards of conduct is mandatory.

Legal References:

RCW 69.50.435 Violations committed in or on certain public places or facilities – Adittional penalty – **Defenses – Construction – Definitions**
41 U.S.C.8104 Drug Free Workplace Requirements for Federal Grant Recipients
21 U.S.C. 812 Controlled Substance Act
20 U.S.C. 7101-71187 Safe and Drug-Free Schools and Communities Act **(as amended by Title IV – 21st Century Schools**

Revised 8/2012, 5/2014, **4/2017**
Personnel Section Revised 1/2006
Previously Policy No. 5134

~~Public Law 100-690,~~ ~~Title V, Subtitle D~~
~~Public Law 101-226,~~ ~~Drug Free Schools and Community Act Amendments of 1989~~

Cross References:

5280 – Separation from Employment

4215 – Use of Tobacco, Nicotine Products and Delivery Devices

Revised 8/2012, 5/2014, **4/2017**
Personnel Section Revised 1/2006
Previously Policy No. 5134

SEPARATION FROM EMPLOYMENT

Under Washington law the superintendent has the authority to issue an appropriate notice of probable cause for discharge or nonrenewal to any certificated staff member. The board of directors will consider the notice of probable cause for a certificated staff member, or the superintendent's recommendation regarding the discharge of a classified staff member, and render a decision regarding the discharge or nonrenewal. A notice of discharge will include notice of any appeal rights the employee may have and notice of the appeal processes.

A. **Certificated Staff Member Release from Contract**
Upon request a certificated staff member may be released from contract under the following conditions:

1. **A letter requesting release will be submitted to the superintendent's office. If accepted by the board, the staff member may be released from contract.**

2. **A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.**

3. **A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.**

4. **Each request will be reviewed and a decision rendered based on the totality of the circumstances. The needs of the district and continuity of the educational program offered to students will receive primary consideration in the board's decision.**

B. **Resignation**
In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1 (or the district may insert alternate date).

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

Adopted 4/2017

C. Retirement

Staff will participate in the retirement programs under the Federal Social Security Act and the Washington State Teachers' Retirement System or the Public Employees' Retirement System. Payroll deductions will be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to April 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date.

Program and Staff Reductions

The board of directors determines the educational and operational programs for the district. Program and staff reductions may be required as a result of many factors, including but not limited to enrollment decline, programmatic needs or interests, a change in staffing needs, failure of a special levy election or other events resulting in reduction in revenue, increase in costs, and/or termination or reduction of funding of categorically-funded projects. The board will review appropriate information and based on administrative recommendations identify those educational programs and services which will be reduced, modified or eliminated.

Cross References:	**5240 – Evaluation of Staff**
	5006 – Certification Revocation
	5281 – Disciplinary Action and Discharge
Legal References:	**RCW 28A.400.300 Hiring and Discharging Employees – Written leave policies – Seniority and leave benefits, retention upon of employees transferring between school districts and other education employers**
	RCW 28A.400.320 Mandatory termination of classified employees – Appeal – Recovery of salary or compensation by district
	RCW 28A.405.340 Notice of discharge to contain notice of right to appeal if available

Adopted 4/2017

RCW 28A.405.100 Minimum criteria for the evaluation of certificated employees – Revised four-level evaluation systems for classroom teachers and principals – Procedures – Steering committee – Models – Implementation – Reports

RCW 28A.405.140 Assistance for teacher may be required after evaluation

RCW 28A.405.210 Conditions and contracts of employment – Determination of probable cause for non-renewal of contracts – Nonrenewal due to enrollment decline or revenue loss – Notice – Opportunity for hearing

RCW 28A.405.220 Conditions and contracts of employment – Non-renewal of provisional employees – Notice – Procedure

RCW 28A.405.300 Adverse change in contract status of certificated employee – Determination of probable cause – Notice – Opportunity for hearing

RCW 28A.405.310 Adverse change in contract status of certificated employee, including non-renewal of contract – Hearings – Procedure

RCW 28A.405.470 Crimes against children – Mandatory termination of certified – employees – Appeal – Recovery of salary or compensation by district

RCW 28A.410.090 Revocation of authority to teacher – Criminal basis – Complaints – Investigation – Process

RCW 41.32.240 Membership in system

RCW 41.33.020(6) Terms and provisions of plan

RCW 41.40.023 Membership

Chapter 41.41 RCW State Employees' Retirement – Federal Social Security

Chapter 181-86 WAC Policies and procedures for administration of certification proceedings

Chapter 181-87 WAC Acts of Unprofessional Conduct

Adopted 4/2017

Chapter 392-191 WAC School Personnel – Evaluation of Professional Performance Capabilities

Adopted 4/2017

EMERGENCIES

Fire Evacuation: Three drills required annually

A. In the event of a fire:

1. **Give the fire alarm signal (one long continuous signal);**
2. **Call and report the fire; and**
3. **Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.**

B. Fire evacuation drills

1. **Instructions must be given to all students on the FIRST DAY of school in September, each year;**
2. **A fire/evacuation drill must be held three times each school year; and**
3. **It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire drill procedures for the building.**

C. Authority to Call Drills

The sounding of a fire alarm for the purpose of a drill is an authority possessed solely by the principal, or someone authorized by him/her.

D. Purpose of Fire Drills

Fire drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of emergency there will be no hesitation or confusion in leaving the building.

These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:

1. **All persons in the building must take part in the fire drill; and**
2. **Every fire alarm should be considered as a warning of an actual fire.**

Adopted 3/2017

E. Frequency - Fire Drills in Schools

1. **Fire drills will be held as often as necessary and no less than three times per school year, to assure rapid and orderly evacuation of the school building. During severe weather, fire drills may be postponed. A record of all fire drills will be kept on the premises subject to inspection by the fire chief; and**

2. **In schools, fire drills include complete evacuation of all persons from the building.**

F. Warning Signals - Fire Drills

The fire warning signal will be one long continuous signal, whether by bell, siren or horn.

An emergency warning signal, either by whistle or hand siren, should be planned for, and occasionally used, thereby anticipating possible power failure.

G. Responsibilities of Staff

1. **Principals will:**

   a. **Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building, and will be responsible for the efficiency of the drill and all corrective actions or punishments taken for violation of the rules and regulations;**

   b. **Be thoroughly familiar with the fire alarm system, all fire fighting equipment, all means of egress, and any special features of the building that might prove dangerous to human life, (storerooms, lunchrooms, attic spaces, ventilators, etc.) or where fire may spread quickly;**

   c. **Be responsible for notifying custodians, engineers, and lunchroom staff that in case of an actual fire, the ventilating systems, the oil burners, gas meters, ovens, etc., are shut off;**

   d. **Appoint all subordinate officers (see E immediately below) and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:**

      i. **How to send an alarm to the fire department (including how the fire alarm system operates — both electrical and emergency);**

Adopted 3/2017

ii. How to use all in-school fire-fighting equipment; and

iii. The importance of quick action to send in a fire alarm signal, and to vacate the building — even if in-school fire-fighting equipment is in use.

e. Appoint subordinate officers:

i. Searchers - These are teachers assigned to inspect sections of the buildings to make sure that everyone is out. Cloakrooms, lavatories, teachers' room, and all other places frequented by students or teachers must be checked. Searchers will rejoin their classes as soon as the inspection is completed.

ii. Traffic Guards - These are students appointed by the principal to open doors, assist in traffic control, and maintain order.

iii. Fire Drill Aides - These are students appointed by either the principal or teachers to assist in any way deemed necessary, and to take the place of teacher searchers in their absence only. They may be used as messengers, or assigned to aid disabled students or those who are ill or faint.

iv. Safety Coordinator - In case of actual fire, during the absence of the principal, it must be clearly understood by the entire staff which person will be in charge.

2. Teachers will:

a. Be in charge of their respective classes;

b. Issue all commands relative to participation in the fire drills except as delegated by them to aides;

c. Unless assigned as searchers, lead their classes to the designated outside stations; and

d. Immediately report to the principal or fire drill aides, if any student is unaccounted for after a visual check of students.

H. Drills on Request
Occasionally, fire department representatives may come to schools and request an immediate fire drill. In general, this is their method of checking upon the quality of the drill program, and principals are expected to cooperate fully, even to the extent

of calling a drill at an inconvenient time.

1. Procedures
   In case of fire the principal will:
   a. Sound the alarm;
   b. Call and identify self to fire department officials, directing them to the location of the fire and give them any necessary special information;
   c. Make a building search; and
   d. Ensure that teachers and students perform all activities assigned to them during fire drills.
2. During Fire Drills - when the alarm begins:
   a. Teachers will lead students to the designated exit;
   b. Students will walk briskly (no running), with arm's length spacing, and without talking, laughing, or breaking from the ranks (no student may leave the line);
   c. Students not in the classroom will join the line of the first group of students met (the student must not return to the classroom);
   d. Teachers will check roll when assigned area is reached;
   e. Teachers will not leave the students gathered at a designated area unless someone is placed in charge;
   f. Teachers will notify the principal if any student is missing; and
   g. The principal will initiate a search for any missing students.
3. After a Fire Drill:
   a. The principal will give the all clear signal (a short steady signal);
   b. Teachers will lead the students back into the classroom;
   c. Teachers will check the roll;

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d. Students will not loiter in the halls;

e. Teachers will notify the principal if any student is missing; and

f. The principal will initiate a search for any missing students.

4. After a FALSE ALARM the principal will:

a. Notify the fire department of the incident; and

b. Notify school officials of the incident.

Lockdown – Three drills required annually
Modified Lockdown is initiated to isolate students and staff inside the school from potential dangers outside the school. Modified Lockdown is typically used when events in the vicinity of the school may pose a threat.

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity.

Shelter in Place – One drill required annually
"Shelter-in-place" is initiated to protect students and staff from chemical, radiological, or biological contaminants released into the environment. To "shelter-in-place" means to take immediate shelter where you are and isolate your inside environment from the outside environment.

Additional safety-related drill – One drill required annually
Schools will consider earthquakes, tsunamis or other high-risk local events.

At least one safety-related drill annually will use the school mapping information system.

Earthquake
The threat of an earthquake in Western Washington is ever-present. As with other unforeseen events, the district must be prepared to care for students and staff until danger subsides.

Each school principal in consultation with staff is required to prepare a plan and conduct an emergency earthquake drill at least twice annually. The building staff is encouraged to contact the district office and the county emergency service department for technical assistance.

A. Preparation
The principal and building staff will be responsible for conducting an annual

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inspection of the building early in the school year for the purpose of identifying potential hazards in the event of an earthquake, e.g., securing all bookcases to wall to prevent collapse. Those hazards that cannot be corrected by building level personnel will be corrected by district maintenance personnel as soon as resources permit.

B. Information to Parents
Parents should be advised that:

1. If there is an earthquake while children are on their way to school, they should "duck and cover away from power lines, buildings, and trees." Once the earthquake has stopped, they should proceed to school. If the quake occurs on their way home, after protecting themselves until the quake stops, they should proceed to their home.

2. A parent is advised not to remove a child from the school grounds unless they have first checked with school officials. If a parent were to remove a child without checking out, others could be needlessly hurt while searching for a missing child.

3. They should avoid calling the school. The phones, if functioning, may be needed by school staff. Parents of injured children will be notified first. All schools will have trained staff to help injured children until other medical assistance arrives.

Staff members should attempt to account for all students and staff before re-entry, the principal must feel absolutely certain, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe; but no students or staff will be dismissed until procedures have been approved by the superintendent's office if district-wide communications are in operation.

C. General Responsibilities
The principal must become familiar with the alarm system, all means of egress, and any special features of the facility which might endanger human life. Staff should be appointed and instructed in the general earthquake plan. The building administrator should carry out all communications functions, coordinate post-quake building inspections, and signal re-entry when safety is assured.

Teachers will see that all members of their respective classes take protective action appropriate to their situations; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and, insure orderly re-entry when signaled.

Monitors may be appointed from the more mature students in each class to assist

teachers. Monitors should be assigned to substitute for any teacher who may be injured.

The custodian will assist in the inspection of the facility, including utility conduits, and shut down mechanical/electrical systems as required. Other staff members will act as searchers; assist in evacuation and care of injured or disabled individuals; help remove hazardous materials or debris; and, carry out any additional assigned functions.

1. **Staff Instructions (During quake)**
   Staff should maintain control in the following manner:

   a. **In a classroom students should get under desk or table, face away from window, away from bookshelves and heavy objects that may fall, crouch on knees close to ground, place head close to knees, cover side of head with elbows and clasp hands firmly behind neck, close eyes tightly and remain in place until instructed otherwise or until the "all clear" signal is given;**

   b. **In gymnasiums or assembly areas, students should exit such facilities as expeditiously as possible. Individuals should move to designated areas;**

   c. **On a stairway students should move to the interior wall and "duck and cover." (Individuals should evacuate exterior stairs and move to designated areas); and**

   d. **If outdoors, students should move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects, and lie down or crouch low to the ground. Staff and students should be aware of encroaching danger that may demand further movement.**

2. **Staff Instructions (After quake)**
   The principal and custodian should inspect facilities before instructing staff and students to evacuate. Classes should be evacuated through exits to a safe area. Students should move away from buildings and remain there until given further instructions. Responsible student or staff should be posted to prevent re-entry.

   Following this evacuation, the principal should:

   a. **Check for injuries among students and staff (do not attempt to move seriously injured persons unless they are in immediate danger of**

further injury);

b. Check for fires or fire hazards;

c. Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valves and shut off electrical power if there is damage to the wiring (do not use matches, lighters, or open flame appliances until you are sure no gas leaks exist, and do not operate electrical switches or appliances if gas leaks are suspected);

d. Instruct students not to touch power lines or objects touched by the wires (all wires should be treated as live);

e. Clean up spilled medicines, drugs, chemicals, and other potentially harmful materials immediately;

f. Do not eat or drink anything from open containers near shattered glass (liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists);

g. Check the chimney over its entire length for cracks and damage, particularly in the attic and at the roof line (unnoticed damage could lead to a fire);

h. Check closets and storage shelf areas (open closet and cupboard doors carefully and watch for objects falling from shelves);

i. Keep the streets clear for emergency vehicles;

j. Be prepared for "after-shocks;"

k. Respond to requests for help from police, fire department and civil defense, but do not go into damaged areas unless your help has been requested; and

l. Plan for student/staff needs during the time that may elapse before assistance arrives (e.g. four to eight hours).

Bomb Threats

Most bomb threat messages are very brief. When possible, every effort should be made to obtain detailed information from the caller such as: exact location of the bomb, time set for detonation, description of the bomb and type of explosive used. Details such as: time of call, exact words used, sex, estimated age, identifiable accent, voice description of caller and

identifiable background noise should also be noted.

A. Evacuation Decision
The principal should notify the district office immediately. The principal should be ready to provide specific information regarding the "threatening call" and indicate if the building(s) will be evacuated and/or searched.

If the principal determines the threat is a hoax, he/she will conduct a quiet search of the building. No classes will be dismissed. A written report should be submitted to the superintendent.

If the principal determines that the message is a dangerous threat, law enforcement officers and the district office should be contacted. A routine fire drill should be initiated at least 15 minutes prior to the time of possible detonation. Teaching staff should remain with their classes until such time as the danger of explosion is past. Search procedures should be conducted under the direction of law enforcement officers. A written report should be submitted to the superintendent.

B. Search Procedures
Each building should have a volunteer search team composed of staff members. The person most qualified to search buildings or space is the person using the area.

1. How a Search is to be Made
The room to be searched may be divided into three (3) parts. The bottom third of the room, from eye level to the floor where most of the objects are located; the middle third from eye level upward toward the ceiling; and the top third of the room. The top third will have such items as light fixtures or a ceiling vent which can usually be observed from the floor. The search should be conducted systematically in a clockwise or counter-clockwise manner. Searchers should look into areas that are open and listen in those areas (cabinets, desks, lockers) where opening every closed area is impossible.

Most homemade bombs are made with spring-wound clocks and give off a ticking sound. The more sophisticated bombs use other devices such as batteries, chemicals, or may even be plugged into a light switch.

2. What to Look for
ALL UNIDENTIFIED PACKAGES FOUND DURING BOMB SEARCHES SHOULD BE CONSIDERED DANGEROUS AND LEFT UNTOUCHED, TO BE EXAMINED AND IDENTIFIED BY A QUALIFIED BOMB EXPERT. Bombs come in many shapes and sizes. Some are disguised, while others may be as crude as sticks of dynamite held together with twine or tape. One must be suspicious of any package that cannot be identified. Example: a brown paper package found ticking in an unlocked locker should

always be considered dangerous.

3. Search without Evacuation
If the preliminary decision is to search the building without evacuating the students, the principal should enlist the voluntary aid of the staff to conduct a cursory search of the building. Particular attention should be paid to those areas that are accessible to the public, such as hallways, stairways and stairwells, restrooms, unlocked lockers, unlocked unused classrooms, closets, and the like. A search should also be made on the outside of the building on low window ledges, window wells, and the base of all outside walls.

4. Search with Evacuation
If the decision is to evacuate staff and students, the principal should have the team conduct a more thorough search of the entire building. The signal to be used for evacuation is through the use of the fire drill routine. When a threat appears to be "dangerous", the principal should enlist the aid of the local police and fire department in conducting the search. All searchers should vacate the building for a short period of time when the alleged bomb is to detonate. After the search has been made and the danger period is over, the students may then return to their classrooms for resumption of normal activities.

5. Search with Evacuation during Valid Bomb Threats
When the bomb threat is judged to be valid the building should be cleared immediately of all personnel so that the police can assume the responsibility of conducting the search. A staff member should be stationed at each entrance to prevent unauthorized persons from returning to the building until the area is declared safe.

6. Disposition of Suspected Bombs
In the event of the discovery of a suspected bomb, the following steps will be taken:

   a. DO NOT TOUCH OR ATTEMPT TO MOVE THE PACKAGE IN ANY MANNER;

   b. Avoid moving any article or articles which in any way may be connected with the bomb to act as a triggering mechanism. Bombs have been set off by turning on a light switch or lifting a telephone receiver;

   c. Clear the danger area of all occupants; and

Adopted 3/2017

d. Assign staff at entrances to prevent others from entering.

The decision of whether or not to evacuate depends on the circumstances of each call. Every call should be handled individually and evaluated separately. If there is doubt as to what action to take, the safety of students and staff must be paramount and evacuation procedures should be followed.

Persons to be evacuated from the area should be moved to a minimum of 300 feet from the point of possible explosion. Power, gas, and fuel lines leading to a danger area should be shut off as soon as practical. All flammable liquids and materials should be removed from the surrounding area as well as any portable materials of value.

If an actual bomb explosion does occur, the police department should maintain a guard around the area to prevent re-entry by any unauthorized person. However, inspection is necessary to insure the safety of all persons having business in the bombed area. Fire marshals, building inspectors, etc., should be requested to inspect the building regarding supporting walls, damaged overhead structure, broken gas lines, live power lines, etc. Their inspection should precede any police or security investigation and should be designed to prevent any further injury.

Emergency School Evacuation

When an emergency within a school or department necessitates total or partial closure of the schools within the district, threatens the safety and well-being of students, and/or interferes in the normal operation of the school, the following emergency procedure must be followed:

A. The report of an emergency will be directed to the superintendent's office;

B. If the nature of the emergency calls for immediate action on the part of a principal, he/she will take necessary action and report such action to the superintendent's office;

C. The superintendent's office will contact those departments and/or schools who must assist in the emergency action; and

D. When appropriate the superintendent's office will contact the city police department and the county department of emergency services.

The principal will instruct staff including teachers, secretaries, cooks, custodians, aides, and bus drivers as to their respective responsibilities in an evacuation exercise.

Adopted 3/2017

The principal will be responsible for organizing and conducting such emergency evacuation drills as are necessary and will objectively evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.

Pandemic/Epidemic

If anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic that person will be immediately quarantined pending further medical examination. Local health officials will be notified immediately.

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by the individual's primary care physician or other medical personnel indicating that the risk of that individual transmitting the disease no longer exists.

In the event of prolonged school closings and/or extended absences by staff or students as the result of a flu pandemic or other catastrophe the superintendent will develop a pandemic/epidemic emergency plan that includes at a minimum:

A. **The chain of command for the emergency plan, and the individuals responsible for specific duties such as quarantine;**

B. **The specific steps the district will take to stop the spread of the disease;**

C. **The process for identifying sick students;**

D. **The transportation plan for sick students;**

E. **Disease containment measures for the district;**

F. **A continuing education plan for students, such a plan may include providing students with assignments via mail, local access cable television, or the school district's Web site;**

G. **Procedures for dealing with student privacy rights;**

H. **A continuity of operations plan for central office functions including employee leave, pay and benefits during a pandemic; and**

I. **An ongoing communication plan for staff, students and parents.**

Adopted 3/2017

Sumner School District
...a great place to learn!

Regulations & Procedures No. 5201-P
Personnel

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

All employees will receive information regarding the Alcohol and Drug-Free Workplace Policy. New employees will obtain this information at their orientation to the District.

Within the due process and progressive discipline provisions of the applicable bargaining unit agreements, disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct.

Reporting by employees to the Executive Director for Human Resources of any conviction for violation of criminal drug statutes while in the workplace will be done within five (5) days of the conviction. Upon notification, the Executive Director for Human Resources or designee will notify the federal granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace as per federal statute (Public Law 100-690, Title V, Subtitle D, the Drug Free Workplace Act).

Within thirty (30) days after receiving notice of a criminal drug statute conviction for a violation occurring in the workplace, the Executive Director for Human Resources or designee will:

a. Require the convicted employee to satisfactorily participate in an approved rehabilitation program; or,

b. Take appropriate personnel action against the convicted employee, up to and including termination of employment, as specified by WAC and the due process/progressive discipline provisions of the applicable bargaining unit agreements.

Information about drug and alcohol counseling, rehabilitation and re-entry programs will be made available to employees through Human Resources.

The District will publish, post at each workplace, and provide each employee with a copy of the Drug Free Workplace Policy. Employees will be required to abide by the terms of Policy 5201as a condition of employment.

June 2014
Personnel Section Revised 1/2006
Previously Policy No. 5134
Revised 8/2012

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

For the SUMNER SCHOOL DISTRICT #320 School District for the Month of February , 2017

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	21,513,504	172,278.25	10,062,302.57		11,451,201.43	46.77
2000 LOCAL SUPPORT NONTAX	7,449,678	440,227.57	2,895,807.62		4,553,870.38	38.87
3000 STATE, GENERAL PURPOSE	63,849,850	5,463,924.91	31,159,345.03		32,690,504.97	48.80
4000 STATE, SPECIAL PURPOSE	12,560,180	1,301,862.10	6,095,927.83		6,464,252.17	48.53
5000 FEDERAL, GENERAL PURPOSE	852,834	.00	.00		852,834.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	5,657,756	493,117.83	2,080,572.52		3,577,183.48	36.77
7000 REVENUES FR OTH SCH DIST	1,008,707	.00	472,218.57		536,488.43	46.81
8000 OTHER AGENCIES AND ASSOCIATES	64,617	17,893.99	33,377.18		31,239.82	51.65
9000 OTHER FINANCING SOURCES	25,000	.00	688.69		24,311.31	2.75
Total REVENUES/OTHER FIN. SOURCES	112,982,126	7,889,304.65	52,800,240.01		60,181,885.99	46.73
B. EXPENDITURES						
00 Regular Instruction	69,820,197	5,232,110.38	32,798,017.62	30,663,404.87	6,358,774.51	90.89
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	12,175,868	1,144,542.87	6,563,778.55	6,588,213.77	976,124.32-	108.02
30 Voc. Ed Instruction	2,889,241	211,566.65	1,310,289.50	1,288,678.49	290,273.01	89.95
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	4,259,135	209,480.35	1,407,271.80	1,219,548.31	1,632,314.89	61.67
70 Other Instructional Pgms	248,623	21,967.57	81,171.51	43,055.56	124,395.93	49.97
80 Community Services	2,350,905	198,830.27	1,075,880.90	791,806.89	483,217.21	79.45
90 Support Services	22,238,157	1,824,466.92	11,233,222.24	8,980,839.94	2,024,094.82	90.90
Total EXPENDITURES	113,982,126	8,842,965.01	54,469,632.12	49,575,547.83	9,936,946.05	91.28
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-	953,660.36-	1,669,392.11-		669,392.11-	66.94
F. TOTAL BEGINNING FUND BALANCE	3,528,396		8,846,853.39			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	2,528,396		7,177,461.28			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 815 Restric 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-		4,827,425.81			
G/L 891 Unassigned Min Fnd Bal Policy	0		0			
TOTAL	2,528,396		7,177,461.28			

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

For the SUMNER SCHOOL DISTRICT #320 School District for the Month of February , 2017

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	2,731,290	22,080.55	1,237,154.96		1,494,135.04	45.30
2000 Local Support Nontax	1,152,400	272,310.53	631,536.89		520,863.11	54.80
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
Total REVENUES/OTHER FIN. SOURCES	3,883,690	294,391.08	1,892,857.35		1,990,832.65	48.74
B. EXPENDITURES						
10 Sites	32,868,710	74,927.25	711,830.04	2,682,194.45	29,474,685.51	10.33
20 Buildings	3,400,000	521,470.58	2,603,464.87	5,220,409.12	4,423,873.99-	230.11
30 Equipment	3,731,290	30,161.90	563,068.06	28,860.89	3,139,361.05	15.86
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	117,907.77	117,907.77	0.00	117,907.77-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	40,000,000	744,467.50	3,997,069.65	7,931,464.46	28,071,465.89	29.82
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)	36,116,310-	450,076.42-	2,104,212.30-		34,012,097.70	94.17-
F. TOTAL BEGINNING FUND BALANCE	82,207,768		84,214,157.34			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	46,091,458		82,109,945.04			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 825 Restricted for Skills Center	0		.00			
G/L 830 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	43,472,880		70,360,708.16			
G/L 862 Committed from Levy Proceeds	1,107,525		500,354.14			
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-		2,600,797.08			
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	7,960,589		8,507,884.16			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	46,091,458		82,109,945.04			

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 February , 2017

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	13,427,923	118,445.77	5,284,311.29		8,143,611.71	39.35
2000 Local Support Nontax	10,000	776.14	10,199.90		199.90-	102.00
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	835,873.66-		835,873.66	0.00
Total REVENUES/OTHER FIN. SOURCES	13,437,923	119,221.91	4,458,637.53		8,979,285.47	33.18
B. EXPENDITURES						
Matured Bond Expenditures	6,030,000	.00	4,995,000.00	0.00	1,035,000.00	82.84
Interest On Bonds	7,103,930	.00	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
Total EXPENDITURES	13,548,930	.00	8,468,977.72	0.00	5,079,952.28	62.51
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)EXPENDITURES (A-B-C-D)	111,007-	119,221.91	4,010,340.19-		3,899,333.19-	> 1000
F. TOTAL BEGINNING FUND BALANCE	5,421,553		6,400,158.46			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	5,310,546		2,389,818.27			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	5,310,546		2,389,818.27			
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			
TOTAL	5,310,546		2,389,818.27			

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 February , 2017

A. REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	711,140	28,047.06	349,126.04		362,013.96	49.09
2000 Athletics	374,627	13,929.72	218,533.01		156,093.99	58.33
3000 Classes	91,000	.00	4,800.60		86,199.40	5.28
4000 Clubs	756,357	9,738.74	165,280.25		591,076.75	21.85
6000 Private Moneys	170,040	4,104.30	30,681.91		139,358.09	18.04
Total REVENUES	2,103,164	55,819.82	768,421.81		1,334,742.19	36.54
B. EXPENDITURES						
1000 General Student Body	512,157	35,452.46	216,972.53	46,406.26	248,778.21	51.43
2000 Athletics	543,520	36,248.34	316,232.71	47,773.32	179,513.97	66.97
3000 Classes	73,825	.00	4,092.26	0.00	69,732.74	5.54
4000 Clubs	667,996	17,484.59	199,053.39	2,520.00	466,422.61	30.18
6000 Private Moneys	165,350	8,170.17	26,943.43	0.00	138,406.57	16.29
Total EXPENDITURES	1,962,848	97,355.56	763,294.32	96,699.58	1,102,854.10	43.81
C. EXCESS OF REVENUES OVER(UNDER)EXPENDITURES (A-B)	140,316	41,535.74-	5,127.49		135,188.51-	96.35-
D. TOTAL BEGINNING FUND BALANCE	668,652		795,437.64			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	808,968		800,565.13			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	808,968		800,565.13			
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			
TOTAL	808,968		800,565.13			

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 February , 2017

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,200	82.11	516.15		683.85	43.01
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	139,658.75		69,658.75-	199.51
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	401,200	82.11	140,174.90		261,025.10	34.94
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	401,200	82.11	140,174.90		261,025.10	34.94
D. EXPENDITURES						
Type 30 Equipment	812,949	.00	397,969.44	143,956.85	271,022.71	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
Total EXPENDITURES	812,949	.00	397,969.44	143,956.85	271,022.71	66.66
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)	411,749-	82.11	257,794.54-		153,954.46	37.39-
H. TOTAL BEGINNING FUND BALANCE	412,249		481,343.24			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	500		223,548.70			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	500		223,548.70			
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			
TOTAL	500		223,548.70			