

Lopez Island School District #144

TABLE OF CONTENTS Management Support - Series 6000

A=Adopted
R=Revised
I=Implemented
A R I

FINANCIAL PLANNING AND MANAGEMENT

6000-	Program Planning, Budget Preparation, Adoption and Implementation	07/03	8/08
6010-	Fiscal Year	07/03	
6020-	System of Funds and Accounts	07/03	
6021-	Interfund Loans	07/03	
6030-	Financial Reports	07/03	
6040-	Expenditures in Excess of Budget	07/03	

REVENUES

6100-	Revenues from Local, State and Federal Sources	07/03	
6111-	Tuition	07/03	
6112-	Rental or Lease of District Property	07/03	
6114-	Gifts	07/03	10/09
6119-	Uncollected Tax Revenue		
6120-	Investment of Funds	07/03	

PURCHASING

6210-	Purchasing: Authorization and Control	07/03	
6212-	Charge Cards	07/03	
6213-	Reimbursement for Travel Expenses Procedure	11/05	11/05
6215-	Voucher Certification and Approval	07/03	
6216-	Reimbursement for Goods and Services: Warrants	07/03	
6220-	Bid Requirements Procedures	07/04	07/04
6230-	Relations with Vendors	07/03	
6240-	Food and Beverage Consumption	07/03	
6250-	Cellular Telephones	07/03	

RISK MANAGEMENT

6500-	Risk Management	07/03	
6511-	Staff Safety Procedures	07/03	02/04
6535-	Student Insurance	07/03	
6540-	School District's Responsibility For Privately-owned Property	07/03	
6545-	Noninstructional Operations/Loans of School-owned Equipment and Books	07/03	
6570-	Data and Records Management	07/03	
6590-	Sexual Harassment Procedure	07/03	06/08 07/07

TRANSPORTATION

6600-	Transportation	07/03	
6605-	Student Safety Walking to School and Riding Buses	07/03	
6620-	Special Transportation	07/03	
6625-	Private Vehicle Transportation	07/03	01/09
6630-	Driver Training and Responsibility	07/03	

Lopez Island School District #144

A=Adopted
R=Revised
I=Implemented

A R I

FOOD SERVICES

6700-	Nutrition and Food Services	02/05		
6701-	Wellness	10/06		

SCHOOL PROPERTY

6800-	Operations and Maintenance of School Property	07/03		
6810-	Energy Management/Education	07/03		
6815-	Waste Management and Recycling	07/03		
6881-	Disposal of Surplus Equipment and/or Materials	02/07		
6883-	Closure of Facilities	07/03		
6890-	State Environmental Policy Act Compliance	07/03		
6895-	Pesticide Notification, Posting and Record Keeping	07/03		

CAPITAL PROJECTS

6900-	Facilities Planning	11/06	01/07	
6950-	Contractor Assurances, Surety Bonds and Insurance	07/03	07/07	
6955-	Maintenance of Records	07/03		
6957-	Change Orders	07/03		
6959-	Acceptance of Completed Project	07/03		
6970-	Renaming Facilities	11/05		
	Procedure			11/05

Lopez Island School District #144

Management Support/Program Planning, Budget Preparation, Adoption and Implementation/6000

A district's annual budget is tangible evidence of the board's commitment toward fulfilling the aims and objectives of the instructional program and providing for the efficient and effective operation of the district. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs and support services. Each year a budget shall be prepared for the ensuing fiscal year. The budget shall set forth the complete financial plan of the district for the ensuing school year.

Prior to presentation of the proposed budget for adoption, the superintendent shall prepare for the board's study and consideration appropriate documentation supporting his/her recommendations, which shall be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the board.

Public Notification and Availability of Budget Drafts

Copies of the proposed budget shall be made available at the district office by July 10th unless the superintendent of public instruction has delayed the date because of the state operating budget was not adopted by June 1st.

The district shall publish the date, time, and place of the meeting at which the Board of Directors are scheduled to approve the budget and the Chairperson shall allow for input from citizens and others at the meeting before calling for a vote.

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

Budget: Adoption and Filing

Copies of the budget as adopted shall be filed with the educational service district for review, alteration, and approval by the budget review committee. Copies of the budget will be filed with the state superintendent of public instruction.

The dates for adoption and filing are as follows:

2nd Class Districts:

Budget adopted by August 1.

Budget forwarded to ESD for review, alteration and approval by budget review committee by August 3.

Budget review committee approves budget by August 31.

Budget returned to school district and filed with OSPI by September 10.

Lopez Island School District #144

Management Support/Program Planning, Budget Preparation, Adoption and Implementation/6000

Budget Implementation

The board places responsibility with the superintendent for administering the operating budget, once adopted. All actions of the superintendent in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

Expenditure of funds for the employment and assignment of staff meet the legal requirements of the state of Washington and adopted board policies;

Funds held in reserve accounts (General fund #810890) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the board;

Complete listing of expenditures for supplies, materials and services is presented for board approval and/or ratification;

Purchases are made according to the legal requirements of the state of Washington and adopted board policy;

Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the board;

The superintendent shall be responsible for establishing procedures to authorize and control the payroll operations of the district. The board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member. No involuntary deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment; and

Financial reports are submitted to the board each month.

Cross References:	Board Policy 5005	Employment of Staff
	Board Policy 6213	Payroll Deductions
Legal References:	RCW 28A.300.0600	Studies and adoption of classifications for school district budgets--Publication
	28A.320.010	Corporate powers
	28A.320.020	Liability for debts and judgments
	28A.400.300	Hiring and discharging employees --Seniority and leave benefits, transfers between school districts
	28A.320.090	Preparing & distributing information on district's instructional program, operation and maintenance--Limitation
	28A.330.100	Additional powers of the board
	28A.505	School District Budgets
	28A.505.040	Budget When prepared Contents
	28A.505.060	Budget Hearing and adoption--Copies filed with

Lopez Island School District #144

ESDs

28A.505.080 Budget--Disposition of copies

28A. 505.150 Budgeted expenditures as appropriations-- Interim
Management Support/Program Planning, Budget
Preparation, Adoption and Implementation/6000

expenditures--Transfer between budget classes--Liability for
nonbudgeted expenditures

28A.505.190 Program budget for distribution to the public--
Contents--Scope

28A.510 Apportionment to District--District Accounting

WAC 392-123-054 Time Schedule for Budget

Adopted: 7/03

Revised: 8/08

Lopez Island School District #144

Management Support/Fiscal Year/6010

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

Legal Reference: RCW 28A.505.030 District fiscal year

Adopted: 7/03

Lopez Island School District #144

Management Support/System of Funds and Accounts/6020

The district shall maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the state superintendent of public instruction. The funds are:

A. General Fund

The fund is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The fund includes moneys which have been segregated for the purpose of carrying on specific activities such as the basic education program, the program for the handicapped and so on. The fund is managed in accordance with special regulations, restrictions and limitations and constitutes an independent fiscal and accounting entity. The districts goal is to have 9% of its annual operating budget in reserves.

B. Capital Projects Fund

The fund contains the proceeds from the sale of bonds, state school construction matching moneys, transfers from the district's basic education allotment, the proceeds of special levies earmarked for building purposes, earnings from capital projects fund investments, rental or lease proceeds, and proceeds from the sale of property. Permissible expenditures from the sale of bonds including the interest earnings, thereof, may include the acquisition of land or existing buildings, improvements to buildings and/or grounds, design and construction and/or remodeling of buildings, or initial equipment, provided the proposition approved by the voters authorizing the raising of such moneys includes these items. Proceeds from other sources may be used for major renovation and replacement including but not limited to roofing, heating and ventilating systems, floor covering and electrical systems; renovation of play fields and other district real property; and energy audits and capital improvements and major items of equipment and furniture. Any residue within the fund left over exclusively from an excess levy for a specific purpose must be transferred to the general fund and subsequent tax collections shall be credited to the general fund by the county treasurer. Any residue from the sale of bonds and interest on investments must be transferred to the debt service fund when no longer needed for the purpose for which it was raised.

C. Debt Service Fund

The fund is for the redemption of outstanding bonds and the payment of bond interest. The fund is not a warrant fund. Disbursements are made by the county treasurer by means of treasurer's checks. Provision shall be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The proceeds from the sale of real property may be placed in this fund or in the capital projects fund, except for the amount required to be expended for the costs associated with the sale of such property.

D. Associated Student Body Program Fund

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the fund are for the benefit of students. Student involvement in the decision making

Lopez Island School District #144

		Care of other moneys received by students for private purposes
RCW	28A.335.060	Sale of transportation vehicles
RCW	28A.505.140	Rules and regulations for budgetary procedures-- Review when superintendent [SPI] determines budget irregularity--Revised budget, state board's financial plan until Management Support/System of Funds and Accounts/6020adoption
RCW	39.44	Bonds Form, Terms of sale, Payment, etc.
RCW	42.17.130	Forbids use of public office or agency facilities in campaigns
RCW	43.09.200	Division of municipal corporations--Uniform system of accounting
RCW	43.09.210	Division of municipal corporations--Separate accounts for each fund or activity
WAC	392-123	Finance--School District Budgeting
WAC	392-138	Finance Associated Student Body Moneys
WAC	392-138-055	Imprest bank checking account
WAC	392-138-060	Petty cash funds

State Auditor Petty Cash Bulletin #301, III(E)

Adopted: 7/03

Lopez Island School District #144

Management Support/Expenditures in excess of budget/6040

Total budget expenditures for each fund as adopted in the budget shall constitute the appropriations of the district for the ensuing fiscal year. The board shall be limited in the incurring of expenditures to the grand total of such appropriations.

Board members, administrators or staff who knowingly or negligently violate or participate in a violation of this policy by incurring expenditures in excess of appropriations shall be held civilly liable, jointly and severally, for such expenditures, including consequential damages, for each such violation. If as a result of any civil or criminal action the violation is found to have been done knowingly, such board member, administrator or staff member who is found to have participated in such breach shall immediately forfeit his/her office or employment.

In the event of an emergency requiring expenditures in excess of the budget, the board may adopt a resolution which states the conditions constituting the emergency and the amount of the appropriation necessary to correct the situation. At any other time that the budget is to be increased by making an additional appropriation, the board, after proper notice, shall adopt a resolution stating the facts and the amount of appropriation necessary to correct the situation. Any person may appear at the meeting at which the appropriation resolution is to be voted on and may be heard for or against the adoption. Passage of the resolution requires a majority vote of all members of the board.

Legal References:	RCW 28A.225.250	Voluntary, tuition-free attendance programs among school districts, scope-Rules and regulations
	28A.505.150	Budgeted expenditures as appropriations--Interim expenditures--Transfer between budget classes--Liability for non-budgeted expenditures
	28A.505.170	First class school districts--Emergency or additional appropriation resolutions--Procedure
	WAC 392-123-071	Budget extension- First class district
	WAC 392-123-072	Budget extension - Second class district

Adopted: 7/03

Lopez Island School District #144

Management Support/Revenue from local, state and federal sources/6100

Revenues from Discretionary Local Taxes

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

Revenues from State Resources

The responsibility for financing public education in Washington falls primarily upon the state. The major financing system is the basic education formula based upon a ratio of students to staff. For each 1,000 full-time equivalent students enrolled in the district, the state shall provide funding for that number of certificated and classified staff which the legislature establishes. The legislature allocates to the district a specified sum of money per certificated staff member to meet non-salary costs. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools. When it is optional for the district to participate in a program offering financial assistance, the board shall receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that such a program may require. Before authorizing participation in such a program, the board shall first determine that the advantages outweigh the disadvantages and that the program shall not detract from other programs already in operation.

Revenues from the Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board shall receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board shall first determine that the advantages outweigh the disadvantages and that the program shall not detract from other programs already in operation.

The board agrees to comply with all federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- maintenance of fiscal records which show the receipt and disposition of federal funds;

Lopez Island School District #144

Management Support/Revenue from local, state and federal sources/6100

- provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs which are supported by ECIA funds;
- provision for testing to identify target students as well as to measure program results;
- provision for staff and parent involvement, program planning, budget development and program evaluation.

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

The district further assures that a district wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material shall also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally funded programs.

Federal Impact Funds (Indian)

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program including those educational programs and services to be provided with P.L. 81-874 funds. Indian students shall have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent shall establish procedures to assure the involvement of the tribe and parents of Indian students in the development of the basic education program including the education services to be provided with P.L. 81-874 funds and the participation of Indian children in the program on an equal basis. The superintendent will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Legal References: RCW 28A.300.070 Receipt of federal funds for school purposes--
 Superintendent of public instruction to
 administer
 28A.150.230 Basic Education Act of 1977-District school
 directors as accountable for proper operation
 of district--Scope-Responsibilities--
 Publication of guide
 28A.150.250 Annual basic education allocation of funds
 according to average FTE student
 enrollment- Student/teacher ratio standard

Lopez Island School District #144

28A.150.370 Additional programs for which legislative appropriations must or may be made

84.52.531 Excess levies by school districts-Maximum dollar Management Support/Revenue from local, state and federal sources/6100

amount for maintenance and operation support-Restrictions

84.52.532 Maximum levy percentage - Levy reduction funds-Rules.

WAC 392163 Special Service Program-Title I Grants for Improving Lea Basic Programs
18016 State Support of Public Schools

Public Law 81874
34 CFR 223 Special Aid Provisions for Local Educational Agencies

Adopted: 7/03

Lopez Island School District #144

Management Support/Tuition/6111

Tuition shall be charged to all persons age 21 or older who wish to attend the regular educational program. The formula for determining the rate of tuition is fixed by the state superintendent of public instruction.

Legal Reference: RCW 28A.225.220 Adults, children from other districts, agreements for attending school--Tuition

Adopted: 7/03

Lopez Island School District #144

Lopez Island School District # 144

GIFTS TO THE SCHOOL

Reference Policy No. 6114
Management Support

Directions: Please complete the following donation form and return it to the District Office c/o Christina Krantz. Any gift presented to the district shall satisfy the following criteria:

- A. Purpose or use consistent with philosophy and programs of the district;
- B. Minimum financial obligation to district for installation, maintenance and operation;
- C. Free from health and/or safety hazards;
- D. No direct or implied commercial endorsement.

Donor Name (please print) _____

Donation of e cash in the amount of _____
e real goods of _____
services of _____

This donation is to be used for the following purpose(s)
general school use
e _____

I certify that the above donation has a real market value of _____. I understand that the gift is given to the Lopez Island School District for the purpose listed above and that all gifts shall become the property of the District without any further obligation relative to use and/or disposal.

Donor Signature

Date

Address

School Board acceptance of this donation is recommended.

Administrator Signature

Date

Revised:10/09

Lopez Island School District Number 144

Lopez Island School District #144

Management Support/Purchasing: Authorization and control/6210

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$10,000 except that the superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Adopted: 7/03

Lopez Island School District #144

Management Support/Charge Cards/6212

For official district purchases and acquisitions the board authorizes the superintendent and employee designated by the superintendent the use of credit cards. The board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions: The superintendent and employee designated by the superintendent. The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

The board authorizes the issuance of charge cards to officers and staff for the sole purpose of covering expenses incident to authorized travel. Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card shall submit a fully itemized travel expense voucher. Any charges not properly identified on the travel expense voucher or not allowed following review by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

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

Cross References: Board Policy 6213 Reimbursement for Travel

Legal References: RCW 42.24.115 Municipal corporations and political subdivisions
Issuance of charge cards to officers and employees for travel expenses

43.09.2855 Local governments--Use of credit cards

Adopted: 7/03

Lopez Island School District #144

Management Support/Reimbursement for travel expenses/6213

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for mileage shall be made pursuant to the federal internal revenue code and internal revenue service regulations.

Policy News, December 1999 IRS rules impact travel reimbursement

Adopted: 11/05

Lopez Island School District #144

Procedure/Reimbursement for Travel Expenses/6213P

Travel Request

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

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Reimbursement of Claims

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

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

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
---------	------------------	---------------------------

Meals:	\$5/\$8/\$15	No receipt required
--------	--------------	---------------------

Note: Exceptions may be approved by Superintendent or designee.
Receipts for exceptions must be attached to request for reimbursement

Airline, Train, Bus Fare	Tourist rate	Canceled ticket serves as receipt
-----------------------------	--------------	--------------------------------------

Taxi, Parking, Toll	Receipt preferred
---------------------	-------------------

Mileage—

personal vehicle: Inside the district: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.

Outside the District: Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement shall be at the rate paid to state staff.

- A. Hotel and Motel Expenses: Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room shall be registered to all of the occupants. Each person shall obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that

Lopez Island School District #144

Procedure/Reimbursement for Travel Expenses/6213P

- B. service, the person paying the bill and requesting reimbursement shall note on the receipt all other staff members who shared the room. Hotel or motel charges are not to be billed directly to the district.
- C. Airline Tickets: Airline tickets (coach rate) may be charged to the district through a local travel agency for any approved travel.

Travel Advances

- A. A written request for a travel advance must be submitted to the district fiscal officer.
- B. Travel advances are paid in the form of a check payable to the staff member.
- C. A statement of expense must be submitted to the district fiscal officer within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members shall reimburse the district for the difference.

Non-reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- C. Mileage to and from home, except in extenuating circumstances and by approval of the Superintendent.
- D. Mileage for school levy promotions and other nonofficial school functions.
- E. Entertainment.
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Implemented: 11/05

Revised: 10/08

Lopez Island School District #144

Management Support/Voucher certification and approval/6215

Expenditures shall be made on district voucher forms. Before vouchers are submitted to the board for payment, they shall be audited and certified by the district's appointed auditing officer for accuracy and proof that the goods or services have been received and are satisfactory and that previous payment has not been made. The certification must be signed and dated by the auditing officer or his/her delegate. Vouchers shall be approved by a recorded affirmative vote of a majority of the board.

The board authorizes advance payment of a voucher when a delay in payment would otherwise result in a penalty or late fee or an interest charge on the unpaid balance except that advance payment for goods or services to a single vendor in excess of \$10,000 shall not be permitted unless previously authorized by the board through a bid award or by action of the board at a preceding board meeting. The board shall review and approve all such advance payments at its next regularly scheduled public meeting. In the event the claim is disapproved, the auditing officer and superintendent shall cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the board approves the payment of those claims.

The auditing officer and the superintendent shall each furnish an official bond, for not less than \$50,000, for the faithful discharge of such duties. The school district shall purchase and pay for the surety bonds.

Cross Reference: Board Policy 6500 Risk Management

Legal References: RCW	28A.330.080	Payment of claims
	28A.330.090	Auditing committee and expenditures
	42.24.080	Municipal corporations and political subdivisions- -Auditing and payment--Authentication and certification
	42.24.180	Taxing District--Issuance of warrants or checks before approval by legislative body-- Conditions

State Auditor's Voucher certification and approval
Bulletin #301III(F)

Adopted: 7/03

Lopez Island School District #144

Management Support/Reimbursement for goods and services: Warrants/6216

A majority of the members of the board shall approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

Expenditures of district moneys shall be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board chairman.

Warrants to be issued shall first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

Unclaimed or Reissued Warrants

Warrants which have not been redeemed within a period of twelve (12) months or longer shall be cancelled by the authority of the board. Such action shall take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a "stop payment" with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

Cross Reference: Board Policy 6215 Voucher Certification and Approval

Legal References: RCW 28A.330.080 Payment of Claims
 28A.330.090 Auditing Committee and Expenditures
 28A.330.230 Drawing and issuance of warrants
 63.29 Uniform Unclaimed Property Act
 39.56.040 Cancellation of Municipal Warrants

Adopted: 7/03

Lopez Island School District #144

Management Support/Bid requirements/6220

Whenever in the opinion of the board the cost of any supplies, equipment or work shall exceed \$50,000, formal bids shall be called for by issuing public notice placed in at least one newspaper of general circulation within the district once each week for two consecutive weeks, unless a statutory exception permits another contracting option. Clear and definite specifications shall be prepared and made available to all vendors interested in submitting a bid. For purposes of this policy, a lease-purchase agreement, whereby the district may own the property at the end of a lease term, shall be subject to the same conditions as an outright purchase.

When the cost of any supplies, equipment or furniture shall exceed \$15,000 but be less than \$50,000, informal bids shall be solicited from responsible vendors. The superintendent shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, or supplies (except for books), the cost of which is estimated to be in excess of \$15,000.

The competitive bid process shall be used for every building improvement, repair or other public works project, the cost of which is estimated to be in excess of \$15,000 if the district has more than 15,500 students, or if more than one craft or trade is involved; or the cost of which is estimated to be in excess of \$10,000 if the district has fewer than 15,500 students and only one trade or craft is involved.

All such projects estimated to be less than \$200,000 may be awarded to a contractor on the small works roster, pursuant to states uniform small works roster process.

Limited public works projects are those estimated to cost less than \$35,000. The district may award contracts for limited public works pursuant to the state limited public works process. With prior board approval for limited public works, the district may waive the payment and performance bond requirements and the retainage requirements of law, thereby assuming liability for a contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers and taxes. The district shall have the right of recovery against the contractor for any of these payments made on the contractor's behalf.

For any public works contract expected to cost over \$1,000,000.00 the bids shall include the names of subcontractors who will do the heating, ventilation and air conditioning, plumbing or electrical work. Failure to name a subcontractor or the bidder for each category of work renders the bid nonresponsive and void. Naming more than one subcontractor for a category of work, unless different contractors are named in alternative bids, also voids a bid.

Bid procedures shall be waived when the board declares an emergency, for purchases involving special facilities or market conditions; for purchases of insurance or bonds or when purchases are clearly limited to a single source of supply. Any time bid requirements are waived pursuant to this provision, a document explaining the factual basis for the exception and the contract shall be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school district.

Lopez Island School District #144

Management Support/Bid requirements/6220

The board shall include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school children. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

Legal References:

	RCW 28A.335.190 Advertising for bids Bid procedure--Telephone solicitation, limitations--Emergencies
28A.400.330	Crimes Against Children -- Contractor employees -- Termination of Contract
39.04.155	Small Works roster--Contract award--Process
39.04.280	Competitive bidding requirements--Exemptions
39.30.060	Bids on public works C Subcontractors must be identified C When
43.19.1911	Competitive Bids C Notice of Modification Or Cancellation C Cancellation Requirements --Lowest Responsible Bidder C Preferential Purchase C Life Cycle Costing
AGO 8402.00 - 1984 No. 2	Competitive Bidding on School District Transportation Contracts

Adopted: 7/28/04

Lopez Island School District #144

Procedure/Management Support/Bid requirements/6220P

Bid Requirements

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

- A. Formal bids shall be opened at the time and place stated in the official advertisement for bids, and any interested member of the public may attend the bid opening. It shall be the bidder's sole responsibility to see that his/her bid is delivered to the district prior to the time set for opening of bids. Any bid received after the time set for opening the bids shall be returned to the bidder unopened and shall receive no consideration by the district.
- B. Formal bid tabulations shall be presented at the next regular meeting of the board for study purposes.
- C. Formal bid awards shall be made by the board on the basis of staff recommendations at the second meeting after the bid opening except that the board can waive this requirement when time is of the essence.
- D. Brand names and manufacturers' catalog numbers used in specifications are for the purpose of identification and to establish a standard of quality. Bids on equal items shall be considered providing the bidder specifies brand and model and furnishes descriptive literature. The acceptance of alternative "equal" items shall be conditioned on the district's inspection and testing after receipt. If not found to be equal, the material shall be returned at the seller's expense and the contract cancelled.
- E. The district shall reserve the right to reject any or all bids, waive any formalities and make the award in its best interest.
- F. On construction projects, the bidder shall include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements and shall provide a performance bond.
- G. The superintendent may solicit bids by telephone and/or written quotation for furniture, equipment and supplies which have an estimated cost of less than \$50,000. At least three telephone or written bids shall be secured prior to the date established by the superintendent. All telephone quotations must be confirmed in writing within seven days in order to constitute a valid quotation.
- H. For public works projects estimated to cost less than \$200,000, the superintendent may solicit bids by telephone, electronic means and/or written quotations from contractors who have requested to be placed on the small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster.

The small works roster shall be revised at least once each year by publishing a notice of such opportunity in at least one newspaper of general circulation in the district. Also, responsible contractors shall be added to the small works roster any time they submit a written request and necessary records. The application form shall be designed to collect such information as (1) name of contractor, (2) state of Washington contractor's license number, (3) bonding verification, (4) liability coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding and insurance on file with the district.

Lopez Island School District #144

Procedure/Management Support/Bid requirements/6220P

The following steps shall be employed to engage a contractor for a small works project:

1. Written specifications shall be prepared which describe the work to be completed and the materials to be used. Completion date; contractor's assurances (prevailing wages, fair employment, etc.); bid and performance bond requirements; opportunity to visit the work site; closing date; and bid form may also be provided. Detailed plans and specifications need not be included in the invitation.
2. All qualified small works contractors may receive written invitation to bid. In the alternative, quotations to do the work being contracted in a manner that will equitably distribute the opportunity among qualified contractors on the roster. If the estimated cost of the work is between \$100,000 and \$200,000 and five or more contractors are invited to offer quotations, all other contractors on the roster shall be notified of the quotations being sought by publishing notice in a legal newspaper in general circulation in the district.
3. After the closing time, bids shall be opened, recorded and made available for inspection or telephone inquiry.
4. The superintendent shall award the contract to the lowest responsible bidder. The district shall post a list of contracts awarded pursuant to the small works roster once every two months, including the name of the contractor or vendor, amount of the contract, a brief description of the work done or items purchased and the date awarded. The notification must also include the location where quotations for the contracts listed are available for public inspection.

The following factors shall be considered in determining the lowest responsible bidder:

1. The ability, capacity and skill of bidder to perform the work required;
2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
3. The ability of the low bidder to perform the work in the time specified;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance of the bidder with laws relating to public works; and
6. Such other information related to the performance of the contract as the superintendent deems advisable.

For limited public works projects estimated to cost less than \$35,000 the superintendent may solicit electronic or written quotations from a minimum of three contractors from the small works roster. The contract may be awarded to the lowest responsible bidder pursuant to the factors listed above. After an award is made, the quotations received are open to public inspection and are available by electronic request. The superintendent shall attempt to

Lopez Island School District #144

Procedure/Management Support/Bid requirements/6220P

distribute opportunities for limited public works projects equitably among contractors willing to perform in the district. The district will maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractors registration number, a brief description of the work and the date the contract was awarded. A project may not be divided into parts in order to qualify for the limited public works process.

An acceptable bid or offer and a district purchase order shall constitute the only contract necessary for the purchase of supplies, equipment, and minor repairs of construction projects, except that the successful bidder shall meet all conditions included in the specifications.

Formal written contracts shall be prepared for all major construction and repair projects. Such contracts shall be signed by the board president/chair and secretary on behalf of the district after the contracts have been awarded by a majority vote of the board with action recorded in the minutes of the board meeting. All contracts shall provide that, in the event of a suit by the district to enforce the terms of the contract, venue for the suit shall be laid in the county in which the district is located and that, if the district is successful in the suit, the court may order reimbursement of the district's attorney's fees and court costs in such amount as the court deems reasonable. The contract shall contain a provision requiring the contractor to prohibit any of its employees who has ever been convicted or pled guilty to any of the child related felonies from working where he/she has contact with public school children. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

Implemented: 7/28/04

Lopez Island School District #144

Lopez Island School District 144
Small Work Roster Questionnaire/6220F

Legal Name of Firm:

Business Address:

Name and Title of person authorized to sign quotations/bids:

Business Phone:

Number of Employees:

License or Registration
Number and Expiration Date:

Name of insurance company:

Liability:

Performance Bond & Amount:

Have you performed work for the district? Yes No

Description of work performed for other public agencies:

Type(s) of work your company is prepared and equipped to perform (list in order of preference).

Will you provide performance/payment bond, affidavit of intent to pay prevailing wages and insurance certificates for work to be performed if required?

Signature:

Printed Name:

Lopez Island School District #144

Management Support/Relations with vendors/6230

Financial and business transactions of the district shall be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendships or other personal relationships. Board members, administrators or staff shall not accept a gift or favor from vendors or prospective vendors or other firms or individuals who have had or hope to have transactions with the district. Financial interests of board members, administrators or staff in any district purchase, sale or other transaction shall be prohibited.

Legal References:	RCW 42.23.030	Interest in contract prohibited--Excepted cases
	42.23.040	Remote interests

Adopted: 7/03

Lopez Island School District #144

Management Support/Food and Beverage Consumption/6240

The board recognizes that staff members and others associated with the district are expected to pay for their own food and beverages. However, under certain circumstances when the district is deriving benefit, the district may expend funds for food and beverage consumed by staff and others while in the conduct of the business of the district.

The superintendent is directed to establish procedures which reflect the intent of the board to provide for reasonable food and beverage consumption while in the conduct of business that is of benefit to the district. Such expenditures shall be supported by statements that show:

- A. The occasion for incurring expenses;
- B. The nature of expenses that were incurred; and
- C. The general nature of the business that was being conducted.

Adopted: 7/03

Lopez Island School District #144

Management Support/Cellular telephones/6250

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

Adopted: 7/03

Lopez Island School District #144

Management Support/Risk Management/6500

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, to determine which risks the district can afford to assume and to transfer to an insurance company those risks which the district does not wish to assume or cannot economically afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring or joint employment of a risk manager. The superintendent shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The board shall review the status of the risk management program each year.

The district shall purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the district's financial operations. Such bonds may include a deductible proviso not to exceed two percent of the employee's annual salary.

Legal References:

	RCW 28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized--Premiums
28A.400.360		Liability insurance for officials and employees authorized
28A.400.370		Mandatory insurance protection for employees
28A.320.100		Actions against officers, employees or agents of school districts and educational service districts--Defense, costs, fees--Payment of obligation
28A.320.060		Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
28A.330.100(10)		Additional powers of board
48.62		Local government insurance transactions

Adoption Date: 7.03

Lopez Island School District #144

Management Support/Student Insurance/6535

Student accident insurance coverage shall be offered in order to keep the insurance premium within the reach of the majority of students. The superintendent is authorized to receive quotations from the various underwriters available and to recommend for board consideration the best single source of coverage. Upon approval by the board, the district shall distribute application forms and supply the necessary claims information (time of accident, cause of accident) when requested by a student or his/her parent.

To be eligible for consideration an agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures and expedite the entire program from the standpoint of communication among the claimant, doctor or hospital and claims office. The underwriting company, if not located in Washington, must maintain an agent within the state with authority to handle, adjust and process claims so that final claim determination shall be made within the state of Washington.

Cross Reference: Board Policy 2151 Interscholastic Activities

Legal Reference: RCW 28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized-- Premiums

Adopted: 7/03

Lopez Island School District #144

Management Support/School District's responsibility for privately owned property/6540

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided.
- B. The district shall not reimburse for loss of money or personal effects.
- C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor.
- D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage.
- E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item.
- F. Proper documentation shall accompany the requisition for reimbursement.

Adopted: 7/03

Lopez Island School District #144

Management Support/Non instructional Operations/
Loans of school owned equipment and books/6545

School-owned equipment shall not be loaned for non school use off school property, with the following exceptions:

1. Use of specific items of equipment may be granted on the written request of the intended user and approval by the superintendent and only when such equipment is unobtainable elsewhere. In such instances, the user shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.
2. School equipment may be removed from school property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the principal is required for such removal. Removal of school equipment from school property for personal use by staff or students is prohibited. School books may be used by students during vacations when permission is granted by the building principal.
3. Except in cases of emergency, school telephone calls shall be restricted to school business only. Long distance calls for personal purposes are prohibited.
4. School-owned equipment may be used in conjunction with rental of a school facility.

Cross Reference:

Adopted: 7/03

Lopez Island School District #144

Management Support/Data and Records Management/6570

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase data processing services. The board shall review the data management program annually.

Records Management and Retention

The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.

The superintendent shall develop procedures to implement this policy which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports and permanent student records; and require retention of all fiscal records required for audits. The superintendent shall designate a staff member to serve as district records officer.

Records may be destroyed when authorized by the General Records. Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.

Property Records

Property records and inventory records shall be maintained on all land, buildings and personal property under the control of the district.

Property purchased in whole or in part with federal funds shall be inventoried every two years. The inventory shall include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Small attractive items (printers, video cassette recorders, tools, etc.) or value of \$500 shall be inventoried annually and shall be signed out to staff. Sign-out records shall also be maintained.

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

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities shall be maintained on an ongoing basis. No equipment shall be removed for personal or nonschool use.

Lopez Island School District #144

Property records shall show, as appropriate to the item recorded, the:

- A. Description and identification;
- B. Manufacturer;
- C. Year of purchase;
- D. Initial cost;
- E. Location;
- F. Condition and depreciation; and,
- G. Current valuation in conformity with insurance requirements.

Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.

Cross reference:	Board policy	3231	Student Records
		4040	Public Access to School District Records
		6955	Maintenance of Records

Legal References:	RCW	40.14	Preservation and Destruction of Public Records
		40.14.010	Definition of public records
		42.17.250	
		through 340	Public Records
	WAC	414-24-050	General schedule maybe adopted

Adopted: 7/03

Lopez Island School District #144

Management Support/Sexual Harassment, Intimidation, or Bullying/6590

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

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

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

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

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the

Lopez Island School District #144

Management Support/Sexual Harassment, Intimidation, or Bullying/6590

recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

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

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

- Physically harms a student, employee, volunteer or patron or damages the persons property; or
- Has the effect of substantially interfering with education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student, employee, volunteer or patron to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images, or electronically transmitted messages or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. This policy is to be implemented in conjunction with the *Comprehensive Safe Schools Plan* that includes prevention, intervention, crisis response, recovery and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community, and themselves be similarly supported.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate

Lopez Island School District #144

Management Support/Sexual Harassment, Intimidation, or Bullying/6590

intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation and bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3207	Students/Prohibition of Harrassment, Intimidation, and Bullying
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 3421	Child Abuse and Neglect
	Policy 6590	Sexual Harassment
	Policy 5010	Nondiscrimination
	Policy 5281	Disciplinary Action and Discharge

Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination--Scope
	RCW 28A.400.317	Physical abuse or sexual misconduct by school employee
	WAC 392-190-056 - 058	Sexual harassment

Adopted: 7/03
Revised: 6/08
Reviewed: 7/07

Lopez Island School District #144

Personnel/Prohibition of Harassment, Intimidation and Bullying /Procedure 6590P

Informal Complaint Process: Students, employees, volunteers and patrons may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Student, employees, volunteers and patrons may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

Lopez Island School District #144

- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days stating:
1. That the district intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- G. If a student, employee, volunteer or patron remains aggrieved by the superintendent's response, the person may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination, or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall receive the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images.

Implemented: 07/07

Lopez Island School District #144

Management Support/Transportation/6600

The district may provide transportation to and from school for a student:

- A. Whose residence is beyond the one mile radius from the school to which the student is assigned;
- B. Whose walking route to school is hazardous;
- C. Whose disability prevents him/her from walking or providing for his/her own welfare while walking; or
- D. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.

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

The district's transportation program shall comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available.

The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

Routes and Schedules

The superintendent shall be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program.

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

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

- A. Where an alternate route may be considered without sacrifice of efficiency or economy, preference shall be given to that route more directly serving the largest number of students.
- B. Location of bus stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe.

Lopez Island School District #144

Management Support/Transportation/6600

- C. School schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.

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

Emergency Routes and Schedules

The district shall develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. At the beginning of the school year, copies of emergency routes and schedules shall be distributed to parents with instructions on how to obtain emergency information.

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

Legal References:	RCW 28A.160	Transporting of children to school or school activities--Transporting of elderly--Insurance
	28A.160.020	Authorization for private school students to ride buses--Conditions
	28A.160.030	Authorizing individual transportation or other arrangements--Pupils must provide their own transportation, when
	WAC 392-141	Transportation Authority and State Reimbursement
	392-172-204	Transportation (Handicapped)
	392-172-035	Definitions of "free appropriate, public education," "adult student," "handicapped student," "parent," and "school district"

Adopted: 7/03

Lopez Island School District #144

Management Support/Student safety walking to school and riding buses/6605

A comprehensive school trip safety program shall address school walk routes, bus safety and route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.

Safety Advisory Committee

The superintendent shall establish a Safety Advisory Committee (SAC) to develop a school trip safety program and to review safety concerns. The superintendent shall develop specific responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs.

Bus Safety

The superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses.

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver shall order or allow a student to disembark at other than his/her customary boarding or alighting place unless so authorized by the superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

Emergencies

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

Student Conduct on Buses

The superintendent shall establish written rules of conduct for students riding school buses. Such rules shall include as a minimum the requirements of WAC 392-145-035 and shall be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses shall be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver shall review the rules with the students at or near the beginning of each school year. A copy of the rules shall be available upon request at the district office.

Lopez Island School District #144

Management Support/Special Transportation/6620

The following uses of district transportation are a privilege, not a right, and, except where bound by the terms of a lease, the district may revoke that privilege through official board action at a regularly scheduled and legally advertised meeting. The superintendent shall have the authority to modify transportation services for school and extracurricular activities when the available fuel supply for regular transportation services appears to fall below the required level. Any staff member may deny transportation to any student who violates the district's written rules and regulations.

School Activities. Transportation may be provided by the district for all activities which have been officially designated by the board as school activities. Activities may include, but not be limited to:

- A. Educational field trips growing out of regular classroom activity which are planned by the teacher, approved by the principal and supervised by school staff, provided that any overnight trip or any trip beyond a ___-mile radius of the district requires prior approval of the board; and
- B. Athletics, debate, drama or music programs or other board-approved co curricular programs.

Participants in any other activity who feel such activity should be considered an official school activity may petition the board, through the superintendent, to have it considered as a school activity.

Extracurricular Activities. The superintendent may authorize the use of district transportation vehicles transporting nonparticipating students to extracurricular activities. Such vehicles may be so used when the users pay an amount sufficient to reimburse the district for the complete cost of such use. District drivers shall be used on all such trips. Participants shall be supervised by staff.

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

- A. A nonprofit organization transporting handicapped children and/or persons at least 60 years of age to and from the site of activities or programs deemed beneficial to such persons by such organizations, provided that commercial bus service is not reasonably available for such purpose;
- B. A governmental agency transporting personnel, supplies and/or evacuees in the event of a major forest fire, flood or other natural disaster;
- C. A user conducting an educational recreation program supported wholly or in part by tax funds.

Such a lease agreement shall contain a clause absolving the district of any and all liability arising from the lessee's use and operation of the district's buses and a clause requiring the lessee to maintain adequate insurance to recompense the district for the potential loss of the buses leased. Potential users shall stipulate in writing that commercial or charter bus service is not reasonably available to provide the services for which a school bus is needed. The user shall reimburse the district for the actual costs plus a reasonable fee for use of the bus. Funds derived from the lease

Lopez Island School District #144

Management Support/Driver training and responsibility/6630

Bus operators shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The district shall, at the beginning of each school year, provide each driver with a copy of the School Bus Driver Handbook (SPI), any additional laws and/or rules which have been recently enacted and which apply to school bus drivers, and the district's written rules for student conduct on buses.

Each bus driver must have a type 1 school bus driver's authorization issued by the superintendent of public instruction, a passenger endorsement and either a Class B or C commercial driver's license. The bus driver shall also hold a valid and current first aid card. An air braked endorsement is required for a driver who is assigned to a bus with air brakes. A bus driver is required to pass a Department of Transportation and a Superintendent of Public Instruction physical examination every two years.

Any district employee, other than a bus driver, who transports students for school activities in a district or private vehicle must have a valid driver's license issued by the state department of licensing, or a state of residence, and proof of insurance. Such drivers may only operate vehicles with seating capacity of ten or less and may not drive students on scheduled routes between home and school.

Prior to driving students or a least once per school year, each driver must submit to his or her principal or supervisor a photocopy of his or her license and proof of insurance, plus written assurance of the physical health necessary to safely transport children, that he or she has not had a driving license privilege suspended or revoked in the preceding three years, that he or she has not had three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period in the preceding three years, and that he or she has not been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor or felony that is related to the duty of driving students. Such offenses include but are not limited to those listed in WAC 180-20-101 (1) (j). Employees are responsible for reporting any potentially disqualifying offenses.

In addition, for any employees whose job assignment or supplemental contract requires the regularly scheduled transportation of students in vehicles with seating capacities of ten or fewer, the district shall obtain a certified abstract of the driving record of the employee before the employee transports students. Prior authorization is not necessary for persons transporting students in an emergency affecting health and/or safety.

When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility

When the district utilizes charter buses or excursion carriers, the driver shall not have unsupervised access to children and children shall be supervised by a responsible employee of the district. Every contract between a school district and charter bus or excursion carrier shall contain a carrier profile from the Washington utilities and transportation commission.

Lopez Island School District #144

Management Support/Nutrition and Food services/6700

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

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

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

The superintendent shall develop and implement a comprehensive district wide nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program. To implement the program, the superintendent shall adopt and implement a comprehensive curriculum on health, fitness and nutrition consistent with the Essential Academic Learning Requirements (EALRs). The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.

Evaluation procedures will utilize classroom based assessment or other strategies and will be in place by the end of the 2008-2009 school year.

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

The district shall take a proactive effort to encourage students to make nutritious food choices. The superintendent shall ensure that:

- A. A variety of healthy food choices are available whenever food is sold or served on district property or at district sponsored events;
- B. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium or added sugars; and
- C. Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

Nutrition

The district shall provide school breakfasts and lunches which meet the nutritional standards required by state and federal school breakfast and lunch programs. Foods that do not meet the standard of at least 5% of the U.S. Recommended Dietary Allowance shall not be served in the schools until after the end of the last lunch period.

The superintendent shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious breakfasts and lunches, competitive food services shall not be permitted to operate anywhere on school premises during breakfast and lunch periods.

Any food sales of an occasional nature must have the prior approval of the principal. Vending machines shall be limited to only those which dispense items which are nutritionally healthful.

Lopez Island School District #144

Management Support/Nutrition and Food services/6700

No food or drink items shall be offered in vending machines unless they have been approved by the superintendent.

Food Services Program

The district supports the philosophy of the National School Lunch Program and shall provide wholesome and nutritious lunches for children in the district's schools. The board authorizes the superintendent to administer the food services program, provided that any decision to enter into a contract with a private food service agency shall require the approval of the board. Expenditures for food supplies shall not exceed the estimated revenues.

Because of the potential liability of the district, the food services program shall not accept donations of food other than as provided in this policy without the express approval of the board. Should the board approve a food donation, the superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

Free and Reduced Price Food Services

The district shall provide free and reduced price lunches and milk to students according to the terms of the National School Lunch Program and the laws, rules of the state. The district shall inform parents of the eligibility standards for free or reduced price lunches. Reasonable efforts shall be made to protect the identity of students receiving such lunches. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to the superintendent.

The board of directors may establish a program whereby school lunches may be provided to anyone other than students of the district at the greatest price charged any student plus an amount representing the portion of the lunch cost paid for from state and federal assistance (cash and food).

Surplus Commodities

The district shall use food commodities made available under the Federal Food Commodity Program for school menus.

Legal References:	RCW	28A.235.120	Lunchrooms--Establishment and operation-- Personnel for--Agreement for
	RCW	28A.235	Surplus or Donated Food Commodities for School Hot Lunch Programs
		28A.235.130	Milk for children at school expense
		28A.623.020	Nonprofit meal program for elderly-- Authorized--Restrictions
		69.04	Food, Drugs, Cosmetics, and Poisons
		69.06.010	Food service worker permit
		69.06.020	Permit exclusive and valid throughout the state-Fee
		69.06.030	Diseased persons-May not work- Employer may not hire
		69.06.050	Permit to be secured within fourteen days from time of employment.
		69.06.070	Limited duty permit

Lopez Island School District #144

7 CFR, Parts 210 and 220
7 CFR, Part 245.5

Adopted: 2/05

Lopez Island School District #144

Wellness/6701

RATIONALE

The Board recognizes that there is a link between nutrition education, the food served in schools, physical activity, environmental educational and ongoing wellness efforts. The Board further recognizes the important connection between student learning, a healthy diet and general wellness. It is recognized that the district has a role, in collaboration with the community at large, to model and actively practice the promotion of student and family health, including physical activity, good nutrition, sustainable agriculture and positive environmental practices. The Board acknowledges research which posits that:

- Many behaviors that inhibit learning and lead to classroom disruptions, such as shortened attention span, fatigue, and lethargy can be linked to hunger and inadequate nutrition.
- Childhood obesity has reached alarming levels in the state of Washington and overweight young people are at higher risk for developing serious long-term health problems, many of which can be ameliorated through diet and regular physical activity, especially if promoted at an early (school) age.
- Well-nourished young people are less frequent visitors to the health room, have better attendance, are less frequently tardy, and generally are more able to learn and participate in school activities at a positive level, and
- Fresh, seasonal, locally grown foods are a primary and recommended source of nutrition for young people.

The Board also acknowledges the State and Federal mandate that requires school districts to develop Wellness policies and procedures, with specific inclusion of Nutrition Education, Nutrition Guidelines, Assurance, Measurement of Impact, and Involvement of Diverse Representatives.

NUTRITION EDUCATION (Set goals for nutrition education, physical activity, and other school-based activities that promote student wellness.)

- **NUTRITION EDUCATION GOALS:** The Board directs the Superintendent to develop procedures and practices to ensure that:
 - No student in the district should go hungry during school.
 - An economically sustainable meal program makes available a healthy and nutritious breakfast, lunch, and snack to those participating in the meal program.
 - An instructional food garden and a Farm-to-School program will be developed on school grounds and/or access provided to such, of sufficient size to provide students with experiences in food preparation from tilling, sowing and growing to harvesting, preparation, and consumption.
 - Learning opportunities will be presented to all students, in an integrated-curriculum, manner as much as possible, to learn about nutrition and wellness, including consideration of the school cafeteria as a venue for dissemination of information.
 - Consideration of recycling and composting shall be included in the implementation of this policy in its varied applications.
- **PHYSICAL ACTIVITY GOALS:** The Board directs the Superintendent to develop procedures and practices to ensure that:

- Physical Education and other teachers include learning opportunities that connect and demonstrate the interrelationship between physical activity, nutrition, and wellness.
- Health and fitness curriculum are developed that are consistent with State EALRs.
- District physical education opportunities comply with State regulations, including matters of time and frequency.
- Students are provided outdoor exercise and physical activity opportunities, as appropriate and as weather permits.
- Elementary students have daily opportunity for unstructured but supervised recess and/or other physical activity, in an outdoor environment as much as possible.
- OTHER SCHOOL-BASED ACTIVITIES: the District will further enhance the promotion of nutrition education, environmental stewardship, and wellness in as many other school-based activities as appropriate, practical, and effective.

NUTRITION GUIDELINES (Establish nutrition guidelines for all foods on campus during the school day). The following nutrition guidelines will be incorporated into procedures and practices that the Board directs the superintendent to develop:

- Qualified students will be made eligible for free and reduced meals at school.
- The nutritional value of the food served will, at a minimum, meet the current USDA dietary Guidelines, and whenever possible significantly improve upon those guidelines.
- The District food program will support and utilize local foods whenever possible, including school-grown products, and menus will be developed to complement local growing seasons and availability of foods.
- Foods offered to students during the day, as snacks, incentives, etc., will conform to the goals of this policy, as will fundraisers that utilize food.
- The use of foods that contain potential harmful residues of agricultural chemicals such as pesticides, herbicides, fertilizers, waxes, and other agents will be reduced or eliminated by efforts to purchase or use foods grown without such agents whenever possible.
- Vending machines and snack bars shall only sell foods that conform to the goals of this policy, during school hours, and whenever possible, after school hours.
- When the district uses Federal food commodities, such selections should reflect the highest nutritional value possible, and whenever possible should not supplant the use of local or school-grown organic food products.

ASSURANCE

The Superintendent will review this policy annually, and the procedures and practices generated from this policy, and ensure that these policies procedures and practices are not less restrictive than federal regulations and guidance issued by the Secretary of Agriculture or state law.

MEASUREMENT OF IMPACT (Establish a plan for measuring the impact and implementation of the wellness policy). The Superintendent will establish a standing Wellness Committee whose charges shall include annual review of the programs, served-foods, and other elements of this policy to monitor the overall effectiveness of the policy and its procedures and practices, monitor compliance with state and federal regulations, and make recommendations to the Superintendent and the Board of Directors for continued effective implementation of this policy. The Wellness

Lopez Island School District #144

Wellness/6701

Committee shall include representatives from staff, administration, parents, students, food services personnel, and community. The Superintendent assumes responsibility for this evaluative component of this policy.

INVOLVEMENT OF DIVERSE REPRESENTATIVES: This policy was developed with input from parents, community, local farmers, students, staff, food services personnel, administrators, and others in preparation for final consideration by the Board of Directors.

Approved: 10/25/06

Lopez Island School District #144

Management Support/Operations and Maintenance of school property/6800

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

Staff shall insure that buildings, grounds, equipment and furniture are not abused. Students or nonstudents who abuse school property may be disciplined and required to pay for the damage incurred.

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

Cross Reference: Board Policy 3520 Student Fees, Fines, Charges

Legal Reference: RCW 28A.635.060 Defacing or injuring school property--Liability of parent or guardian

Adopted: 7/03

Lopez Island School District #144

Management Support/Waste Management and Recycling/6815

The district will act to make resource conservation an integral part of the physical operation of the school district and of the school curriculum. The practice of discarding materials used in school facilities is wasteful of natural resources, energy, and money. It is also the function of the schools to set an example of stewardship of our natural resources and to develop responsible citizenship in our students.

It will be the policy of the district to implement the following actions:

The school district will decrease the amount of waste of consumable materials by:

Reduction of the consumption of consumable materials wherever possible.

Full utilization of all materials prior to disposal

Minimization of the use of non-biodegradable products wherever possible.

The school district will cooperate with, and participate in, recycling efforts being made by the island recycling center. As systems for the recovering of waste and recycling are developed within the island recycling center and county, the school district will participate by appropriately separating and allowing recovery of recyclable waste products.

The school district will purchase, as appropriate and where financially viable, recycled products. The School district will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.

Representatives of the district will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Adopted: 7/03

Lopez Island School District #144

Management Support/Disposal of Surplus Equipment and/or Materials/6881

The board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. The superintendent shall establish procedures for their sale, trade or disposal except that the board must approve of any sales where:

- A. A single unit item has a current value in excess of \$ 500.00; and/or
- B. Multiple items have a total unit value in excess of \$1,000.00.

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

1. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they shall be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district;
2. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or
3. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the superintendent shall serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington state annually requesting such notice. All schools on the list shall be notified in writing of the materials and equipment that is available. The material or equipment shall be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students shall have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty days after written notice is served. Employees shall not benefit financially from the sale of surplus property but employees may purchase property after thirty days after written notice is served.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities.

Such devices do not need to be declared surplus. The sale or transfer of such devices shall be recorded and based on the item's depreciated value. The district shall establish and maintain an inventory of assistive technology devices whose value exceeds \$100 and for each device shall establish a value that shall be adjusted annually to reflect depreciation.

“Assistive device” means any item, piece of equipment, or product system whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities. Funds derived from the rental, sale or lease of student transportation equipment shall be placed into the transportation vehicle fund. Funds derived from the sale of personal property shall be placed into the general fund.

Lopez Island School District #144

Management Support/Disposal of Surplus Equipment and/or Materials/6881

Legal References: RCW 28A.155.160 Assistive devices — Transfer for benefit of children with disabilities Record inventory
RCW 28A.335.060 Surplus school property, rental, lease or use of —
Disposition of moneys received from
RCW 28A.335.090 Conveyance and acquisition of property— Management
— Appraisal
RCW 28A.335.180 Surplus texts and other educational aids, notice of
availability — Student priority as to texts
RCW 28A.335.205 Assistive devices — Transfer for benefit of children with
disabilities —Record, inventory
RCW 39.33.070 School districts and libraries — Disposal of obsolete or
surplus reading materials — Procedures
Chapter 104, Laws of 1997, Assistive Devices for Children with Disabilities –
Increasing Availability
WAC 392-143-050 Resold School Buses

Adoption Date: 2/07

Lopez Island School District #144

Disposal of Surplus Equipment and/or Materials/6881P

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

- H. The principal or department supervisor shall supply a written rationale which supports the obsolescence of the item.
- I. All other departments and/or buildings shall have the opportunity to view the item during a two-week period.
- J. If the item is not claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks shall be established as follows:
 - A. New books purchased during the current term full cost.
 - B. Books 2 years old 80% of the original cost.
 - C. Books 3 years old 60% of the original cost.
 - D. Books 4 years old 40% of the original cost.
 - E. Books over 4 years old 20% of the original cost.
- K. Interested public and private schools shall be advised in writing of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
- L. The remaining item shall be available for purchase by the general public.
- M. The district shall publicize this sale which shall be open to the general public.
- N. The board shall specify the nature and conduct of any sale of property which exceeds the limits specified in 6881.

Implemented: 5/09

CLOSURE OF FACILITIES

The board of directors has the authority to close a school building when an unforeseen natural event or mechanical failure causes a facility to become unsafe, unhealthy, inaccessible, or inoperable. Prior to the closure of a school facility for foreseen circumstances, the board shall have prepared a written analysis which considers the following issues:

- A. Projected or actual enrollment declines and the likelihood that they shall remain permanent;
- B. The effect that the disposition or retirement shall have on other facilities and on the district's educational program offering;
- C. Student and staff displacement, including transportation costs to new facilities and staff reassignment;
- D. Potential for renovation;
- E. Financial considerations in terms of such factors as staff costs, operating and maintenance cost, the potential revenue from sale or lease of property, the cost of closure and transferring operations elsewhere;
- F. Safety, health and fire regulations; and
- G. Whether or not the facility may effectively be used for other purposes.

During a ninety-day period following the development of a written analysis, the board shall conduct one or more hearings to receive testimony on any issues related to the closure of a school. Each hearing notice shall be published once each week for two consecutive weeks in a newspaper of general circulation which serves the area where the school is located. The last notice shall be published at least seven days prior to the hearing. The notice shall contain the date, time, place and purpose of the hearing. Comments received from interested parties shall be used for advisory purposes only. The final determination of whether a facility shall be closed or remain open shall be made by the board.

Legal References:	RCW 28A.150.290(2)	State superintendent to make rules and regulations
	28A.320.010	Corporate powers
	28A.335.020	School Closures

Adopted: 7/03

Lopez Island School District #144

Management Support/State Environmental Policy Act Compliance/6890

The district accepts its responsibility, as described by the Washington state legislature in the State Environmental Policy Act, specifically Chapter 43.21C.

ADOPTION BY REFERENCE. In order to fulfill its responsibilities under the State Environmental Policy Act, the district adopts by reference the following sections or subsections of chapter 197-11 of the Washington Administrative Code.

- WAC197-11-040: Definitions
- 050: Lead agency
 - 055: Timing of the SEPA process
 - 060: Content of environmental review
 - 070: Limitations on actions during SEPA process
 - 080: Incomplete or unavailable information
 - 090: Supporting documents
 - 100: Information required of applicants
 - 300: Purpose of this part
 - 305: Categorical exemptions
 - 310: Threshold determination required
 - 315: Environmental checklist
 - 330: Threshold determination process
 - 335: Additional information
 - 340: Determination of non-significance (DNS)
 - 350: Mitigated DNS
 - 360: Determination of significance (DS)/initiation of scoping
 - 390: Effect of threshold determination
 - 400: Purpose of EIS
 - 402: General requirements
 - 405: EIS types
 - 406: EIS timing
 - 408: Scoping
 - 410: Expanded scoping (Optional)
 - 420: EIS preparation
 - 425: Style and size
 - 430: Format
 - 435: Cover letter or memo
 - 440: EIS contents
 - 442: Contents of EIS on non-project proposals
 - 443: EIS contents when prior non-project EIS
 - 444: Elements of the environment
 - 448: Relationship to EIS to other considerations
 - 450: Cost-benefit analysis
 - 455: Issuance of DEIS
 - 460: Issuance of FEIS
 - 500: Purpose of this part
 - 502: Inviting comment

Lopez Island School District #144

- 504: Availability and cost of environmental documents
Management Support/State environmental policy act compliance/6890
- 508: SEPA register
- 535: Public hearings and meetings
- 545: Effect of no comment
Management Support/State environmental policy act compliance/6890
- 550: Specificity of comments
- 560: FEIS response to comments
- 570: Consulted agency costs to assist lead agency
- 600: When to use existing environmental documents
- 610: Use of NEPA documents
- 620: Supplemental environmental impact statement - procedures
- 625: Addenda - procedures
- 630: Adoption - procedures
- 635: Incorporation by reference - procedures
- 640: Combining documents
- 650: Purpose of this part
- 655: Implementation
- 660: Substantive authority and mitigation
- 680: Appeals
- 700: Definitions
- 702: Act
- 704: Action
- 706: Addendum
- 708: Adoption
- 710: Affected tribe
- 712: Affecting
- 714: Agency
- 716: Applicant
- 718: Built environment
- 720: Categorical exemption
- 722: Consolidated appeal
- 724: Consulted agency
- 726: Cost-benefit analysis
- 728: County/city
- 730: Decision maker
- 732: Department
- 734: Determination of non-significance (DNS)
- 736: Determination of significance (DS)
- 738: EIS
- 740: Environment
- 742: Environmental checklist
- 744: Environmental document
- 746: Environmental review
- 748: Environmentally sensitive area
- 750: Expanded scoping

Lopez Island School District #144

- 752: Impacts
 - Management Support/State environmental policy act compliance/6890
- 754: Incorporation by reference
- 756: Lands covered by water
- 758: Lead agency
- 760: License
- 762: Local agency
- 764: Major action
- 766: Mitigated DNS
- 768: Mitigation

- 770: Natural environment
- 772: NEPA
- 774: Non-project
- 776: Phased review
- 778: Preparation
- 780: Private project
- 782: Probable
- 784: Proposal
- 786: Reasonable alternative
- 788: Reasonable official
- 790: SEPA
- 792: Scope
- 793: Scoping
- 794: Significant
- 796: State agency
- 797: Threshold determination
- 799: Underlying governmental action
- 800: Categorical exemptions
- 880: Emergencies
- 890: Petitioning DOE to change exemptions
- 900: Purpose of this part
- 912: Procedures of consulted agencies
- 916: Application to ongoing actions
- 918: Lack of agency procedures
- 920: Agencies with environmental expertise
- 922: Lead agency rules
- 924: Determining the lead agency
- 926: Lead agency for governmental proposals
- 928: Lead agency for public and private proposals
- 930: Lead agency for private projects with one agency with jurisdiction
- 932: Lead agency for private projects requiring licenses from more than one agency, when one of the agencies is a county/city
- 934: Lead agency for private projects requiring licenses from a local agency, not a county/city, and one or more state agencies
- 936: Lead agency for private projects requiring licenses from more than one state agency

Lopez Island School District #144

- 938: Lead agencies for specific proposals
Management Support/State environmental policy act compliance/6890
- 940: Transfer of lead agency status to a state agency
- 942: Agreements on lead agency status
- 944: Agreements on division of lead agency duties
- 946: DOE resolution of lead agency disputes
- 948: Assumption of lead agency status
- 960: Environmental checklist
- 965: Adoption notice
- 970: Determination of non-significance (DNS)
- 980: Determination of significance and scoping notice (DS)
- 985: Notice of assumption of lead agency status
- 990: Notice of action

ADDITIONAL DEFINITIONS. In addition to those definitions contained within WAC 197-11-700 to 197-11-799, the following terms shall have the following meanings, unless the context indicates otherwise:

- A. District. District means the Lopez Island School District No. 144, San Juan County, state of Washington.
- B. SEPA Rules. SEPA Rules means Chapter 197-11 WAC adopted by the Council on Environmental Policy.

The policies and goals set forth herein are supplementary to those in the existing authorization of the district. The district establishes the following criteria as the basis for exercising authority relative to environmental issues. The district shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

- C. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;
- D. Assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
- E. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences;
- F. Preserve important historic, cultural, and natural aspects of our national heritage;
- G. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;
- H. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
- I. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

The district recognizes that each person has a fundamental and inalienable right to a healthful environment and that each person has a responsibility to contribute to the preservation and enhancement of the environment.

Lopez Island School District #144

Management Support/State environmental policy act compliance/6890

CRITICAL AREAS

In its actions, the district shall respect critical areas and their modified exemption criteria which have been adopted and displayed by local governments pursuant to the Growth Management Act, Chapter 36.70A RCW.

Actions which shall be located wholly or partially within a critical area are to be treated no differently than other actions under these guidelines. A threshold determination shall be made for all such actions, and an EIS shall not be automatically required for a proposal merely because it is proposed for location in a critical area.

USE OF EXEMPTIONS

In determining whether a proposal is exempt from SEPA, the district shall comply with the square footage and parking space threshold levels adopted by the city or county under WAC 197-11-800 (1). To determine whether or not a proposal is exempt, the district shall ascertain the total scope of the proposal and the governmental licenses required. If a proposal includes a series of actions, physically or functionally related to each other, some of which are exempt and some which are not, the proposal is not exempt and the district must complete a threshold determination.

If a proposal includes both exempt and nonexempt actions, exempt actions may be authorized with respect to the proposal prior to compliance with the procedural requirements of these guidelines subject to the following limitations:

- A. No nonexempt action shall be authorized prior to compliance with procedural and substantive requirements;
- B. No action shall be authorized which shall irrevocably commit the district to approve or authorize a nonexempt action;
- C. The district may withhold approval of an exempt action which would lead to modification of the physical environment, when such modifications would serve no purpose if later approval of a nonexempt action is not secured; and
- D. The district may withhold approval of exempt actions which would lead to substantial financial expenditures by a private applicant which would serve no purpose if later approval of a nonexempt action is not secured.

LEAD AGENCY DETERMINATION AND RESPONSIBILITIES

The district is lead agency for the proposals it initiates and is responsible for compliance with SEPA regulations.

ENVIRONMENTAL CHECKLIST

Except as provided in WAC 197-11-315 the school district must complete an environmental checklist (WAC 197-11-960) for any proposal that meets the definition of action (WAC 197-11-

Lopez Island School District #144

709), and is not categorically exempted in WAC 197-11-800 and 880. This checklist shall be the Management Support/State environmental policy act compliance/6890

basis for the threshold determination.

For all proposals for which the district is the lead agency, the responsible official of the district shall make the threshold determination pursuant to the criteria and procedures of WAC 197-11-300 through -360.

PREPARATION OF EIS

The draft and final EIS shall be prepared either by the responsible official or his/her designee or a consultant retained by the school district.

In the event that an EIS is to be prepared by a consultant, the responsible official shall assure that the EIS is prepared in a responsible manner and with appropriate methodology. The responsible official shall direct the areas of research and examination to be undertaken, as well as the organization of the resulting document.

No matter who participates in the preparation of an EIS, it must be approved by the responsible official prior to distribution.

PUBLIC NOTICE

The district will establish a mailing list for those interested citizens who wish to be informed regarding documents the district issues that require public notice. If deemed appropriate by the responsible official, the school district will place appropriate notice in the paper of general circulation which serves the area.

DESIGNATION OF OFFICIAL TO PERFORM CONSULTED AGENCY RESPONSIBILITIES FOR THE DISTRICT

The superintendent or his designee shall be responsible for the preparation of the written comments for the district in response to a consultation request prior to a threshold determination, participation in predraft consultation or reviewing a draft EIS.

The official designated in paragraph 1 shall be responsible for compliance by the district with WAC 197-11-400 through -460 wherever the district is a consulted agency, and he/she is authorized to develop operating procedures which shall ensure that responses to consultation requests are prepared in a timely fashion and include data from all appropriate departments of the district.

DESIGNATION OF RESPONSIBLE OFFICIAL

For those proposals for which the district is the lead agency, the responsible official shall be the superintendent or his/her designee. The responsible official shall make the threshold determination, supervise preparation of any required EIS and perform any other functions assigned to the "lead agency".

Lopez Island School District #144

Management Support/State environmental policy act compliance/6890

FEES

No fee shall be collected by the district for performing its duties as a consulted agency.

The district may charge any person for copies of any document prepared pursuant to the requirements of this ordinance and for mailing thereof, in a manner provided by Chapter 42.17. RCW.

PUBLICATION OF NOTICE

The district may publish notice of action pursuant to RCW 43.21C.080 for any action to establish a time limit for judicial appeals.

The form of the notice shall be as prescribed by the department of ecology and/or substantially in the form and manner set forth in RCW 43.21C.080. The notice shall be published by the district secretary pursuant to RCW 43.21C.080.

SEVERABILITY

If any provision of these regulations or its application to any person or circumstances is held invalid, the remainder of these regulations or the application of the provision to other persons or circumstances shall not be affected.

EFFECTIVE DATE

These guidelines shall become effective on the date of adoption of this policy.

Legal References: RCW 43.21C State Environmental Policy Act
 WAC 197-11 State Environmental Policy Act Rules

Management Resources:

Policy News, December 1998

SEPA policy requires periodic review and understanding

Adopted: 7/03

Lopez Island School District #144

Management Support/Pesticide notification, posting and record keeping/6895

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

Legal References: RCW 17.21

Pesticide Application Act

Management Resources: *Policy News*, June 2002

Pesticide Policies Required by July 1st

Adopted: 7/03

Lopez Island School District #144

Management Support/Facilities Planning/6900

FACILITIES PLANNING

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

- A. Facilities shall accommodate the educational needs of students and be consistent with the educational philosophy and instructional goals of the district.
- B. Facilities shall meet or exceed all health, safety and welfare regulations.
- C. The district shall seek state and federal revenues to the maximum extent available to supplement its own financial resources.
- D. Undesirable environmental impact shall be minimized.
- E. Changing demographic factors shall be monitored in order that students' needs are met in as pro-active a manner as is possible.
- F. All district services, programs and activities, when viewed in their entirety, shall be accessible to individuals with disabilities.

Facilities Master Plan

In order to efficiently manage the district's present and future facilities needs, a facilities master plan shall be developed. Such plan shall cover a ten-year period, be developed in conjunction with the local comprehensive land-use plan and other growth management policies, be reviewed annually and include at least the following:

- A. A cost analysis of financial ability of the district to implement its facilities program;
- B. Existing and projected enrollment figures, including an analysis of the racial composition of the student population;
- C. An inventory of the district's undeveloped property and developed facilities, including an analysis of the number of students in each facility and whether the facility is over-or under-crowded.
- D. An analysis of the appropriateness of the facilities to meet the needs of students and members of the public, including acceptability to students of both sexes and those with disabilities. All district services, programs and activities, when viewed in their entirety, shall be accessible to individuals with disabilities;
- E. Recommendations as to the sale or other disposition of district property not needed in the future; and
- F. Recommendations as to the acquisition, construction or modification of new sites or facilities and of how such shall better meet the needs of students and the educational program.

Enrollment Projections

Enrollment shall be projected for a five-year period using methods acceptable to the state board of education for determining the district's eligibility for state construction grants. This projection shall be reviewed and revised annually and supplemented by an analysis of additional factors that may affect the student population, such as potential zoning and development changes within the district, housing projections and the development of new businesses and public projects.

Legal Reference: 42 U.S.C. SS 1210 -12213 Americans with Disabilities Act

Lopez Island School District #144

Adopted: 01/07

Management Support/Contractor assurances, surety bonds and insurance/6950

A contract shall only be let to a contractor who is licensed or registered as required by the laws of this state. A contractor shall be granted a contract when a statement is submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage for public works and with state and federal laws relating to nondiscrimination in hiring. Such a statement may be a provision or clause in the contract.

Contractor Surety Bonds and Insurance

Each contractor's bid must be accompanied by a certified or cashier's check or bid bond in the amount of at least five percent of the total bid amount, excluding taxes. Bid deposits pursuant to this policy may be based upon the architect's estimated cost of construction. Any bid which is not successful shall entitle the bidder to a refund of its security or bond. The successful bidder shall have the bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the district or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to make, execute and deliver to the board a good and sufficient performance bond with two or more sureties or a surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and material men as required by law.

Legal References:	RCW 39.08.010	Bond required--Conditions- Retention of contract amount in lieu of bond
	39.06.010	Contracts with unregistered or unlicensed contractors and with other violators prohibited
	39.12	Prevailing Wages on Public Works
	49.60.180	Unfair practices of employment defined
	Title 7	Civil Rights Act of 1964;
	Section 504	Rehabilitation Act of 1973

Adopted: 7/03

Lopez Island School District #144

Management Support/Maintenance of records/6955

The maintenance of adequate records is vitally important to the future facilities program within the district and to the resolution of any disputes that may arise regarding a construction project.

The superintendent shall keep all reports, documents and plans as they relate to an existing or proposed project. The records shall include copies of all correspondence relating to the project. The superintendent shall require from the architect, engineer, contractor or other parties at least the following, as they become available:

- A. Inspection and progress reports;
- B. Results from tests of material quality and composition, etc.;
- C. Drawings of buildings and sites;
- D. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project;
- E. Guarantees and warranties; and
- F. Other papers relevant to the project, such as the record of board resolutions.

Cross Reference:	Board Policy 6570	Data Management
Legal References:	RCW 39.04.020	Plans and specifications--Estimates--Publications-- Emergencies
	39.04.040	Work to be executed according to plans-- Supplemental plans
	39.04.070	Account and record of cost
	39.04.080	Certified copy to be filed--Engineers' certificate
	39.04.100	Records open to public inspection-Certified copies

Adopted: 7/03

Lopez Island School District #144

Management Support/Change Orders/6957

Change orders which arise during construction shall be individually considered by the board provided, however, that for each project the board may grant the superintendent authority to authorize change orders if additional cost to the district does not exceed \$25,000.00 and provided that the total cost of all change orders approved has not exceeded five (5) percent of the approved total construction cost of the project. The superintendent shall advise the board of all change orders executed in such cases.

In the event a change order request exceeding the authority of the superintendent or exceeding five percent (5%) of the total construction cost of the project must be considered between board meetings, the president of the board may provide interim authorization. The board shall take formal action on such requests at the next board meeting.

Adopted: 7/03

Lopez Island School District #144

Management Support/Acceptance of completed project/6959

Final payment under contract shall be subject to the following:

- A. Completion of building commissioning;
 - B. The architect's letter of inspection indicating that the work has been completed; and
 - C. Certification by the superintendent that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority; and
- Written final acceptance by the board.

Pursuant to statute, final payment shall not be made until the district has received from the state department of revenue, state department of employment security, and state department of labor and industries certification that all taxes due, or to become due by the project's contractor, have been paid in full. The superintendent shall notify each department listed that the work is completed and officially accepted so that a determination of tax liabilities of the contractor may be made.

The contract shall provide that a percentage of the project cost shall be retained by the district as required by law to insure that the project shall remain free and clear of any material men, subcontractor or tax liens. The district prefers that five percent of all moneys earned by the contractor be reserved by the district and will request that the state board of education acting through the superintendent of public instruction act as agent of the school district for managing the cash retainage. The district will accept a bond submitted by the contractor for any portion of the retainage in a form acceptable to the district, and the superintendent of public instruction if state funds are part of the project, from a bonding company registered with the Washington state insurance commissioner and on the currently authorized insurance list published by the Washington state insurance commissioner, unless the district can demonstrate good cause for refusing to accept the bond.

Legal Reference:	RCW 60.28	Lien for Labor, Materials, Taxes on Public Works
	WAC 180-27-080	Value engineering studies, constructability reviews, and building commissioning--Requirements and definition
	180-29-067	Building commissioning contracts
	180-29-075	Contracts--Filing
	180-29-147	Retained Percentage Law Related Requirements

Adopted: 7/03

Lopez Island School District #144

Naming/Renaming Facilities/6970

The naming of District schools and facilities is the responsibility of the Board of Directors. The Board recognizes the importance of soliciting student, staff, and community input in the selection of a name. The Superintendent shall develop procedures which provide for broad-based input via the Facility Committee. The Facility Committee shall bring recommendations forward to the Board. Facility names shall be based upon the following:

Schools

1. Area place names of historical significance; or
2. Geographical landmarks; or
3. Directional names (e.g. West Lopez Elementary); or
4. Identification of main purpose (e.g. Lopez Alternative School); or
5. Historical personages (i.e. Native American, human rights, American history, arts and sciences, etc.); or
6. Any other name deemed appropriate by the Board of Directors.

Fields – Buildings

1. Athletic facilities or fields, outside facilities, and auditoriums will be named after prominent community members of positive significance to the school or the lives of young people in the community; or
2. Any other name deemed appropriate by the Board of Directors.

If a group of students, staff, parents or community members proposes the renaming or naming of an existing building or facility they should submit such a request to the District with statements supporting compliance to the criteria stated in this policy. The matter will be referred to the Facility Committee who will consider the proposal and make a recommendation to the Board. Renaming of a facility or building shall only be approved after careful consideration of all variable/ramifications as can be reasonably made known to the Board of Directors at the time of consideration.

Approved: 11/05

Lopez Island School District #144

Procedure/Naming/Renaming Facilities/6970P

The naming or renaming of facilities and properties shall take place in the following manner:

- A. The superintendent shall select a naming committee of staff, administration, parent, student and community representatives, whose purpose it shall be to submit to the Board a list of 3-5 possible facility names, unless the committee has been formed to consider a single name brought forward by a patron, or other person or group.
- B. The committee shall, whenever possible, follow these guidelines:
 - 1. Each name shall be known to, and significant to the people of the district.
 - 2. The names submitted shall not conflict with the names of other schools in the district or surrounding districts, or other institutions of significance in the immediate or surrounding community.
 - 3. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
- C. The Board will consider the names presented by the naming committee, or may also consider other names in the final selection. The Board of Directors may also reject the submitted list and/or request additional recommendations or information from the naming-committee.
- D. The Board of Directors will charge the Superintendent with approval of any plaque(s) or signage connected with the new name, and the location of such.

Implemented: 11/05