



EASTMONT SCHOOL DISTRICT

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TO: Board of Directors

FROM: Garn Christensen, Superintendent

SUBJECT: Policy Update – Second Reading/Adoption

Section	Number	Title	Changes
1000 Board of Directors	Policy 1210	Annual Organizational Meeting, Election of Officers	No changes.
1000 Board of Directors	Policy 1220	Board Officers and Duties of Board Members	No changes.
1000 Board of Directors	Policy 1805	Open Government Trainings	No changes.
3000 Students	Policy 3115 & Procedure	Homeless Students: Enrollment Rights and Services	Additional language recommended from WSSDA added & highlighted in yellow.
3000 Students	Policy 3140	Release of Resident Students	No changes.
3000 Students	Policy 3235	Protection of Student Personal Information	No changes.
6000 Management Support	Procedure 6000-P	Program Planning, Budget Preparation, Adoption, and Implementation	Additional language added & highlighted in yellow on Page 2.
6000 Management Support	Policy 6700	Nutrition and Physical Fitness	Typo corrected on Page 6 highlighted in yellow.
6000 Management Support	Policy 6701	Wellness Policy	No changes.
6000 Management Support	Policy 6705 & Procedure	Food Service Charge – Student and Adult Meals	Language correction highlighted in yellow.

DATE: August 21, 2017

CATEGORY

Informational

Discussion Only

Discussion & Action

Action

BACKGROUND INFORMATION AND ADMINISTRATIVE CONSIDERATION

WSSDA has issued *Policy & Legal News* editions outlining several policies changed by legislation passed this year. Enclosed are draft policies and procedures for your review. Any noted corrections are listed above.

Due to the volume of policies, these will be posted as a separate link on the website.

ATTACHMENTS

Draft policies

FISCAL IMPACT

None at this time

RECOMMENDATION

The administration recommends approval of these revisions to policy and procedure.

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the Board will elect from among its members a *chair/president* and a *vice chair/president* to serve one-year terms. A newly elected or appointed board member will not be eligible to serve as an officer unless a majority of the Board has been appointed.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the *chair/president* and the *vice chair/president*, the board will elect a president pro tempore who will perform the functions of the *chair/president* during the latter's absence.

The superintendent will act as board secretary and perform all duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

In even-numbered years at the same meeting in December, a WSSDA legislative representative will be elected to serve a two-year term.

The normal order of business will be modified for the annual organizational meeting by considering the following matters, after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected board members by the *chair/president*;
- B. Call for nominations for *chair/president* to serve during the ensuing year;
- C. Election of a *chair/president* (roll call vote);
- D. Assumption of office by the new *chair/president*;
- E. Call for nominations for *vice chair/president* to serve during the ensuing year; **and**
- F. Election of a *vice chair/president* (roll call vote);
- G. (If applicable) Call for nominations for WSSDA legislative representative to serve for the next two years; and
- H. Election of a WSSDA legislative representative.

Policies will continue from year to year and board to board until and unless the board changes them.

Legal References:

RCW 28A.330.010

Board president, vice-president or president
pro tempore — Secretary

RCW 28A.330.020	Certain board elections, manner and vote required — Selection of personnel, manner
RCW 28A.330.050	Duties of superintendent as secretary of the board
RCW 28A.400.030	Superintendent's duties
RCW 29A.60.280	Local elected officials, commencement of term of office — Purpose

Management Resources:
Policy & Legal News, April 2017

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BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Chair/President

The *chair/president* will preside at all meetings of the board and signs all papers and documents as required by law and as authorized by action of the board. The *chair/president* ~~will conduct~~ **conducts** the meetings in the manner prescribed by the board's policies, ~~provided that the~~ **The** *chair/president* ~~will have~~ **has** the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It is the responsibility of the board *chair/president* to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in a expeditious manner.

The *chair/president* will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The *chair/president*, along with one other board member, will confer with the superintendent regarding board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings.

In dealing with the media and the public in general, the *chair/president* or his/her designee will serve as the spokesperson of the board. The *chair/president* is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The *chair/president* will avoid speculating upon actions or decisions which the board may take but has not yet taken.

Officers of the Board: Vice Chair/President

The *vice chair/president* will preside at board meetings in the absence of the *chair/president* and will perform all of the duties of the *chair/president* in case of his/her absence or disability.

Legislative Representative

~~A legislative representative will serve as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will assume office in December in an even year for a two-year period. The legislative representative will attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative will monitor proposed school legislation and inform the board of the issues.~~

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A legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members and assume office in December in an even year for a two-year period. The legislative representative will represent the board at WSSDA's Legislative Assembly, conveying local views and concerns to that body and when appropriate, obtaining their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

Duties of Individual Board Members

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members will not assume responsibilities of administrators or other staff members. The board or staff will not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member will review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible, each director will give advance notice to the *chair/president* or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Board Culture

The Board is committed to comply with the requirements and expectations of approved policy. They recognize that failure to deal with deliberate and continuing violations of policies risk the loss of trust and confidence in the Board's ability to govern.

Therefore, in the instance a Board member willfully violates policy, the Board shall use the following process in their attempt to remedy the situation:

- A. Private conversation between the board member and the Board *chair/president*;
- B. Conversation in a public meeting between the board member and the full Board;
- C. Consideration of removing the Board member from any leadership or committee positions; and

- D. Written censure as a means of identifying the Board’s concerns as well as identifying specifying differences between the Board, and the individual member.

Cross Reference:

Board Policy 1450	Absence of a Board Member
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Legal References:

RCW 28A.330.030	Duties of president
RCW 28A.330.040	Duties of vice president
RCW 28A.330.080	Payment of Claims — Signing of warrants
RCW 28A.330.200	Organization of the board — Assumption of superintendent’s duties by board member, when
RCW 28A.343.390	Quorum — Failure to attend meetings

Management Resources:

<i>Policy & Legal News, April 2017</i>	Role of the School Board President
<i>Policy News, December 2007</i>	

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OPEN GOVERNMENT TRAININGS

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

Legal References:

<u>RCW 28A.343.360</u>	<u>Oath of Office</u>
<u>RCW 40</u>	<u>Public Documents, Records, and Publications</u>
<u>RCW 40.14</u>	<u>Preservation and Destruction of Public</u>
	<u>Records</u>
<u>RCW 42.30</u>	<u>Open Public Meetings Act</u>
<u>RCW 42.56</u>	<u>Public Records Act</u>
<u>RCW 42.56.580</u>	<u>Public Records Officers</u>

Management Resources:

Attorney General's Model Rules for Compliance with the Public Records Act
Attorney General's Open Government Trainings Act FAQs
Policy and Legal News, June 2014

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HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide ~~stability in school attendance and other services~~ them with equal access to the same free, appropriate public education (including public preschool education) provided to other students. Special attention will be given to ~~ensuring~~ the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence including those students who are:

- A. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Abandoned in hospitals;
- ~~E. Awaiting foster care placement;~~
- ~~F.~~ E. Living in public or private places not designated for or ordinarily used as regular sleeping accommodations;
- ~~G.~~ F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- ~~H.~~ G. Migratory children living in conditions described in the previous examples.

The superintendent will designate an appropriate staff person to be the district's McKinney-Vento liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other Federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy.

If the district has identified more than ten unaccompanied youth, meaning youth not in the physical custody of a parent or guardian and including youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education

Act, the principal of each intermediate school, junior high school, and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district's homeless student liaison. The district's homeless student liaison is responsible for training the building contact.

Best interest determination

~~According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living.~~ In making a determination as to which school is in the homeless student's best interest to attend, the district will presume that it is in the student's best interest to remain enrolled in their school of origin unless enrollment is against the wishes of a parent, guardian, or unaccompanied youth.

Attendance options will be made available to homeless families on the same terms as families resident in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district's decision and the reasons therefor, (or informed if the student does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation, or denied or delayed due to missed application deadlines or fees, fines, or absences at a previous school.

If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, ~~including and in~~ compliance with the state's ~~address confidentiality program~~ Address

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Confidentiality Program when necessary. However, the district cannot demand emergency contact information ~~cannot be demanded~~ in a form or manner that constructs a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district, but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens. The notice must be disseminated in a manner and form that parents, guardians, and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, in their native language. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by the state-level (OSPI) coordinator for homeless children and youth programs.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website).
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting ~~an~~ a universal annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district's website).

Facilitating on-time grade level progression

The district will: 1) waive specific courses required for graduation for students experiencing homelessness if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In

the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district will consolidate partial credit, unresolved, or incomplete coursework and will provide students experiencing homelessness with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.

For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district.

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

In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

Informed consent for healthcare

Informed consent for healthcare of behalf of a student experiencing homelessness may be obtained from a school nurse, school counselor, or homeless student liaison when:

- a. Consent is necessary for non-emergency, outpatient, primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries;
- b. The student meets the definition of a "homeless child or youth" under the federal McKinney-Vento homeless education assistance improvements act of 2001; and
- c. The student is not under the supervision or control of a parent, custodian, or legal guardian, and is not in the care and custody of the department of social and health services.

The District and District employee authorized to consent to care under this policy are not subject to administrative sanctions or civil damages resulting from the consent or non-consent for care or payment for care.

Cross References:

Board Policy 3116	Students in Foster Care
Board Policy 3120	Enrollment
Board Policy 3231	Student Records
Board Policy 3413	Student Immunization and Life-Threatening Health Conditions

Legal References:

RCW 28A.225.215	Enrollment of children without legal residences
RCW 28A.320	Provisions applicable to all districts (new section created by 3SHB 1682, 2016 legislative session)
RCW 28A.320.145	Support for homeless students
20 U.S. C. 6301 et seq.	No Child Left Behind Act Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act [ESSA]
42 U.S.C. 11431 et seq.	McKinney-Vento Homeless Assistance Act

Management Resources:

- Policy & Legal News*, November 2016
- Policy & Legal News*, July 2016
- Policy & Legal News*, December 2014
- Policy News*, October 2004
- Policy News*, October 2002

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HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

A. Definitions

1. **Homeless children and youths** means individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing or similar situations; or migratory children because they are living in circumstances like those described above. "Substandard housing" may be determined by considering factors such as whether the setting in which the child or youth is living lacks water, electricity or heat; is infested with vermin or mold; lacks a working kitchen or toilet, or presents unreasonable dangers to adults, children or persons with disabilities. Cities, counties and states have varying housing codes that further define housing deemed substandard by law.
2. **Unaccompanied youth** means a youth not in the physical custody of a parent or guardian and includes youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act.
3. **School of origin** means the school or preschool that a child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. When a child or youth completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools.
4. **Best interest determination** means that the district must make school placement decisions for homeless students and youths on the basis of their best interest, as determined by the student-centered factors including impact of mobility on achievement, education, health, and safety. Priority should be given to the request of the child, the parent/guardian, or unaccompanied youth. Placement of siblings should also be considered.
5. **Excess cost of transportation** means the difference between what the district normally spends to transport a student to school and the cost of transporting a homeless student to school. For example, there is no excess cost of transportation if the district provides transportation to a homeless student by a regular bus route. However, if the district provides special transportation to a homeless student (e.g., by private vehicle or transportation company), the entire cost would be considered excess costs of transportation. The additional cost of the district's re-routing of busses to transport a homeless student can be considered excess cost of transportation. The district may use McKinney-Vento subgrant funds and Title I, Part A funds to defray excess cost of transportation for homeless students.

B. Identification

The district will:

1. Use a housing questionnaire in its enrollment process. The questionnaire will be distributed universally so as to avoid stigmatizing homeless children and youths and their families;
2. Ensure that referral forms used to identify and support homeless students are accessible and easy to use;
3. Include its homeless liaison's contact information on its website;
4. Provide materials for homeless students and parents, if necessary and to the extent feasible, in their native language;
5. As practicable, provide annual guidance for school staff on the definition of homelessness, signs of homelessness, the impact of homelessness on students and steps to take when a potentially homeless student is identified, including how to connect the student with appropriate housing and support service providers;
6. Develop interagency partnerships to serve homeless families and youths; and
7. Work with the state homelessness coordinator to facilitate services to families and youths made homeless by natural disasters or other catastrophic events.

C. Enrollment Placement and Enrollment

The district will:

1. ~~The district will consider the best interest of the child in enrollment decisions~~When deciding placement, presume that allowing the homeless student to remain in their school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian or unaccompanied youth;
2. If the parent/guardian contests the district's decision, make a best interest determination based on factors such as the impact of mobility on the student's educational achievement, health and safety. If the best interest determination is requested by an unaccompanied youth, the process will give priority to the views of the youth;
3. After conducting a best interest determination, provide to the parent/guardian of the student in a timely manner and in a language they can understand, a written explanation of the final decision and the right to appeal the decision (see Dispute Resolution Procedure, below);
4. Pending resolution of disputes that arise over eligibility, school selection or enrollment, immediately enroll a homeless student in the school in which the parent, guardian, or unaccompanied youth seeks enrollment;

- ~~2.5. The district will not deny or delay enrollment of homeless students~~Avoid delay or denial of enrollment of homeless students, even if they have missed application or enrollment deadlines during any period of homelessness or are unable to produce records required for enrollment (e.g.; previous academic records, immunization records, health records, proof of residency, proof of guardianship, birth certificates);
- ~~3.6. The district's need for student contact information will not be in a form or manner that creates a barrier for homeless students. For example, homeless students may not be excluded for failure to have a mailing address or emergency contact information; and~~Avoid requirements for student contact information to be in a form or manner that creates a barrier for homeless students;
7. Provide transportation for homeless students to their school or preschool of origin. Once the student has obtained permanent housing, the district will continue to provide such transportation until the end of the academic year. If the homeless student remains in their school of origin but begins living in an area served by district, the district of origin and the district in which the homeless student is living must agree upon a method to apportion the responsibility and costs for the student's transportation to and from their school of origin. If the districts cannot reach agreement, the responsibility and costs for transportation will be shared equally;
8. Continue to provide transportation to their school of origin pending the outcome of enrollment or transportation disputes; and
9. Immediately contact the school last attended by the homeless student to obtain relevant academic and other records.

D. District's Homeless Liaison

The district's liaison will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination of activities with other entities and agencies;
2. Homeless children and youths enroll in and have a full and equal opportunity to succeed in school;
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start programs and preschool programs administered by the district and referrals to health care services, dental services, mental health services, and other appropriate services;
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

5. ~~Ensure that public notice is disseminated where homeless children receive services~~ Public notice of the educational rights of homeless children and youths is disseminated where such children receive services (e.g., schools, family shelters, soup kitchens)
- 4.6. Enrollment disputes are mediated in accordance with Paragraph C, Placement and Enrollment, above; and
7. ~~The district liaison will inform parents and guardians of educational and related activities and inform parents of transportation services~~ The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected;
8. Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv) for federal student aid purposes, and their right to receive verification of this status from the local liaison;
9. Barriers that prevent homeless students from receiving credit for full or partial coursework satisfactorily completed while attending a prior school are identified and removed;
10. Affirm whether homeless students meet the U.S. Department of Housing and Urban Development (HUD) definition of homelessness to qualify them for HUD homeless assistance programs and refer homeless families and students to housing and other services;
11. Assist parents, guardians, and unaccompanied youth in obtaining immunizations, health screenings, guardianship records and other documents normally required for enrollment; and
12. Assist unaccompanied youths in connecting with needed supports such as housing assistance, health care, and other services.

The district will inform school personnel, service providers, and advocates working with homeless families of the duties of the district homeless liaison.

B. Definitions

1. ~~Homeless Children and Youth: means individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing~~

~~or similar situations; or migratory children because they are living in circumstances like those described above.~~

~~2. Unaccompanied Youth: means a youth not in the physical custody of a parent or guardian and includes youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act.~~

G.E. Dispute Resolution Procedure

The District will ensure that the child/youth attends the school in which they sought enrollment while the dispute process is being carried out.

1. Notification of Appeal Process

If the district seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, the school district will inform the parent or the unaccompanied youth of the right to appeal. The district will provide the parent or unaccompanied youth with written notice including:

- a. An explanation of the child's placement and contact information for the district and the OSPI homeless liaison, including their roles;
- b. Notification of the parent's right to appeal(s);
- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the federal legislation governing placement of homeless students (McKinney-Vento Act).

2. Appeal to the School District Liaison – Level I

If the parent or unaccompanied youth disagrees with the district's placement decision, they may appeal by filing a written request for dispute resolution with the school, the district's homeless liaison or a designee. If submitted to the school, it will be immediately forwarded to the homeless liaison. The request for dispute resolution must be submitted within fifteen business days of receiving notification of the district's placement.

The liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the complaint was filed.

- a. A copy of the complaint must be forwarded to the liaison's supervisor and the superintendent;
- b. Within five business days of the receiving the complaint, the liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent's right to appeal;
- c. The district will verify receipt of the Level I decision; and

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- d. If the parent or unaccompanied youth wishes to appeal, notification must be provided to the district liaison within ten business days of receipt of the Level I decision. The liaison will provide the parent with an appeals package containing:
 - i. The complaint filed with the district liaison at Level I;
 - ii. The decision rendered at Level I; and
 - iii. Additional information provided by the parent, unaccompanied youth and/or homeless liaison.

3. Appeal to the School Superintendent – Level II

The parent or unaccompanied youth may appeal the district liaison's decision to the superintendent or the superintendent's designee using the appeals package provided at Level I.

- a. The superintendent will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package;
- b. Within five business days of the conference with the parent or unaccompanied youth the superintendent will provide that individual with a written decision with supporting evidence and notification of their right to appeal to OSPI;
- c. The district will verify receipt of the Level II decision;
- d. A copy of the superintendent's decision will be forwarded to the district's homeless liaison; and
- e. If the parent or unaccompanied youth wishes to appeal to OSPI, notification must be provided to the district homeless liaison within ten business days of receipt of the Level II decision.

4. Appeal to the Office of the Superintendent of Public Instruction – Level III

- a. The district superintendent will forward a copy of the Level II decision and all written documentation to the OSPI homeless liaison within five days of rendering a decision. The district will submit the entire dispute package to the OSPI in one complete package by U.S. mail;
- b. The OSPI's homeless education coordinator or designee, along with the appropriate agency director, and/or agency assistant superintendent will make a final decision within fifteen business days of receiving the appeal;
- c. The OSPI's decision will be forwarded to the district's homeless liaison. The liaison will distribute the decision to the parent or unaccompanied youth and the local superintendent;
- d. The OSPI's decision will be the final resolution for placement of a homeless child or youth in the district; and

- e. The district will retain the record of all disputes, at each level, related to the placement of homeless children.

D.F. Inter-district Disputes

If districts are unable to resolve a dispute regarding the placement of a homeless student, either district may submit a written request to OSPI seeking resolution.

OSPI will resolve the dispute within 10 business days of notification of the dispute and inform all interested parties of the decision.

- Second Reading -

RELEASE OF RESIDENT STUDENTS

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

- A. A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at the school in the nonresident district is more accessible to the parent's place of work or to the location of child care;
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental conditions include a student who becomes a resident of the district mid-year. Such a student may apply for a release to complete the current school year only in his or her former district of residence, if transferring mid-year would create a special hardship or detrimental condition; or
- D. The purpose of the transfer is for the student to enroll in an online course or online school program offered by an online provider approved under RCW 28A.250.020; or
- ~~D~~E. The student is a child of a full-time certificated or classified employee.

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

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

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

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

If the request is denied, the superintendent/designee will notify the parent of the right to petition the board, upon five school business days prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following

the hearing by the board, a final decision will be promptly communicated to the parent in writing.

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

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

Legal References:

RCW 28A.225.220	Adults, children from other districts, agreements for attending school — Tuition
RCW 28A.225.225	Applications from nonresident students or students receiving home-based instruction to attend district school — School employees' children — Acceptance and rejection standards — Notification
RCW 28A.225.230	Appeal from certain decisions to deny student's request to attend nonresident district — Procedure
RCW 28A.225.290	Enrollment options information booklet
RCW 28A.225.300	Enrollment options information to parents

Management Resources:

<i>Policy & Legal News</i> , December 2016	Release of Resident Students
<i>Policy News</i> , December 2011	Federal Budget Implicates Policy
<i>Policy News</i> , February 2001	Enrolling Children of School Employees
<i>Policy News</i> , June 2003	

- Second Reading -

PROTECTION OF STUDENT PERSONAL INFORMATION

The Board of Directors recognizes that high-quality education data collected by its contracted school service providers is an important component for improving student achievement. The Board also recognizes that the District plays a role in ensuring that school service providers use the personal information of students in a responsible and ethical manner consistent with the privacy protections required under federal and state law.

To this end, the District will ensure that all negotiated contracts and online "Terms of Use" agreements with school service providers align with the Student User Privacy in Education Rights (SUPER) Act codified at Chapter 28A.604, RCW and the procedure that accompanies this policy.

Cross References:

<u>Board Policy 2022</u>	<u>Electronic Resources</u>
<u>Board Policy 3231</u>	<u>Student Records</u>
<u>Board Policy 3232</u>	<u>Parent and Student Rights in Administration of Surveys, Analysis, and Evaluations</u>
<u>Board Policy 4040</u>	<u>Public Access to District Records</u>
<u>Board Policy 6230</u>	<u>Relations with Vendors</u>

Legal References:

<u>RCW 28A.604</u>	<u>Student User Privacy in Education Rights Act</u>
<u>20 U.S.C. §1232g</u>	<u>Family Education Rights and Privacy Act</u>
<u>20 U.S.C. §1232h</u>	<u>Protection of Pupil Rights Amendment</u>

Management Resources:

Policy and Legal News, April 2017

U.S. Department of Education Privacy Technical Assistance Center "Transparency Best Practices for Schools and Districts"

- Second Reading -

PROGRAM PLANNING, BUDGET PREPARATION, ADOPTION, AND IMPLEMENTATION

School district administration shall work diligently to develop and implement budget management practices to follow the direction established by the Board of Directors. Consistent implementation of these management strategies should result in a stable school district fiscal health and should be accomplished without significantly affecting the education of its students.

Board Fiscal Management

1. Annual budgets must be balanced with anticipated revenues equaling or exceeding anticipated expenditures.
2. Maintain an unassigned fund balance amount in the General Fund of an amount not less than 8% of appropriated operating expenditures as required per Policy No. 6022 Minimum Fund Balance. ~~A goal of a minimum 3.5% to 5% of annual budgeted revenues is set aside as "Committed to Unassigned Fund Balance Policy".~~
3. An adequate undesignated, unreserved fund balance is needed to solidify the district's bond rating for future bond issues.
4. Passage of maintenance and operation levies are imperative to the fiscal stability of the district.

Administrative Budget Management

Strong budget management practices include:

1. Developing and strictly adhering to a balanced annual budget, including the ~~Committed to Fund Balance Policy~~ Minimum Fund Balance policy requirement reserve;
2. Anticipating and budgeting for ongoing major expenses;
3. Identifying sufficient funding for those mandated programs, such as Special Education, that are inadequately funded by the state.

Specifically, administration should:

1. Recommend policies to the school board and develop procedures that strengthen budget accountability at the district, building and department levels. These strategies should include:
 - A. Each school should maintain a 5% carryover in their non-employee related costs budget annually.
 - B. Schools intending to carryover more than 15% of those funds may report the need to the superintendent or his designee.
 - C. Assure that the ~~undesignated, unreserved~~ unassigned fund balance shall only be used for unplanned, non-recurring, costs.

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- D. The majority of proceeds from the sale of surplus property should be invested and that the earned interest is assigned to the ~~undesignated, unreserved,~~ unassigned general fund balance.
- E. Funds must be budgeted, on an annual basis, for ongoing major expenses such as curriculum adoptions, technology and transportation.
- F. Continue to conservatively project enrollment and staffing.

2. Additionally, district administration should:

- A. Investigate the feasibility of allocating administrators, teachers and specialists to schools proportionately to the number of students enrolled in the school.
- B. Develop a process that utilizes efficiency consultants and other strategies to regularly review existing programs and departments for opportunities to reduce expenditures without significantly affecting student services.
- C. If minimum unassigned fund balance is met in draft estimates for the upcoming budget year, the administration shall set aside an amount equal to .01% of the unassigned minimum fund balance for Board authorized New Program/Special Activity Grants. For example - an estimated unassigned fund balance of \$3,000,000 would result in a total amount of \$30,000 for new programs and activities.

Proposals to the Board shall be submitted using the District Grant Application Approval procedure outlined in Policy 6115. These proposals shall be due to the Superintendent's secretary by close of business on the last work day in May. Applications received late will not be accepted. Applications should include the following at a minimum:

- Board Goal or Initiative(s) supported by the program or activity. The maximum amount to be granted per program or activity is \$10,000.
 - For 2017-2022, preference will be given to proposals that support new STEM/STEAM type activities that involve students learning to using common hand tools to construct and build take home projects, or projects that can be sold as a school, PTO, or ASB fund raiser.
 - Activities using fluid related connections such as hoses, couplings, and fittings, as well as hardware including nails, screws, bolts, washers, and nuts. Tools include screwdrivers, wrenches, sockets, and hammers.
- Strategies and supporting activities to accomplish goals.
- Rationale why funding the program/activities demonstrates the best and maximum use of public K-12 local funds.

- Second Reading -

- Funds may not be requested to enhance current educational programs or to enhance individual classroom technology.
- Three year budget including all personnel, travel, materials and supplies, and all other anticipated fees. A 10% reserve shall also be included in the budget for unanticipated expenditures.
- Three signatures of employees who will support the proposal plus one building principal who will serve as the program/activity administrator. The responsible Eastmont educators shall present an annual executive summary Board Report at one of the Board's regular meetings.

Successful recipients will be required to provide a report to the Board at the end of their initial year of operation. The funds will cease unless a new proposal is approved by the Board. Programs may be eligible to be included in the regularly funded programs of the District after three years.

The Board shall review all proposals in September once revenue and enrollment estimates are confirmed. Successful applicants shall be notified in October.

Fiscal Communication

Administration should purposefully and regularly communicate with its patrons about all aspects of district operations, including fiscal management. The communication should be broad-based in order to reach all components of the community, and provide opportunity for citizen input.

This should include:

1. Developing a timely explanation of the current fiscal situation and the district's strategies for attaining fiscal stability.
2. Annually develop and communicate a clear, simplified citizen budget.
3. Develop an explanation of the inadequacy of state and Federal education funding of basic education and the need for local support through Maintenance and Operation Levies.

PAYROLL: Authorization and Control

Employment of all certificated and classified staff must be approved by the board and authority to pay for such services rendered follows this approval. Annual salaries shall be determined by placement on the district salary schedule in terms of position, experience and training (where applicable). Proper documentation is required to receive credit for experience and training.

Personnel Action

To initiate a personnel action, the supervisor shall initiate a personnel action notice. The notice shall be approved by:

- A. Personnel department giving assurances that the contemplated action is consistent with all procedures related to the district's employment practices;
- B. Business department giving assurance that there are adequate funds covering the proposed action;
- C. Superintendent giving final authority for the personnel action.

Salary Warrants

Unless otherwise indicated, each staff member shall receive a salary warrant on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual and voluntary deductions. Voluntary payroll deductions shall be authorized by the board. 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.

Present statutory deductions are as follows:

OASI	Deducted during the calendar year from each pay warrant beginning with January 1 payroll until the required amount is deducted.
WITHHOLDING TAX	Deducted according to the current Internal Revenue Service schedule.
MEDICAL AID	Deducted from each pay warrant for all staff as set by the State Department of Labor and Industries.
RETIREMENT	Washington State Public/Schools Employees' Retirement System — Deducted from each pay warrant of non-certificated staff holding eligible positions at the rate set by the state.
	Washington State Teachers' Retirement System — Deducted from each pay warrant of certificated full-time staff at the rate set by the state for the particular retirement plan .
HOURLY OR DAILY	Hourly or daily staff must submit Time and Attendance Reports. These must be signed by the staff member and approved by the staff member's supervisor.

Leave

District leave provisions are covered in district policies. Upon return from a leave, the staff member shall complete a time slip and any related leave forms. The time slip must be approved by the staff member's supervisor. The business office shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's warrant statement. Staff must submit time slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, nonreimbursable leave or vacation.

- Second Reading -

NUTRITION, HEALTH, AND PHYSICAL FITNESS

The Board of Directors recognizes that a healthy school environment prepares students for college, careers, and successful futures.

~~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-Students~~ who eat well-balanced meals and ~~are healthy~~ engage in regular exercise are more likely to learn in the classroom. The Board supports the District's increased emphasis on nutrition, health and physical education, and ~~as well as~~ physical activity at all grade levels to enhance the well-being of ~~our district's youth~~ the District's students. Therefore, it is the policy of the Board of Directors to provide students with access to nutritious food; emphasize health education and physical education; and provide students with opportunities for physical activity. ∴

- ~~• Access to nutritious food;~~
- ~~• Opportunities for physical activity and developmentally appropriate exercise, and~~
- ~~• Accurate information related to these topics.~~

Wellness Policy

~~The superintendent will 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.~~

The District, through a wellness committee, will develop and implement a comprehensive district-wide wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

~~To implement the program, the superintendent will adopt and implement a comprehensive curriculum on health, physical education, and nutrition consistent with Washington State Learning Standards. 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.~~

- Second Reading -

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

Local School Wellness Policy (LSWP)

The District's Local School Wellness Policy can be found at Policy 6701 Wellness Policy.

Nutrition Standards

~~The district will provide meals for students that meet the meal pattern requirements for the National School Lunch Program and School Breakfast Program.~~

USDA Smart Snacks Standards

~~All foods and beverages sold to students on campus during the school day (e.g., vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal and executive director.~~

Nutrition and Food Services Program

The ~~district~~ **Board of Directors** supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals 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 management company will require the approval of the Board. Expenditures for food supplies will not exceed the estimated revenues.

The Superintendent is responsible for:

- distributing meal applications and determining eligibility for school meals;
- protecting the identity of students eligible for free and reduced-price meals;
- ensuring meals meet USDA meal pattern requirements;
- ensuring meal periods are in compliance with USDA regulations;
- establishing a Food Safety Plan;
- determining meal prices annually;
- using the full entitlement of USDA Foods;
- maintaining a nonprofit school food service account;
- ensuring all revenues are used solely for the school meal program;
- establishing a meal charge policy;
- accommodating children with special dietary needs;
- ensuring compliance with USDA nondiscrimination policies;
- following proper procurement procedures; and
- ensuring compliance with the Smart Snacks in School standards.

- Second Reading -

~~Because of the potential liability of the district, the food services program will not accept donations of food other than as provided in this policy without the expressed approval of the board. Should the board approve a food donation, the superintendent will 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.~~

~~As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the program. The district will distribute the Letter to Households and Free and Reduced-price Meal Applications to all households at the beginning of each school year.~~

~~The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.~~

~~On Test Days the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced-priced federal school meal benefits. However, the district must use non-Federal funds to cover the cost of providing such meals.~~

~~The board of directors may set an adult meal price to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.~~

~~The district will use USDA Foods made available under the Federal Food Distribution Program for school meal programs.~~

Food Services Procurement

Open bid process

~~In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds will be procured in accordance with the process and procedures established in Policy 6220 Bid Requirements in a manner that provides full and open competition consistent with the standards in applicable federal regulations.~~

Conflict of Interest

~~The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Program Funds:~~

- Second Reading -

- ~~1. No employee, officer, or agent of the district will participate in the selection, in the award, or administration of a contract supported by Program funds, if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

 - ~~a. District employee, officer, or agent;~~
 - ~~b. Any member of his/her immediate family;~~
 - ~~c. His/her partner; or~~
 - ~~d. An organization that employs or is about to employ one of the above.~~~~
- ~~2. District employees, officers, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.~~
- ~~3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.~~
- ~~4. The removal or personal use of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.~~
- ~~5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the district and the outside agency. Individual sales by any school person to be an outside agency or other school person is prohibited.~~

~~Failure of any employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.~~

Physical Education and Physical Activity

Health and Physical Education Curriculum Program

~~The superintendent will adopt and implement a comprehensive health and physical education curriculum consistent with the Washington State K-12 Health and Fitness Learning Standards. The health and physical education curriculum will promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12.~~ The District's K-12 health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, to eat nutritiously, to access reliable health information and services, to communicate effectively, and to set health-enhancing goals.

The District will ensure that the following requirements are met:

1. All students in grades one through eight will ~~be required to~~ receive an average of one hundred instructional minutes per week of physical education per year.

2. ~~All high school students are required to complete a minimum of .5 credits of health and 1.5 credits of physical education~~ three semesters (1.5 credits) of physical education and one semester (.5 credit) of health education.
3. The district will offer a one credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).
4. All students have equal and equitable opportunities for health and physical education.
5. All students, from kindergarten through grade 12, will participate in a quality, standards-based health and physical education program.
6. OSPI-developed assessments or other strategies will be used in health and physical education, formerly known as classroom-based assessments (CBAs).

~~A physical education curriculum includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior; and values physical activity for health and enjoyment.~~

~~All students will be provided equal opportunity to participate in physical education classes. The district will make appropriate accommodations to allow opportunity for equitable participation by all students and will reasonably adapt physical education classes and equipment as necessary. The district will ensure that any student eligible for special education will be provided appropriate physical education services.~~

Recess (Grades K-4)

In addition to required physical education, the district will provide students with physically active daily recess opportunities. Recess will complement, not substitute, for physical education class.

Physical Activity

~~The district will attempt to provide physical activity before, during, and after school. This includes a variety of school-based physical activities to enable all students to participate in 60 minutes of physical activity each day. District teachers will be encouraged to incorporate periodic movement in daily instruction. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods. District staff are discouraged from withholding physical activity (including, but not limited to, recess, physical activity breaks, or physical education) as a punishment for any reason.~~

~~Active transport will be encouraged in schools to promote alternative transport methods for children, such as pedestrian and bicycle safety programs (See Policy 6605 Student Safety Walking to School and Riding Buses).~~

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to **by be** physically active, such as the Comprehensive School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will provide the following:

- quality physical education;
- physical activity during the school day (brain boosters/energizers);
- recess;
- family and community engagement; and
- school district facilities.

The district is encouraged to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

Waivers for Physical Education

Two health and fitness credits are required (.5 credit health education; 1.5 credits fitness/physical education). Students may be excused from the fitness requirement under RCW 28A.230.050. Such excused students will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written district policy.

A physical education waiver is defined as:

1. Released from physical education class (not taking physical education at all);
2. Not receiving credit; and
3. Accountable for the knowledge portion of physical education, per statute.

Cross References:

<u>Board Policy 2150</u>	<u>Co-Curricular Program</u>
<u>Board Policy 2151</u>	<u>Interscholastic Activities</u>
<u>Board Policy 2161</u>	<u>Special Education and Related Services for Eligible Students</u>
<u>Board Policy 2162</u>	<u>Education of Student with Disabilities Under Section 504 of the Rehabilitation Act of 1973</u>
Board Policy 2410	High School Graduation Requirements
<u>Board Policy 3210</u>	<u>Nondiscrimination</u>
<u>Board Policy 3422</u>	<u>Student Sports – Concussion, Head Injury, and Sudden Cardiac Arrest</u>
Board Policy 4260	Use of School Facilities

Legal References:

RCW 28A.210.365	Food choice, physical activity, childhood fitness — Minimum standards — District waiver or exemption policy
RCW 28A.230.040	Physical education in grades one through eight
RCW 28A.230.050	Physical education in high schools
RCW 28A.230.095	Essential academic learning requirements and assessments — Verification reports
RCW 28A.235.120	Meal Programs — Establishment and operation — Personnel — Agreements
RCW 28A.235.130	Milk for children at school expense
RCW 28A.235.140	School breakfast programs
RCW 28A.235.145	School breakfast and lunch programs — Use of state funds
RCW 28A.235.150	School breakfast and lunch programs — Grants to increase participation — Increased state support
RCW 28A.235.160	Requirements to implement school breakfast, lunch, and summer food service programs — Exemptions
RCW 28A.235.170	Washington grown fresh fruit and vegetable grant program
RCW 28A.623.020	Nonprofit program for elderly — Authorized — Restrictions
RCW 69.04	Intrastate Commerce in Food, Drugs and Cosmetics
RCW 69.06.010	Food and beverage service worker's permit — Filing, duration — Minimum training requirements
RCW 69.06.020	Permit exclusive and valid throughout state — Fee
RCW 69.06.030	Diseased persons — May not work — Employer may not hire
RCW 69.06.050	Permit to be secured within fourteen days from time of employment
RCW 69.06.070	Limited duty permit
WAC 180-51-068	State subject and credit requirements for high school graduation — Students entering the ninth grade on or after July 1, 2015
WAC 392-157-125	Time for meals
WAC 392-172A-02030	Physical education (special education services)
WAC 392-410-135	Physical education — Grade school and high school requirement
WAC 392-410-136	Physical education Requirement — Excuse

- Second Reading -

[2 CFR, Part 200 — Procurement](#)

7 CFR, Parts 210 and 220

7 CFR, Part 245.5

~~Healthy, Hunger Free Kids Act of 2010~~

~~7 CFR 3016.36 — Procurement~~

Management Resources:

[Policy and Legal News, April 2017](#)

[Comprehensive School Physical Activity Program](#)

Policy and Legal News, June 2015

Recommendations for Waivers in High School Physical Education/Fitness Education, OSPI (September 2013)

Policy and Legal News, February 2014

Wellness Policy Best Practices, OSPI

Policy News, February 2005

Nutrition and Physical Fitness Policy

Policy News, December 2004

Nutrition and Physical Fitness Update

[Alliance for a Healthier Generation Wellness Policies](#)

[OSPI Child Nutrition School Wellness Policy Best Practices for Policy Development, Implementation, and Evaluation](#)

- Second Reading -

WELLNESS POLICY

The Board recognizes a student's family as having the primary responsibility and influence for a student's diet, food choices, and overall physical fitness. However, in support of State and National efforts to improve student health, the following goals and requirements are in effect for all Eastmont Schools:

Goals

1. Improve student fitness and health.
2. Encourage students to eat foods that are lower in fat, sugar, and sodium.
3. Demonstrate progress towards meeting Healthier US School Challenge recognition.
4. Provide family access to student's health and physical fitness progress.
5. Designate March as Eastmont's health and fitness month.

General Nutrition and Food Services Guidelines

1. Using food as a reward for appropriate behavior or academic performance is discouraged.
2. When food is distributed during school hours or sold at school events, the use of reduced sodium, sugar, and low fat food items is encouraged.
3. All school employees will remain allergy aware when selling or distributing any foods during the school day. Students in secondary schools are expected to self-manage their food choices.
4. Soda and other food items of minimal nutritional value will not be sold to students in the eating area during meal periods.
5. All food service meals and ala-carte items will meet current USDA requirements. No nut or peanut products will be served on field trips.
6. Food services will use USDA commodities and local foods as much as possible, yet still meet annual fiscal goals.

Health and Physical Fitness

1. Students will be provided the minimum state required minutes per week of health instruction and physical fitness instruction/activities.
2. Health and physical fitness instruction will follow a District K-12 curriculum that reflects National Best Practices.
3. Instruction and activities will be provided by certificated teacher, or a paraeducator working under the direction of a certificated teacher. Activities may include intramural and large group type competitive or station fitness activities held during a student's recess time.

Compliance, Reporting, and Community Involvement

1. The food services director will provide an annual report to the Board on District compliance with USDA health and nutrition requirements as well as a summary of food and beverages items sold during and after regular school hours.
2. ~~The Executive Directors of~~ [District administrators for](#) Elementary and Secondary Education will monitor compliance and provide an annual report to the Board on District physical fitness, wellness, and health activities.
3. Parent/community input on the District's Nutritional and Physical Fitness Policy and activities will be solicited and considered as part of the Board Report process by using ~~online surveys~~ [multiple methods](#).
4. The Board Report and survey results will be available online as well as the current policy and Board minutes reflecting any Board and community discussion.

- Second Reading -

~~FOOD SERVICE CHARGE –~~
~~STUDENT AND ADULT MEALS~~ MEAL CHARGE POLICY

Eastmont School District recognizes that adequate nutrition is essential to a child's mental, physical and academic growth. Parents are responsible for either providing their children with meals, applying for free or reduced price meals when appropriate, or providing money for their child to purchase meals.

Families may apply for free/reduced meals anytime during the school year. Applications are provided to all families in the district each August, prior to the start of the school year. In addition, applications are available online on the Food Service Department webpage at www.eastmont206.org or at school offices.

All children participating in the District's school meal programs, whether at free, reduced or paid rates, will receive a full reimbursable breakfast and/or lunch meal that meets USDA requirements regardless if they do not have adequate money in their student account to cover the cost of the meal at the time of service. Each student may have a point of sale cafeteria account to manage meal charges. Parents may view their child's food service account balance at any time by utilizing this District provided online point of sale software. Access to this software is available on the Food Service Department webpage at www.eastmont206.org.

A negative account is the responsibility of the child's parent/guardian. However, under no circumstance will the child be denied a meal due to a lack of money or a negative food account balance. In addition, an "alternative meal" will not be used as a substitute as this identifies the child as having a delinquent account.

Staff and other adults will be required to have money in hand or on account. They are not allowed to charge meals or à la carte purchases.

~~Each student may have a point of sale cafeteria account. It is the responsibility of the parent or guardian to maintain a positive balance in the student's meal account. Participation is voluntary as students may opt to bring a sack lunch from home.~~

~~Parents or guardians who establish a cafeteria account may deposit money in advance on a student's account with a debit/credit card by using the District's payment website. Use of this on-line program also allows parents and guardians to track account balances, monitor meals purchased and receive low balance e-mail notifications. Deposits for cafeteria accounts can also be accepted at all school cafeteria sites. Please visit the District's website and click "Food Service" for more information.~~

- Second Reading -

~~FOOD SERVICE CHARGE –~~ ~~STUDENT AND ADULT MEALS~~ MEAL CHARGE POLICY

Student ~~Meals~~ Charge Policy

Parents are responsible for knowing the amount of their child's food account balance. However a child will not be denied a school meal because of parental negligence. "Alternative meals" will not be provided as substitutes as this identifies the child as having a delinquent account in front of their peers.

A negative account is the responsibility of the child's parent/guardian. The adult will be contacted regularly when the account balance is less than \$0.00. A child's meal account will be considered delinquent when the negative balance equals or exceeds the sum of 5 times the cost of a breakfast and lunch meal (i.e. Breakfast @ \$1.50 + Lunch @ \$2.25 * 5 days = \$37.50) Collection efforts may result in denial of access to discretionary school programs and/or sale of the debt to a collection agency.

The School Administrator will be notified if a child repeatedly comes to school without a meal from home or money to purchase meals from the District. If the child's parent/guardian declines to complete a free/reduced eligibility application, and the School Administrator is aware that the student is eligible for free or reduced price meals, the School Administrator may complete an application on behalf of the student. Written justification must be made on the application as to the reason the student should be receiving free/reduced –price meals. (7 CFR 245.6 (d))

No child with a negative account balance will be allowed to purchase make à la carte purchases.

~~Any student in grades K-12 whose account is at a zero balance, who does not bring a lunch from home, and who has charged in excess of 2 consecutive days meals (2 breakfasts and 2 lunches) will be provided with the following:~~

- ~~• Elementary Schools – Students will be provided with a National School Lunch Program meal consisting of cold American cheese sandwich with a vegetable, fruit and reduced fat milk. This will be provided at no charge. No beverage or side items will be provided. The student will be reminded by receiving a hand stamp or note regarding balance to take home as notification that their cafeteria account balance is low.~~
- ~~• Secondary Schools – Students who do not bring cash or a lunch from home will receive a cold American cheese sandwich only. This will be provided at no charge. No beverage or side items will be provided. Building administrators and/or District lunch staff will be contacted to communicate with the parent/guardian.~~

~~If behavior patterns develop with students who consistently do not have money for meals, the Kitchen Manager or District School Food Authority personnel will discuss this problem with the parent, student, principal, or counselor to determine the best solution for the student.~~

~~No student is allowed to charge A la Carte purchases.~~

Donated funds for Student Meal Charges

The District shall accept donations from non-profit and/or school organizations (Parent Teacher Organizations, Student Clubs, Community Charity groups, etc.) on account for use in assisting with unpaid student meal charges. The District may also accept as donations from families with excess funds on their child(ren) account(s).

The Executive Director of Finance will work with the Director of Food Service and School Administrator to allocate donated resources equitably.

Students working

Any student in Grades 6-12 may work in the kitchen and receive a meal at no cost should the need for student workers exist.

~~In addition, local school organizations (e.g. PTA, student clubs, Student Activity accounts, etc.) may provide funds that would be provided to students on the day that they forget their money.~~

Staff/Adult Meals

~~Adults are not allowed to charge meals or A la Carte purchases.~~ Staff/Adult meals may be purchased at a price that is reviewed annually. Staff/Adults must have sufficient funds in hand or on account. Charges for these meal purchases are not allowed.

Staff that work in support of the program (i.e. Food Service and/or Custodians) may receive a courtesy meal at approval of the Director of Food Services.

Refund or Transfer of funds on Student Meal Accounts

Money left in a student's meal account is carried over from school year to school year, as long as the student remains enrolled in the District. However, a parent or guardian may request a refund or transfer funds to another student in their household if:

- Student has qualified for Free meals in accordance with National School Lunch Program regulations; or
- Student has withdrawn from Eastmont School District.

The parent or guardian must provide written authorization in order to transfer or refund funds by completing the Meal Transfer/Refund form. Transfers and refunds will be processed by the District School Food Authority Staff. Monies refunded will be done so in accordance with District Policy 3520.