

Board of Directors

Regular Meeting December 14, 2021 7:00 p.m.

This meeting will be held in the Ford Middle School Commons
located at 1602 104th Street East in Tacoma, Washington.

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/84179944826?pwd=WWIGNDBgVTVuY2ZRL056a0FtdkJ1UT09>
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
Webinar ID: 841 7994 4826 Password: WsRm121421

Audience and community comments are welcome and will be limited to two minutes per person.
In-person attendees may sign up to comment at the check-in table upon arrival.
Online Zoom attendees may deliver written comments to or schedule oral comments with
the Superintendent's Office (kholtlen@fpschools.org or 253-298-3010)
by 3 p.m. on December 13, 2021.

If you have any questions, you may contact Kristin Holten at (253) 298-3010.

FRANKLIN PIERCE SCHOOLS

Jo Anne Matson Administrative Center
315 129th Street South
Tacoma, WA 98444
www.fpschools.org
253-298-3000

Franklin Pierce School Board's Operating Principles

Operating principles define the beliefs, values, and methods of working together. Successful organizations are the result of effective and dynamic leadership. To assure quality operations, leaders must agree on basic ways of working together. We, the Franklin Pierce Board and Superintendent, have discussed and agree to abide by these principles.

Communications, Cooperation, and Trust

- Support each other constructively and courteously
- Engage in discussions
- Be open-minded and adaptive to change
- Maintain confidentiality
- Focus discussions on issues, not personalities
- Uphold the integrity of every individual
- Involve those parties who will be affected by the decision and solution
- Strive to avoid any perception of a conflict of interest
- Communications between staff and the Board are encouraged
- Requests for information from the Superintendent which will take considerable time to prepare will come from the Board rather than an individual Board member

Effective Meetings

- Share ideas about new programs and directions with the Superintendent before making them public
- Read all materials and ask questions in advance
- Respect the majority and do not take unilateral action
- Board meetings will be for consideration, information, and actions
- Work sessions will be for discussions, deliberation, and direction
- Executive sessions will be held only when specific needs arise
- The President will communicate and enforce the audience participation protocol

Decision Making

- Clearly communicate decisions and their rationale
- Re-evaluate each major decision
- Move the question or table the question when discussion is repetitive
- The Superintendent will make recommendations on most matters before the Board
- Consider research, best practice, innovative and creative strategies, and public input in all decision making

Addressing Citizen or Staff Complaints

- Use proactive, clear, and transparent communication
- Be available to hear community concerns and encourage citizens to present their district issues, problems, or proposals to the appropriate person
- Direct all personnel complaints and criticisms to the Superintendent

Board Operations

- Attend training and networking opportunities
- The President will communicate regularly with the Superintendent and share pertinent information with the Board
- The President or designee will be the Board spokesperson
- Conduct an annual self-evaluation and promptly address specific issues that hinder Board effectiveness
- Set clear and concise goals for the Board and the Superintendent
- Emphasize planning, policy making, and public relations rather than becoming involved in the management of the schools

REGULAR MEETING OF THE BOARD OF DIRECTORS
Ford Middle School Commons – 1602 104th Street East, Tacoma WA
December 14, 2021 – 7 p.m.

AGENDA

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/84179944826?pwd=WWIGNDBqVTVuY2ZRL056a0FtdkJ1UT09>
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- I. Call to Order**
- II. Flag Salute**
- III. Establishment of a Quorum**
- IV. Oaths of Office**
- V. Election of Officers**
- VI. Adoption of Agenda**
- VII. Announcements and Communication**

- 1. Superintendent
- 2. Student Representatives – WHS ROTC
- 3. Board of Directors
- 4. Audience/Community

Comments are welcome and will be limited to two minutes per person. In-person attendees may sign up to comment at the check-in table upon arrival. Online Zoom attendees may deliver written comments to or schedule oral comments with the Superintendent's Office (kholtlen@fpschools.org or 253-298-3010) by 3 p.m. on December 13, 2021.

Audience members may exit at this time or stay for the remainder of the meeting.

VIII. Consent Agenda

- 1. Minutes: November 9, 2021 and December 7, 2021A
- 2. Audit of Expenditures: November 2021B
- 3. Personnel ActionC
- 4. Budget Status Reports: October 2021D

IX. Old Business

- 1. Resolution 21-R-16: Redistricting of School Board Director District BoundariesE

X. New Business

- 1. Travel Request: WHS Volleyball State Tournament F
- 2. Public School Employees – Letter of Agreement G
- 3. School Resource Officer AgreementH

XI. Proposals

- 1. Policy 2255: Alternative Learning Experience Courses I
- 2. Policy 3220: Freedom of Expression J
- 3. Policy 3411: Accommodating Students with Seizure DisordersK
- 4. Policy 3520: Student Fees, Fines, or Charges L

XII. Information

- 1. Procedure 2255P: Alternative Learning Experience Courses M
- 2. Procedure 3220P: Freedom of ExpressionN
- 3. Procedure 3416P: Medication at School O
- 4. Procedure 3520P: Student Fees, Fines or ChargesP

XIII. Adjournment

Next Regular Meeting: January 18, 2022

In-Person Public Meetings during the COVID-19 Pandemic

Franklin Pierce Schools will follow all health and safety guidance related to public meetings, including applicable federal, state, and local guidance, and the Open Public Meetings Act (OPMA).

- All persons attending Franklin Pierce School Board meetings in-person will be required to:
 - Sign in with contact tracing information including full name, phone number, email address, and residential or mailing address;*
 - Wear proper face covering at all times; and
 - Maintain six feet of physical distance from other people.
- A COVID-19 Site Supervisor will be present during each meeting to assist with safety processes. Hand sanitizer and face coverings will be available for anyone who needs them.
- All Franklin Pierce School District properties remain gun-free, smoke-free zones.
- Anyone unwilling or unable to meet these requirements will not be allowed to attend the meeting in person but they may attend remotely using Zoom webinar. Instructions for joining the meeting online are contained on the agenda.
- Public Comments during the Announcements and Communication portion of the School Board Regular Meeting:
 - In-Person Attendees: Sign up at the check-in table upon arrival at the meeting location.
 - Online Zoom Attendees: Contact Kristin Holten at kholtan@fpschools.org or 253-298-3010 by 3 p.m. the day prior to the meeting to submit written comments or receive instructions for commenting live using the Zoom webinar system.

** Contact information provided as part of the registration process is intended to assist public health authorities with contact tracing – the process of identifying and reaching out to people who may have been exposed to a person with COVID-19. Because that contact information is being provided for a public health purpose, it is not subject to disclosure under the Public Records Act (PRA). Proclamation 20-64, et seq.*



Franklin Pierce Schools

Administration Offices - 315 129th Street South - Tacoma, WA 98444 - (253) 298-3000

Board directors and audience attended either via Zoom video webinar 856 7829 6779 – (253) 215-8782
or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98445.

November 9, 2021

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Mr. Roberts called the special meeting to order at 6:13 p.m.

BOARD MEMBERS PRESENT

Mr. Davis, Ms. Gallogly, Dr. Mendoza, Mr. Roberts, Mrs. Sherman.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. School and District Happenings
2. General Assembly Debrief
3. Redistricting of School Board Director Boundaries
4. Educational Programs and Operations & Technology Levies
5. New Director Transition Planning

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 6:56 p.m.

Secretary of the Board

President of the Board

Franklin Pierce Schools

Jo Anne Matson Administrative Center - 315 129th Street South - Tacoma, WA 98444 – (253) 298-3000

Board directors and audience attended either via Zoom video webinar 856 7829 6779 – (253) 215-8782 or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98445.

November 9, 2021

MINUTES OF THE REGULAR MEETING AND PUBLIC HEARING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Mr. Roberts called the meeting to order at 7:03 p.m.

BOARD MEMBERS PRESENT

Mr. Davis, Dr. Mendoza, Ms. Gallogly, Mr. Roberts, Mrs. Sherman.

AGENDA

21-M-95

It was moved by Dr. Mendoza, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt the agenda as presented.

ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT

Dr. Goodpaster commented on district activities and events.

ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY

- Ms. Alisha Chang, Franklin Pierce Schools parent, commented on school resource officers on school campuses and students returning from remote learning.

ANNOUNCEMENTS & COMMENTS FROM STUDENT REPRESENTATIVES

- Travis Mann and Nakiya-Rene Jastillana, Washington High School leadership students, commented on activities, events, and service projects at their school.

CONSENT AGENDA

21-M-96

It was moved by Ms. Gallogly, seconded by Dr. Mendoza, and unanimously passed that the Board of Directors approve the Consent Agenda as presented.

(1) Minutes

Minutes of the Board of Directors were approved for the special and regular meetings held on October 12, 2021, and the special meeting held on October 26, 2021.

(2) Audit of Expenditures

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held November 9, 2021, authorized the County Treasurer to pay all warrants/transfers specified below.

	Number	Amount	Date Issued
General Fund – Payroll	Direct Dep/Bank Fees	\$6,202,340.85	10/29/2021
	270824-270870	\$13,646.06	10/29/2021
	270871-270905	\$2,880,788.76	10/29/2021
General Fund – A/P	A/P Direct Deposit	\$19,579.97	10/15/2021
	270739-270811	\$501,565.27	10/15/2021
	270823	\$80,763.78	10/15/2021
	A/P Direct Deposit	\$413,108.77	10/29/2021
	270906-270935	\$192,062.30	10/29/2021
Capital Projects	A/P Direct Deposit	\$28,590.75	10/15/2021
	270812-270816	\$3,239,154.05	10/15/2021
	A/P Direct Deposit	\$27,226.30	10/29/2021
	270936-270943	\$228,669.75	10/29/2021
ASB	A/P Direct Deposit	\$197.93	10/15/2021
	270817-270822	\$2,670.00	10/15/2021
	A/P Direct Deposit	\$19,197.54	10/29/2021
Trust	A/P Direct Deposit	\$378.52	10/29/2021

(3) Personnel Action**NEW HIRES**

NAME	POSITION	LOCATION	HIRE DATE
Armstrong, Sean Kaleb	Teacher	Washington	11/01/2021
Campos, Karina	Full Time Teacher - Substitute	Human Resources	10/25/2021
Cross, Michele	Paraeducator	Midland	10/08/2021
Douglass, Corinthia	Full Time Teacher - Substitute	Human Resources	10/15/2021
Espinoza, Graciela	Bus Driver	Transportation	10/18/2021
McMahan, Tyler	Full Time Teacher - Substitute	Human Resources	10/11/2021
McNeeley, Gabrielle	Full Time Teacher - Substitute	Human Resources	10/13/2021
Nordin, Anika	Paraeducator	James Sales	10/20/2021
Paz, Ramon	Full Time Teacher - Substitute	Human Resources	10/18/2021
Peterson, Jonathon	Full Time Teacher - Substitute	Human Resources	10/11/2021
Rouleau White, Renee	Teacher	Washington	10/18/2021
Rusev, Marina	Teacher	Christensen	10/14/2021
Saunders, Jamie	School Psychologist	Teaching & Learning Services	11/01/2021
Sweers, John III	Full Time Teacher - Substitute	Human Resources	10/14/2021
Vazquez, Jessica	Paraeducator	Harvard	10/12/2021
Ybarra, Samantha	LPN	Midland	10/08/2021

TERMINATIONS

NAME	POSITION	LOCATION	EFFECTIVE DATE
Alexander, Amber	Paraeducator	Brookdale	11/02/2021
Allen, Nathan	Psych Intern	Teaching & Learning Services	10/01/2021
Bergeron, Michelle	Paraeducator	Ford	10/22/2021
Fierro, Phillip	Groundskeeper	Support Services	10/15/2021
Jarvis, Cassandra	Speech Language Pathologist	Teaching & Learning Services	10/04/2021
Lee, Kianee	Principal	Keithley	10/08/2021
McClanahand, Kylie	Paraeducator	Central Avenue	10/22/2021
McLean, Rory	Paraeducator	Franklin Pierce	10/25/2021
Pedro, Diamond	Paraeducator	Washington	10/25/2021
Rindlisbacher, Brianna	Teacher	Christensen	11/01/2021
Thomas, Patricia	LPN	Midland	10/08/2021
Wilson, Andrew	Teacher	Central Avenue	12/17/2021
Ybarra, Samantha	LPN	Midland	10/08/2021

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	NEW POSITION & LOCATION	EFFECTIVE DATE
Allen, Audrey-Siobhan	Head Start Teacher Hewins ELC	11/08/2021
Castellano, Rosita	Principal Keithley	10/11/2021
Hansen, Lisa	NSA III Ford	10/25/2021
Smith, Emily	Assistant Principal - Leave Replacement Keithley	08/27/2021

(4) Investment and Financial Reports

Budget status reports for the General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund, and Transportation Vehicle Fund for the month of September 2021.

POLICY 5011: SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

21-M-97

It was moved by Mrs. Sherman, seconded by Mr. Davis, and unanimously passed that the Board of Directors adopt revised Board Policy 5011: Sexual Harassment of District Staff Prohibited.

REDISTRICTING BOARD DIRECTOR DISTRICTS – PRESENTATION AND PUBLIC HEARING

Ms. McKay Larrabee, FLO Analytics, presented information on the Franklin Pierce Schools school board director redistricting process. A public hearing was held to collect community feedback about Draft Maps 1 and 2.

RESOLUTION 21-R-14: PROPOSITION NO. 1 – REPLACEMENT EDUCATIONAL PROGRAMS AND OPERATIONS LEVY

21-M-98

It was moved by Dr. Mendoza, seconded by Ms. Gallogly, and unanimously passed by roll call vote that the Board of Directors adopt Resolution 21-R-14: Proposition No. 1 – Replacement Educational Programs and Operations Levy.

RESOLUTION 21-R-15: PROPOSITION NO. 2 – REPLACEMENT LEVY FOR INSTRUCTIONAL TECHNOLOGY

21-M-99

It was moved by Ms. Gallogly, seconded by Dr. Mendoza, and unanimously passed by roll call vote that the Board of Directors adopt Resolution 21-R-15: Proposition No. 2 – Replacement Levy for Instructional Technology.

FOR/AGAINST STATEMENTS – COMMITTEE MEMBER APPOINTMENT

21-M-100

It was moved by Dr. Mendoza, seconded by Mr. Davis, and unanimously passed that the Board of Directors appoint the for/against committee members as listed on the Pierce County Auditor's Office Committee Member Appointment Form.

FINAL ACCEPTANCE OF HARVARD REPLACEMENT ELEMENTARY SCHOOL PROJECT

21-M-101

It was moved by Dr. Mendoza, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors accept the work performed for the Harvard Replacement Elementary School Project as complete in accordance with the terms and conditions of the contract documents, including drawings and specifications dated May 3, 2019.

2021-2022 FRANKLIN PIERCE EDUCATION SUPPORT PERSONNEL COVID-19 MEMORANDUM OF UNDERSTANDING

21-M-102

It was moved by Mr. Davis, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the 2021-2022 Franklin Pierce Education Support Personnel Memorandum of Understanding.

2021-2022 AGREEMENT WITH PSED EARLY LEARNING PROGRAM – HEAD START

21-M-103

It was moved by Dr. Mendoza, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the Head Start 2021-2022 Subaward Agreement between Puget Sound Educational Service District Early Learning Program and Franklin Pierce School District.

PIERCE COUNTY CAREERS CONNECTION – MEMORANDUM OF AGREEMENT

21-M-104

It was moved by Dr. Mendoza, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the Pierce County Careers Connection – Memorandum of Agreement.

TACOMA PIERCE COUNTY HEALTH DEPARTMENT – INTERAGENCY AGREEMENT

21-M-105

It was moved by Mrs. Sherman, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the Agreement between Tacoma Pierce County Health Department and Franklin Pierce School District related to contact tracing and case investigation support staff.

APPROVED OUT-OF-STATE STAFF TRAVEL REQUESTS

Dr. Goodpaster, Superintendent, presented a list of recently approved out-of-state staff travel requests as an information only item.

ADJOURNMENT

Mr. Roberts announced that the next regular meeting of the Board of Directors will be held on Tuesday, December 14, 2021, beginning at 7 p.m. The meeting will be held remotely or in the Ford Middle School Commons depending on current public health and open public meeting regulations.

There being no further business to transact, the meeting adjourned at 8:21 p.m.

Secretary of the Board

President of the Board

Franklin Pierce Schools

Administration Offices - 315 129th Street South - Tacoma, WA 98444 - (253) 298-3000

Board directors and audience attended either via Zoom video webinar 884 3413 1712 – (253) 215-8782 or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98445.

December 7, 2021

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Mr. Roberts called the special meeting to order at 6:09 p.m.

BOARD MEMBERS PRESENT

Mr. Davis, Ms. Gallogly, Dr. Mendoza, Mr. Roberts, Mrs. Sherman.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. School and District Happenings
2. Redistricting of School Board Director Boundaries
3. Affirmative Action Update
4. Board Action: Washington High School JROTC Out-of-State Field Trip

TRAVEL REQUEST: WASHINGTON HIGH SCHOOL JROTC

21-M-106

It was moved by Mrs. Sherman, seconded by Mr. Davis, and unanimously passed that the Board of Directors approve the out-of-state field trip travel request with Washington High School students for the JROTC drill meet in Oregon City, Oregon.

5. WSSDA Conference Debrief
6. Pierce County Legislator Meeting Debrief

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 7:15 p.m.

Secretary of the Board

President of the Board

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: December 14, 2021
SUBJECT: Audit of Expenditures

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held December 14, 2021, authorizes the County Treasurer to pay all warrants/transfers specified below. To obtain a copy of the detailed listing, please contact the Superintendent's Office.

	<u>Number</u>	<u>Amount</u>	<u>Date Issued</u>
General Fund – Payroll	Direct Dep/Bank Fees	\$6,260,734.94	11/30/2021
	271031-271064	\$11,428.36	11/30/2021
	271065-271099	\$2,781,160.73	11/30/2021
General Fund – A/P	A/P Direct Deposit	\$30,895.39	11/15/2021
	270944-271019	\$751,554.22	11/15/2021
	A/P Direct Deposit	\$545,355.23	11/30/2021
	271100-271149	\$326,087.24	11/30/2021
Capital Projects	A/P Direct Deposit	\$403,509.02	11/15/2021
	270020-271029	\$2,028,553.22	11/15/2021
	A/P Direct Deposit	\$109,059.47	11/30/2021
	271150-271156	\$84,690.21	11/30/2021
ASB	A/P Direct Deposit	\$1,089.51	11/15/2021
	271030	\$140.00	11/15/2021
	A/P Direct Deposit	\$20,877.62	11/30/2021
	271157-271159	\$613.68	11/30/2021
Trust	A/P Direct Deposit	\$256.05	11/30/2021

MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Director of Human Resources
DATE: December 14, 2021
SUBJECT: Personnel Action

NEW HIRES

NAME	POSITION	LOCATION	HIRE DATE	REASON
Bergeron, Michelle	Paraeducator	Ford	11/29/2021	Replacement
Cartledge, Ashley	Paraeducator	Keithley	11/29/2021	Replacement
Christofolletti, Abigail	Paraeducator	Midland	12/15/2021	Growth
Fiaalii, Cinta	Paraeducator	Brookdale	12/01/2021	Replacement
Hagele, Alexya	Paraeducator	Keithley	11/17/2021	Replacement
Lavine, Bunnie	FT Custodial Sub	Support Services	11/15/2021	Growth
Martin, Gelettie	Paraeducator	Ford	11/10/2021	Replacement
Nelson, Sefton	Paraeducator	Elmhurst	11/22/2021	Replacement
Nunez Nava, Gabriela	Paraeducator	Harvard	11/16/2021	Growth
Richey, Ashley	Paraeducator	Franklin Pierce	11/15/2021	Replacement
Rosier, Ashley	Counselor	Franklin Pierce	01/03/2022	Replacement
Rummel, Linda	Teacher	Central Avenue	01/03/2022	Leave Replacement
Scolnic, Ina	Temp Paraeducator	Harvard	11/30/2021	Temporary
Stilson, Tia	LPN	Midland	11/29/2021	Replacement
Trauffer, Kathleen	Paraeducator	Brookdale	11/19/2021	Replacement
Whiteley, Rosemary	Paraeducator	Brookdale	11/01/2021	Growth

TERMINATIONS

NAME	POSITION	LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Baker, Ashlee	Paraeducator	Ford	10/14/2019	12/03/2021	Resignation
Boisen, Rachel	Public Engage Mgr	Admin	08/27/2021	11/19/2021	Resignation
Hall, Seth	Bus Driver	Transportation	08/27/2013	11/29/2021	Resignation
Kuol, Yolanda	Paraeducator	Hewins ELC	09/06/2016	11/15/2021	Resignation
Lavine, Bunnie	FT Custodial Sub	Support Services	11/15/2021	11/16/2021	Resignation
Lopez, Kristanna	Paraeducator	Ford	10/03/2017	11/05/2021	Resignation
Nauta, LlanneFrancine	Paraeducator	Brookdale	10/05/2021	11/08/2021	Resignation
Respo, Angela	Assistant Teacher	Hewins ELC	09/07/2021	11/29/2021	Resignation
Rhue, James	Paraeducator	Franklin Pierce	10/02/2017	10/29/2021	Resignation
Runnalls, Brian	Network Info Mgr	IT	11/29/2011	12/13/2021	Resignation
Scroger, Hannah	School Counselor	Franklin Pierce	08/22/2016	12/17/2021	Resignation
Spracklin, Breanna	Paraeducator	Central Avenue	04/15/2019	11/24/2021	Resignation
Strozewski, Jessica	Teacher	Central Avenue	08/19/2019	11/12/2021	Resignation
Westerdahl, Joni	Office Manager	Keithley	08/04/2014	11/24/2021	Resignation

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	PREVIOUS POSITION & LOCATION		EFFECTIVE DATE	NEW POSITION & LOCATION		REASON
Bofa, Emmanuel	Paraeducator	Franklin Pierce	11/03/2021	Teacher	Franklin Pierce	Promotion
Dailey, Kelly	Assistant Chief	Franklin Pierce	11/22/2021	Chief Custodian	Small Sites	Promotion
Harris, Katie	Paraeducator	Washington	11/09/2021	Paraeducator	Franklin Pierce	Reassignment
Tuivaiave, Jesse	Chief Custodian	Small Sites	11/12/2021	Chief Custodian	Ford	Promotion

LEAVES OF ABSENCE

NAME	POSITION & LOCATION		LEAVE TYPE	LEAVE DATE	RETURN DATE
Kuol, Yolanda	Paraeducator	Hewins ELC	0.8 FTE General	09/02/2021	09/01/2022



Franklin Pierce Schools

315 129th Street S, Tacoma, WA 98444
253-298-3010, Fax 253-298-3015
www.fpschools.org

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: December 14, 2021
SUBJECT: Budget Status Reports, October 2021

Attached are the Budget Status Reports for all funds for October 2021.

General Fund

As of October 31, 2021, the ending fund balance was \$15,700,604. Property tax receipted was \$5,188,753 in October for a total revenue of \$15,152,229. Expenditures totaled \$10,245,432 with an excess of revenues over expenditures of \$4,906,796.

Capital Project Fund

As of October 31, 2021, the ending fund balance was \$32,795,623. Property tax receipted was \$858,220. Local income from interest and impact fees totaled \$63,953.

- **Expenditures:**
 - **Bond: \$3,310,008**
 - **Technology Levy: \$203,940**
 - Network Infrastructure: \$4,015
 - New Computers: \$137,831
 - Admin Technology: \$779
 - Fiber: \$18,512
 - VOIP Charges: \$23,550
 - Other Software: \$805
 - Utilities: \$12,948
 - Bell & Clock: \$5,500

Debt Service Fund

Property tax collections in October totaled \$3,315,952 with ending fund balance of \$6,662,640. Principal and interest payments will be made on December 1, 2021, of \$6,748,850.

Associated Student Body Fund

Ending fund balance was \$427,894.

Transportation Vehicle Fund

Ending fund balance was \$955,839.

If you have any questions after reviewing these reports, please contact me for assistance. Thank you.

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)For the FRANKLIN PIERCE SCHOOLS School District for the Month of October, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	14,380,077	5,188,753.76	5,410,335.61		8,969,741.39	37.62
2000 LOCAL SUPPORT NONTAX	602,000	149,223.70	204,451.03		397,548.97	33.96
3000 STATE, GENERAL PURPOSE	75,095,502	6,015,212.52	12,382,820.66		62,712,681.34	16.49
4000 STATE, SPECIAL PURPOSE	22,481,247	2,393,858.78	3,768,498.07		18,712,748.93	16.76
5000 FEDERAL, GENERAL PURPOSE	85,000	.00	.00		85,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	23,553,668	1,279,639.57	1,127,814.63		22,425,853.37	4.79
7000 REVENUES FR OTH SCH DIST	0	540.92	676.15		676.15-	0.00
8000 OTHER AGENCIES AND ASSOCIATES	14,000	125,000.00	125,000.00		111,000.00-	892.86
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	136,211,494	15,152,229.25	23,019,596.15		113,191,897.85	16.90
B. EXPENDITURES						
00 Regular Instruction	69,206,780	5,050,203.24	9,809,168.73	46,044,705.88	13,352,905.39	80.71
10 Federal Stimulus	436,400	192,780.39	331,498.29	1,181,178.86	1,076,277.15-	346.63
20 Special Ed Instruction	21,408,650	1,649,159.79	3,093,718.30	15,568,174.84	2,746,756.86	87.17
30 Voc. Ed Instruction	3,653,018	372,877.17	692,859.12	3,145,258.33	185,099.45-	105.07
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	13,367,080	942,000.06	1,860,485.82	9,185,153.91	2,321,440.27	82.63
70 Other Instructional Pgms	901,868	63,364.53	122,251.17	541,854.17	237,762.66	73.64
80 Community Services	732,851	60,214.26	114,952.33	509,120.76	108,777.91	85.16
90 Support Services	30,657,014	1,914,832.84	4,324,613.57	17,537,305.69	8,795,094.74	71.31
Total EXPENDITURES	140,363,661	10,245,432.28	20,349,547.33	93,712,752.44	26,301,361.23	81.26
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	4,152,167-	4,906,796.97	2,670,048.82		6,822,215.82	164.30-
F. TOTAL BEGINNING FUND BALANCE	12,000,000		13,030,555.40			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	7,847,833		15,700,604.22			

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)For the FRANKLIN PIERCE SCHOOLS School District for the Month of October, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	2,571,001	858,220.50	894,857.41		1,676,143.59	34.81
2000 Local Support Nontax	564,500	63,953.60	66,671.69		497,828.31	11.81
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	9,228,000	.00	.00		9,228,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 12,363,501	 922,174.10	 961,529.10		 11,401,971.90	 7.78
 <u>B. EXPENDITURES</u>						
10 Sites	0	73,857.85	74,473.35	2,919,004.10	2,993,477.45-	0.00
20 Buildings	46,728,000	3,190,599.42	3,236,626.83	11,003,026.20	32,488,346.97	30.47
30 Equipment	4,400,000	259,183.58	407,308.44	3,685,027.62	307,663.94	93.01
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	1,100	.00	.00	950.00	150.00	86.36
 <u>Total EXPENDITURES</u>	 51,129,100	 3,523,640.85	 3,718,408.62	 17,608,007.92	 29,802,683.46	 41.71
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	38,765,599-	2,601,466.75-	2,756,879.52-		36,008,719.48	92.89-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 42,222,687		 35,552,503.24			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 3,457,088		 32,795,623.72			
<u>(E+F + OR - G)</u>						

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of October, 2021

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	10,277,213	3,315,952.78	3,459,741.03		6,817,471.97	33.66
2000 Local Support Nontax	10,000	247.01	461.56		9,538.44	4.62
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 10,287,213	 3,316,199.79	 3,460,202.59		 6,827,010.41	 33.64
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,770,000	.00	.00	0.00	3,770,000.00	0.00
Interest On Bonds	5,882,700	.00	.00	0.00	5,882,700.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	600.00	0.00	9,400.00	6.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 9,662,700	 .00	 600.00	 0.00	 9,662,100.00	 0.01
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	624,513	3,316,199.79	3,459,602.59		2,835,089.59	453.97
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 2,197,913		 3,203,037.67			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 2,822,426		 6,662,640.26			
<u>(E+F + OR - G)</u>						

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of October, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 GENERAL STUDENT BODY	307,027	10,437.26	19,481.81		287,545.19	6.35
2000 ATHLETICS	206,700	20,692.75	36,560.16		170,139.84	17.69
3000 CLASSES	49,500	6,769.00	12,120.00		37,380.00	24.48
4000 CLUBS	136,300	156.00	807.22		135,492.78	0.59
6000 PRIVATE MONEYS	34,981	9,422.00	10,067.72		24,913.28	28.78
<u>Total REVENUES</u>	734,508	47,477.01	79,036.91		655,471.09	10.76
<u>B. EXPENDITURES</u>						
1000 GENERAL STUDENT BODY	320,707	6,840.03	11,654.53	0.00	309,052.47	3.63
2000 ATHLETICS	209,600	6,788.38	12,173.19	0.00	197,426.81	5.81
3000 CLASSES	47,600	6,546.68	6,546.68	0.00	41,053.32	13.75
4000 CLUBS	169,550	1,851.54	1,851.54	0.00	167,698.46	1.09
6000 PRIVATE MONEYS	16,500	56.17	56.17	0.00	16,443.83	0.34
<u>Total EXPENDITURES</u>	763,957	22,082.80	32,282.11	0.00	731,674.89	4.23
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	29,449-	25,394.21	46,754.80		76,203.80	258.77-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	350,000		381,139.83			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	320,551		427,894.63			
<u>C+D + OR - E)</u>						

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)For the FRANKLIN PIERCE SCHOOLS School District for the Month of October, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	2,000	70.14	133.85		1,866.15	6.69
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	380,000	.00	.00		380,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	708,126	.00	.00		708,126.00	0.00
9000 Other Financing Sources	0	18,150.00	39,750.00		39,750.00-	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	1,090,126	18,220.14	39,883.85		1,050,242.15	3.66
 B. <u>9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	1,090,126	18,220.14	39,883.85		1,050,242.15	3.66
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	1,687,000	.00	.00	1,154,997.00	532,003.00	68.46
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 1,687,000	 .00	 .00	 1,154,997.00	 532,003.00	 68.46
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	596,874-	18,220.14	39,883.85		636,757.85	106.68-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	915,694		915,955.56			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u>	318,820		955,839.41			
<u>(G+H + OR - I)</u>						



Franklin Pierce Schools

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253-298-3010, Fax 253-298-3015
www.fpschools.org

MEMORANDUM

TO: Board of Directors
FROM: Dr. Lance Goodpaster, Superintendent
DATE: December 14, 2021
SUBJECT: Resolution 21-R-16: Redistricting School Board Director District Boundaries

BACKGROUND INFORMATION

Every 10 years, following the U.S. Census, Franklin Pierce Schools is required to redraw the boundary of the district that each Board of Director represents. The process of adjusting voting district boundaries so that all districts have a comparable number of people is called redistricting. As our community grows and changes, representation in government can become less balanced. Redistricting brings everything back into balance to ensure every member of the Franklin Pierce community is represented fairly.

It is important to note that redistricting of school board director boundaries does NOT affect student school attendance boundaries.

RECOMMENDATION

I move that the Board of Directors adopt Resolution 21-R-16: Redistricting of Franklin Pierce School Board Director District Boundaries.

ACTION REQUIRED



Franklin Pierce Schools

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RESOLUTION 21-R-16 **REDISTRICTING OF FRANKLIN PIERCE SCHOOL BOARD DIRECTOR DISTRICT BOUNDARIES**

WHEREAS, according to state law RCW 29A.76.010 and Franklin Pierce School Board Policy 1105, it is the responsibility of the Board of Directors to establish the boundaries of the internal director districts of the school district and to redistrict the director districts as necessary; and

WHEREAS, the district received federal decennial census data in September 2021 that showed an unequal distribution of population between the director districts; and

WHEREAS, the Board is required to adopt revisions to the internal director districts within eight months of receiving the data; and

WHEREAS, a public hearing was held at the open public meeting of the Board of Directors on November 9, 2021, regarding the proposed changes; and

WHEREAS, the proposed changes to the director districts meet the following criteria:

- The districts will be as nearly as possible equal in population;
- The districts will be as compact as possible and consist of geographically contiguous areas;
- The districts will not favor or disfavor any racial group or political party; and
- The districts will as much as possible coincide with natural boundaries and existing communities of related and mutual interest.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopt the changes to the internal director district boundaries as identified on the attached final map.

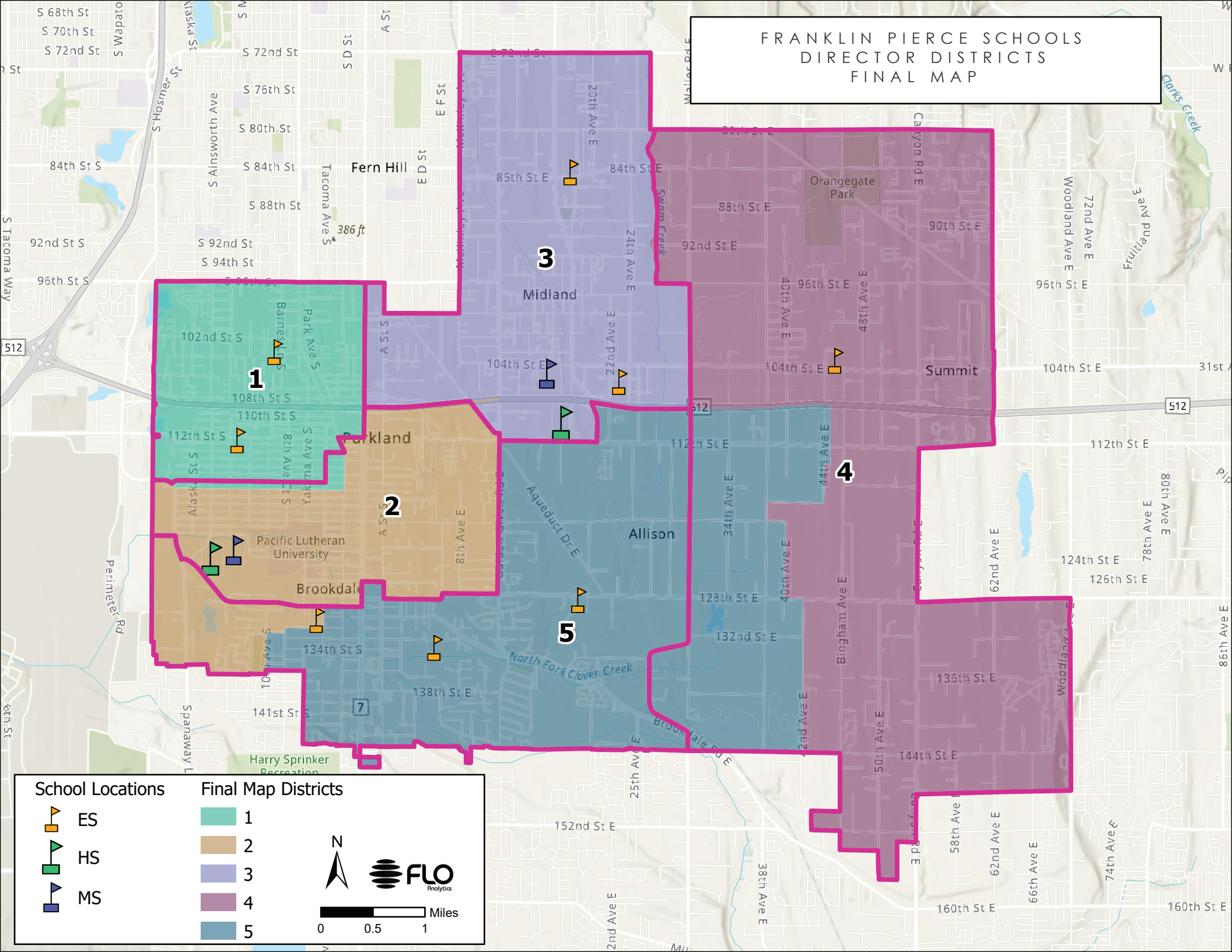
Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the regular meeting held on Tuesday, December 14, 2021.

BOARD OF DIRECTORS
FRANKLIN PIERCE SCHOOL DISTRICT

ATTEST:

Secretary of the Board

FRANKLIN PIERCE SCHOOLS
DIRECTOR DISTRICTS
FINAL MAP

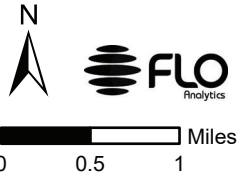


School Locations

- ES
- HS
- MS

Final Map Districts

- 1
- 2
- 3
- 4
- 5



Franklin Pierce School District Redistricting Summary Statistics

Final Map – Board of Directors Districts Summary Statistics

12/06/2021



Ideal Population Criterion

Ideal Population	11,335
Overall Range	0.8%
<div> <div>< 5.0%</div> <div>5.0 - 10.0%</div> <div>> 10.0%</div> </div>	

2020 Census P.L. 94-171 Redistricting
Data Summary Files - Total Population.

Total Population & Deviation per District

District	Total Population	Over / Under Ideal	Deviation From Ideal
1	11,380	45	0.4%
2	11,326	-9	-0.1%
3	11,290	-45	-0.4%
4	11,326	-9	-0.1%
5	11,353	18	0.2%

Total Population by Race/Ethnicity per District

District	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Some Other Race	Two or More Races	Hispanic/Latino
1	43.3%	13.6%	1.1%	7.8%	4.5%	1.1%	10.5%	18.1%
2	48.1%	11.3%	1.0%	8.7%	5.1%	0.7%	10.3%	14.8%
3	42.8%	10.1%	1.4%	10.4%	3.1%	0.5%	8.2%	23.5%
4	64.9%	5.6%	1.2%	6.3%	1.5%	0.4%	9.0%	11.1%
5	57.6%	8.0%	1.1%	6.9%	2.8%	0.5%	9.0%	14.0%

2020 Census P.L. 94-171 Redistricting Data Summary Files - Total Population by Race and Hispanic/Latino Origin.

CVAP by Race/Ethnicity per District

District	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Two or More Races	Hispanic/Latino
1	60.0%	12.1%	1.2%	7.4%	4.1%	6.7%	8.4%
2	60.3%	14.3%	0.8%	7.9%	3.7%	4.8%	8.1%
3	67.5%	9.1%	2.1%	6.7%	1.0%	2.8%	11.0%
4	81.3%	3.5%	1.0%	3.8%	0.0%	4.3%	6.2%
5	68.1%	7.0%	0.9%	5.8%	1.7%	8.8%	7.8%

2015-2019 American Community Survey Citizen Voting-age Population (CVAP) by Race and Ethnicity Special Tabulation. Rounding of estimates may lead to summation of race/ethnicity percentages not equal to 100% (+/- 1%)

Franklin Pierce School District Redistricting Summary Statistics

Final Map – Board of Directors Districts Summary Statistics

12/06/2021



Preservation of Geographic Integrity Criteria (i.e., minimize division of cities, communities of interest, etc.)

COI Category	Total # of COIs	# of COIs Preserved in Minimum Districts	% of COIs Preserved in Minimum Districts	COIs Not Preserved in Minimum # of Districts
Elementary School Attendance Areas	8	1	13%	Brookdale ES, Central Avenue ES, Collins ES, Elmhurst ES, Harvard ES, James Sales ES, Midland ES

Compactness Measures per District

District	Polsby-Popper	Schwartzberg	Reock	Convex Hull	Length-Width
1	0.76	1.15	0.64	0.98	0.98
2	0.42	1.54	0.40	0.79	0.76
3	0.45	1.50	0.52	0.80	0.84
4	0.30	1.83	0.34	0.72	0.55
5	0.39	1.60	0.43	0.81	0.63

A single definitive measure of compactness does not exist, and no specific scores for any measures indicate satisfactory or unsatisfactory compactness. Measures are typically based on comparing geometric features of the district (e.g. perimeters, areas) to the features of a related base geometric object (e.g. minimum bounding circle, convex hull). In practice, compactness tends to be assessed by a visual test—a district in which people generally live near each other is usually more compact than one in which they do not. In California, districts are compact when they do not bypass nearby population for people farther away. Note that Polsby-Popper, Reock, Convex Hull, and Length-Width scores fall within the range of 0-1, with 0 being the least compact and 1 being the most compact. In comparison, a Schwartzberg score of 1 is the most compact and higher scores are increasingly less compact.



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MEMORANDUM

TO: Board of Directors
FROM: Dr. Lance Goodpaster, Superintendent
DATE: December 14, 2021
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Volleyball, Washington High School

Destination: Yakima, WA

Purpose: 2A State Volleyball Tournament

Procedure 2320P: Field Trips, Excursions, and Outdoor Education and Procedure 6213P: Travel and Meal Reimbursement Procedures requires Board approval on travel requests for overnight field trips with students. This procedure also states that travel request timelines for WIAA tournament participation will be waived. Arrangements are to be made as soon as eligibility is known. When a travel request for an overnight field trip with students requires expedited approval within the normal two-week timeline due to special circumstances or unanticipated events, the superintendent is authorized to approve such request on behalf of the Board and will submit the travel request at the next Board meeting. Such circumstances and events include student groups qualifying for state, regional, or national competitions.

RECOMMENDATION

I move that the Board of Directors approve the overnight field trip travel request with Washington High School students for the 2A State Volleyball Tournament.

ACTION REQUIRED

FRANKLIN PIERCE SCHOOLS

APPLICATION FOR OVERNIGHT FIELD TRIP WITH STUDENTS

Directions: Email this completed form to your building principal for approval **8 weeks** prior to the proposed trip. If approved, the principal will email it to the superintendent for approval, who will then submit it to the School Board for approval. Field trip application forms must be submitted to the office of the superintendent **at least 2 weeks** before a School Board meeting prior to the proposed trip for Board approval. **Travel requests must be approved before finalizing travel and financial arrangements.** Confirmation of approval or denial will be sent after the Board meeting.

Date of Application: _____

School: _____

Name of Teacher/Advisor/Travelers: _____

Class/Group: _____

How many students will be attending?: _____

How many adults will provide supervision? _____

Conference Name/Activity: _____

Destination (City, State): _____

Departure Date: _____

Departure Time: _____

Return Date: _____

Estimated Return Time: _____

Method of Transportation: _____

Educational Objective(s): _____

Describe activities planned for trip: _____

ESTIMATED TRAVEL COSTS

		Cost	Funding Source	Comments:
Payroll	Substitutes	\$ _____	_____	
Procurement Card	Registration Fee	\$ _____	_____	
	Lodging	\$ _____	_____	
	Transportation	\$ _____	_____	
	Other	\$ _____	_____	
Reimbursement	Mileage	\$ _____	_____	
	Meals	\$ _____	_____	
	TOTAL	\$ _____	_____	

For more information, refer to Board Policy 2320 and Procedure 2320P regarding field trips, and Policy 6213 and Procedure 6213P regarding reimbursement for travel expenses. If the trip is approved and volunteers are needed, additional steps found in Procedure 5630P must be followed within specific timelines.



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Director of Human Resources
DATE: December 14, 2021
SUBJECT: 2021-2022 Public School Employees Local 1948 - Letter of Agreement

BACKGROUND INFORMATION

The Franklin Pierce School District has established the attached letter of agreement with the Franklin Pierce Public School Employees (PSE) related to the continuing COVID-19 outbreak. This agreement clarifies vaccination requirements and processes, leave use, and other health and safety protocols.

RECOMMENDATION

I move that the Board of Directors approve the 2021-2022 Franklin Pierce Public School Employees Letter of Agreement.

ACTION REQUIRED

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, FRANKLIN PIERCE CHAPTER AND FRANKLIN PIERCE SCHOOL DISTRICT

The parties agree to the following for vaccinated employees:

- Vaccinated employees will provide proof of vaccine/booster, the employer will record acknowledgement of vaccine/booster in a file separate from their personnel file. Vaccine cards will not be photocopied.

In the event employees are not in compliance with the COVID vaccination condition of employment by October 18, 2021, the parties agree to the following:

- Unvaccinated employees will have until October 18, 2021, to be fully vaccinated. (Information will be recorded in a file separate from their personnel file).

Retirement:

Employees who elect to separate from employment with the district due to the vaccine mandate may maintain retirement eligibility or withdraw their retirement contributions from the Department of Retirement Systems pursuant to DRS rules. Contact DRS or PSE for more information.

Unemployment for those employees who choose to separate from employment due to COVID vaccination mandate:

Eligibility for unemployment insurance is set by the state and the District cannot negotiate access to these benefits with PSE. However, for information on unemployment eligibility, employees should visit the ESD website at <https://esd.wa.gov/newsroom/covid-19-worker-information>. The information available on that site currently states that all circumstances will be considered in processing a claim for benefits, but "when the employer offered religious or medical accommodations, but the employee does not qualify for an accommodation and does not comply with the vaccine requirement, a claim would likely be denied."

Vaccination Exemption Process:

Employees who qualify for exemptions will provide documentation and the employer will record documentation provided for exemption in a file separate from their personnel file. The deadline for applying for exemptions for employees already employed prior to October 18, 2021 has passed. However, the following will govern exemptions for employees hired after this agreement is signed:

- **Medical Exemption.** Medical Exemptions will be treated through the district established medical accommodation process and the district will determine the level and ability to accommodate per the individual.
- **Religious Exemption.** An employee who has a sincerely held religious belief that prevents them from being vaccinated against COVID-19 may request an accommodation by notifying Human Resources. The employee must meet with Human Resources to actively initiate the

process. The employee must provide all information reasonably needed to evaluate the request. The employer will follow OSPI guidance to evaluate the request.

- **Documentation of requests:** The employer will document the accommodation granted or the denial. The information will be kept in a secure and confidential location.
- Nothing herein grants any employee the right to an exemption or the right to grieve denial of an exemption under the Collective Bargaining Agreement.

Health, Safety, and Personal Protective Equipment (PPE)

- The District will implement District-wide health and safety protocols that are designed to comply with applicable guidance of all relevant public health agencies, which will include at least the following: the federal Centers for Disease Control and Prevention ("CDC"); Proclamations by the Governor; DOH; OSPI; the Washington State Department of Labor and Industries ("L&I"); Occupational Safety and Health Administration, and Tacoma Pierce County Health Department (TPHD). Health and safety protocols will be consistent with the District's Learning Plan. Strict compliance with all relevant District safety and health rules will be an essential function of each employee's position. The parties recognize that the District may revise such rules as guidance from federal, state, and local authorities' changes and may need to bargain the impacts of future changes.
- The District will provide Personal Protective Equipment ("PPE") to employees above the requirement to meet state health and safety standards. Employee requests for additional PPE (masks, additional hand sanitizer, smocks, etc.) will be made to the employee's COVID-19 Site Supervisor. The District will respond to PPE requests in a timely manner.
 - The District will provide training opportunities for all employees on health and safety protocols.
 - A site specific COVID-19 staff member shall be designated by the district at each school and other work site to monitor the health of employees and enforce the COVID-19 district/schools safety plan.

Employees will contact their COVID-19 Site Supervisor for reporting failure to comply with PPE requirements without fear of retaliation. The Union will be notified of all complaints involving PSE represented employees when they are issued step two in the progressive discipline process.

Employee Rights to a Safe Work Environment

District administration agrees to provide prompt direction to employees when questions or concerns regarding staff and student safety arises. In the event an employee does not believe the district is following advice from the Department of Health and/or Labor and Industries to adequately protect staff or student safety, the employee shall have the right to remove themselves from the situation in which they feel unsafe once proper supervision is in place. The employee agrees to stay on the work site, but in a safe location, until excused by building administrator or until the safety concern is addressed and adequately resolved.

COVID Leaves

- Employees who have been diagnosed with COVID-19 or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, may not work at a District site until medically cleared or until the end of the quarantine or isolation period recommended by the public health authorities. Such employees who apply for and receive time loss from Worker's Compensation due to presumed workplace exposure will receive paid COVID leave for the difference between time loss and their regular pay for up to ten (ten) days. Employee will be available for alternative work assignment if assignment is available, and the employee is well enough to work.
- Quarantine: Employees who are required to quarantine as a result of a workplace exposure (as determined by contact tracing in collaboration with Tacoma-Pierce County Health Department) but who do not contract COVID and therefore are not eligible for Worker's Compensation, shall have access to paid COVID leave for the duration of their directed quarantine, not to exceed 10 total paid days per occurrence, not to be deducted from sick or personal leave. Employees will have access to such leave for each occurrence in which they are directed to quarantine, provided that the employee seeks COVID testing within the window advised by health officials and submits the results promptly to the District once received. When a determination is not possible by the TPCHD the employee may submit a District Declaration Form asserting that the exposure was in connection with their assignment and will be granted paid COVID Leave.
- Employees who have a bona fide need to care for an individual who is subject to quarantine because that individual has been diagnosed with COVID-19, or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, may not come to work at a District work site and may access the following benefits under the terms of the applicable law, District policy, or collective bargaining agreement (CBA), to the extent applicable to the Employee's situation:
 - i. Accrued or donated leave for illness, injury, or emergency;
 - ii. Personal leave and/or vacation leave (as available under the CBA and District policies);
 - iii. Washington Paid Family Medical Leave (PFML) (eligibility determined by the state);
 - iv. Worker's compensation (Claims that meet certain criteria for exposure will be considered on a case-by-case basis and eligibility will be determined by the state.)
 - v. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
 - vi. Unpaid leave of absence for the period of the temporary disabling condition;
 - vii. Long-term disability benefits (eligibility under SEBB to be determined by the state); and
 - viii. Unemployment benefits (eligibility determined by the state)

Failure to Provide proof of Vaccination:

- An employee who engages in work for the District and who does not have a Medical or religious exemption and related accommodations, and does not submit verification of vaccination will be separated from employment per the Washington State Vaccine Mandate.

Personal safety of employees enforcing PPE:

School employees who experience or witness insulting, intimidating, and/or abusive behavior toward a staff member enforcing any PPE or Protocols will immediately report the incident to the Building Principal, COVID-19 Site Supervisor, or nearest administrator. An employee reporting an incident will not be retaliated against.

COVID-19 vaccinees will continue to be a term of employment and will be required as long as the mandate exists. Compliance with all COVID-related health and safety requirements will continue to be a condition of employment for all PSE members. This includes those conditions required to grant a disability or religious based exemption.

This Letter of Agreement will be effective upon signature and shall remain in effect through the 2021-2022 school year. In the event of other legislative or regulatory changes impacting this MOU the parties shall meet to bargain the impacts. All terms and conditions of the Collective Bargaining Agreement shall remain in full force and effect unless specifically modified by this MOU.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948
FRANKLIN PIERCE CHAPTER

FRANKLIN PIERCE SCHOOL DISTRICT

BY: Marianne Rosen BY: Brandy Marshall

DATE: 11-30-2021 DATE: 12/1/2021

BY: Angelo Hunt

DATE: 11/30/21



Franklin Pierce Schools

315 129th Street S, Tacoma, WA 98444
253-298-3010, Fax 253-298-3015
www.fpschools.org

MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent of PK-12
DATE: December 14, 2021
SUBJECT: Interagency Agreement - Pierce County Sheriff School Resource Officer Services

BACKGROUND INFORMATION

Franklin Pierce Schools has one Pierce County Sheriff's Department school resource officer assigned for the 2021-2022 school year.

RECOMMENDATION

I move that the Board of Directors approve the School Resource Officer Agreement between the Pierce County Sheriff's Department and Franklin Pierce Schools during the 2021-2022 school year.

ACTION REQUIRED



Franklin Pierce Schools

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www.fpschools.org

MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: December 14, 2021
SUBJECT: Policy 2255: Alternative Learning Experience Courses

BACKGROUND INFORMATION

WSSDA has updated this policy and procedure 2255: Alternative Learning Experience Courses to reflect revisions to the rules that govern Alternative Learning Experience (ALE) including new definitions for student learning plans and alternative learning experience courses. The revisions remove the requirement to obtain a parent or guardian's signature documenting their understanding of the difference between home-based instruction and ALE. However, the requirement to notify families of the difference between home-based and ALE programs at the time of enrollment remains.

Due to the large number of changes to this policy, both the complete proposed version and the current version are included for your comparison.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

ALTERNATIVE LEARNING EXPERIENCE COURSES

The Board authorizes the creation of alternative learning experience (ALE) courses, as defined in the procedure which accompanies this policy.

The district may make available to students enrolled in ALE courses educational opportunities designed to meet their individual needs. The district will comply with all program requirements necessary to count an ALE as a course of study and ensure state funding for ALE students.

ALE programs may include the following types of courses as defined in RCW 28A.232.010:

1. Online courses (*See Policy 2024, Online Learning*);
2. Remote courses; and
3. Site-based courses.

The Board will adopt and annually review written policies authorizing ALE courses, including each ALE course and course provider. The policy must designate, by title, one or more school district official(s) responsible for overseeing the district's ALE courses.

Franklin Pierce Online Academy (FPOA) K-8 coursework meets the ALE program guidelines as defined in WAC-392-550-020. FPOA is overseen by the Teaching and Learning Services department and the district contact responsible for student and family connection is the FPOA Lead.

Reporting Requirements

1. Annual Report to the Board of Directors

The school district official responsible for overseeing each ALE course will report at least annually to the Board. This annual report will include at least the following:

- A. Documentation of ALE student headcount and full-time equivalent enrollment claimed for basic education funding;
- B. Identification of the overall ratio of certificated instructional staff to full-time equivalent students enrolled in each ALE course; the number of certificated staff in each ALE course; and
- C. A description of how the course supports the district's overall goals and objectives for student academic achievement.

2. Monthly Report to the Superintendent of Public Instruction

The district must report monthly to the Superintendent of Public Instruction:

- A. Accurate monthly headcount and full-time equivalent enrollment for students enrolled in alternative learning experiences; and
- B. Information about the resident and serving districts of such students.

3. Regular Submissions to CEDARS

The district must report all required information to the office of superintendent of public instruction's Comprehensive Education Data and Research System under RCW

28A.300.500, including designating alternative learning experience courses as such when reporting course information to the Comprehensive Education Data and Research System.

4. Annual Report to the Superintendent of Public Instruction

The district must report annually to the Superintendent of Public Instruction:

- A. The number of certificated instructional staff full-time equivalent assigned to each alternative learning experience program; and
- B. Enrollment of students (separately identified) where ALE instruction is provided entirely under contract pursuant to RCW 28A.150.305 and WAC 392-121-188.
- C. The costs and purposes of any expenditures made to purchase or contract for instructional or co-curricular experiences and services that are included in an ALE written student learning plan, along with the substantially similar experiences or services made available to students enrolled in the district's regular instructional program.

Assessment Requirements

All students enrolled in alternative learning experience courses or course work must be assessed at least annually, using, for full-time students, the state assessment for the student's grade level and using any other annual assessments required by the district.

Part-time students whose ALE enrollment is claimed as greater than 0.8 FTE in any one month through the January count date must be included by the district in any required state or federal accountability reporting for that school year. However, part-time students who are either receiving home-based instruction under Chapter 28A.200, RCW or who are enrolled in an approved private school under Chapter 28A.195, RCW are not required to participate in the assessments required under Chapter 28A.655, RCW.

Students enrolled in nonresident district alternative learning experience courses or course work who are unable to participate in required annual state assessments at the nonresident district must have the opportunity to participate in such required annual state assessments at the district of physical residence, subject to that district's planned testing schedule. It is the responsibility of the nonresident enrolling district to establish a written agreement with the district of physical residence that facilitates all necessary coordination between the districts and with the student and, where appropriate, the student's parent(s) to fulfill this requirement. Such coordination may include:

- arranging for appropriate assessment materials;
- notifying the student of assessment administration schedules;
- arranging for the forwarding of completed assessment materials to the enrolling district for submission for scoring and reporting; and
- arranging for any allowable testing accommodations, and other steps as may be necessary.

The agreement may include rates and terms for payment of reasonable fees by the enrolling district to the district of physical residence to cover costs associated with planning for and

administering the assessments to students not enrolled in the district of physical residence. Assessment results for students assessed according to these provisions must be included in the enrolling district's accountability measurements, and not in the district of physical residence's accountability measurements.

Valid Justification for Missed Contact

Valid justifications why a student may miss the weekly contact requirements of ALE for the purpose of truancy include those outlined in Excused absences WAC 392-401-020 and in policy 3122.

Students Who Drop Out of ALE Courses

A school district offering or contracting to offer an alternative learning experience course to a nonresident student must inform the resident school district if the student un-enrolls from the course or is otherwise no longer enrolled.

Procedures

The superintendent is directed to develop procedures consistent with WAC chapter 392-550 to govern the administration of the district's ALE courses.

Legal References: RCW 28A.150.305

RCW 28A.232.010

RCW 28A.250.050

Chapter 28A.225 RCW

WAC 392-121-107

WAC 392-121-188

WAC 392-137-230

Alternative educational service providers —
Student eligibility

Alternative learning experience courses —
Generally — Rules — Reports

Student access to online courses and online
learning programs — Policies and
procedures — Course credit —
Dissemination of information —
Development of local or regional online
learning programs.

Compulsory school attendance and admission

Definition-Course of study

Instruction provided under contract

Length of Acceptance

Adoption Date: 3/12/96

Franklin Pierce Schools

Revised: 12/13/05; 9/9/08; 3/13/12; 1/15/13; 1/18/22

Classification: Essential

ALTERNATIVE LEARNING EXPERIENCE PROGRAMS

The Board authorizes the creation of an alternative learning experience (ALE) program. The district will make available to students enrolled in an ALE program educational opportunities designed to meet their individual needs. The district will comply with all program requirements necessary to count an ALE as a course of study and ensure state funding for ALE students.

ALE programs may include, but are not limited to:

- Online programs as defined in RCW 28A.150.262;
- Parent partnership programs that include significant participation and partnership by parents and families in the design and implementation of a student's learning experience; and
- Contract-based learning programs.

The Board will adopt and annually review written policies authorizing ALE programs, including each ALE program and program provider. The policy must designate, by title, one or more school district official(s) responsible for overseeing the district's ALE courses or programs.

The district establishes GATES (Greater Alternatives to Educating Students) High School, the New Pathways School, and the iSchool at FP as ALE programs, provided on-site, over the internet, or by other electronic means as defined in WAC 392-121-182. The school district official responsible for these programs is the Director of Alternative Education.

District Supervision

The school district official responsible for overseeing each ALE program will report at least annually to the Board. This annual report will include at least the following:

1. Documentation of ALE student headcount and full-time equivalent enrollment claimed for basic education funding;
2. The number of certificated instructional staff in each ALE program;
3. A description of how the program supports the district's overall goals and objectives for student academic achievement; and
4. Results of any self-evaluations.

The district will submit an annual report to the Superintendent of Public Instruction detailing the costs and purposes of any expenditures made to purchase or contract for instructional or co-curricular experiences and services that are included in an ALE written student learning plan, along with the substantially similar experiences or services made available to students enrolled in the district's regular instructional program.

The district alternative learning program will satisfy the State Board of Education requirements for courses of study or equivalencies, and if the program offers credit or a high school diploma, the alternative learning program must meet the minimum high school graduation requirements.

The district will identify expenditures directly related to the student learning plan and paid for by participants that are reimbursable by the district.

The superintendent is directed to develop procedures consistent with WAC 392-121-182 to govern the administration of the district's ALE program.

Legal References:	RCW 28A.150.305	Alternative educational service providers — Student eligibility
	RCW 28A.232.010	Alternative learning experience courses — Generally — Rules — Reports
	RCW 28A.250.050	Student access to online courses and online learning programs — Policies and procedures — Course credit — Dissemination of information — Development of local or regional online learning programs
	WAC 392-121-107	Definition — Course of study
	WAC 392-121-182	Alternative Learning Experience
	WAC 392-121-188	Instruction provided under contract



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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: December 14, 2021
SUBJECT: Policy 3220: Freedom of Expression

BACKGROUND INFORMATION

WSSDA has revised Model Policy and Procedure 3220/3220P: Freedom of Expression to clarify that prohibitions on student speech are limited to acts that “incite” rather than “advocate” the violation of law. This clarification reflects the standard specified in the Washington New Voices Act (RCW 28A.600.027 and RCW 28B.10.037) which represents Washington’s understanding of the crucial role student journalism plays in helping students grow into civic-minded critical thinkers ready to become the next generation of leaders. Additionally, the U.S. Supreme Court has held that “incitement” is a different legal standard than “advocate”.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic society. ~~Students'~~The district encourages students' verbal and written expression of opinion on school premises ~~is to be encouraged~~ so long as it does not substantially disrupt the operation of the school or otherwise violate this policy. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

~~The superintendent will develop guidelines assuring that students are able to enjoy free expression of opinion while maintaining orderly conduct of the school.~~

Student Publications

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended ~~to~~ serve both as vehicles for instruction and student communication. ~~They are operated and~~ Although substantively financed and operated by the district, student editors of school-sponsored media are responsible for determining the news, opinion, feature, and advertising content of the media, consistent with chapter 28A.600 RCW. Material appearing in such publications ~~should~~may reflect all various areas of student interest, including topics about which there may be controversy and dissent. ~~Controversial issues may be presented provided that they are treated~~When engaging with a controversial issue, student publications should strive to provide in-depth treatment and represent a variety of viewpoints. Such materials may not ~~be libelous, obscene, or profane; cause a substantial disruption of the school; invade the privacy of others; demean any race, religion, sex, or ethnic group; advocate the violation of the law; or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.~~

- Be libelous or slanderous;
- Be an unwarranted invasion of privacy;
- Be obscene or profane, such that it would violate federal or state laws, rules or regulations or incites others to violate federal or state laws, rules, or regulations, including the standards established by the federal communications act or applicable federal communication commission rules or regulations;
- Incite students so as to create a clear and present danger of the material and substantial disruption of the school;
- Violate district policy or procedure related to harassment, intimidation, bullying, or related to the prohibition on discrimination pursuant to RCW 28A.642.010.
- Violate federal or state laws, rules, regulations, or incite the violation of such laws; or
- Advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.

The superintendent will develop guidelines ~~to implement these standards and will establish,~~ assuring that students are able to exercise freedom of expression so long as it does not present a material and substantial disruption of the orderly operation of the school, implementing the standards above, and establishing procedures for the prompt review of any materials ~~which~~that appear not to comply with the standards.

Distribution of Materials

~~Publications~~ Students and district staff may distribute student publications or other materials ~~may be distributed~~ on school premises in accordance with procedures developed by the superintendent. Such procedures may impose limits on the time, place, and manner of distribution, including prior authorization for the posting of such material on school property.

Students responsible for the distribution of material ~~which~~that leads to a substantial disruption of school activity or otherwise interferes with school operations will be subject to corrective action, including suspension or expulsion, consistent with student discipline policies.

~~Materials will not be distributed on school grounds by non-students and non-employees of the district unless pre-approved by the superintendent or designee.~~

No one who is neither a student nor a district employee may distribute materials on school grounds.

Legal References: RCW 28A.600 Students
WAC 392-400-215 Student rights



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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent of PK-12
DATE: December 14, 2021
SUBJECT: Policy 3411: Accommodating Students with Seizure Disorder or Epilepsy

BACKGROUND INFORMATION

Board Policy 3411: Accommodating Students with Seizure Disorder or Epilepsy is being established as a result of the 2021 legislative session that enacted House Bill 1085, an act promoting a safe public school learning environment for students with seizure disorders. HB 1085 directed WSSDA, in consultation with OSPI to develop a model policy that school boards may use to meet requirements for students with epilepsy or other seizure disorders.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

ACCOMMODATING STUDENTS WITH SEIZURE DISORDERS OR EPILEPSY

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

The Board of Directors shall designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW as it applies to registered nurses and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school district personnel in proper procedures for care for students with epilepsy or other seizure disorders to ensure a safe, therapeutic learning environment. Training required may also be provided by a national organization that offers training for school nurses for managing students with seizures and seizure training for school personnel.

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

- A. Acquire necessary parent requests and instructions for treatment;
- B. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
- C. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
- D. Establish school policy exceptions necessary to accommodate students' needs related to epilepsy or other seizure disorders, as described in the individual health plan;
- E. Ensure the development of individual emergency plans;
- F. Ensure the possession of legal documents for parent-designated adults to provide care, if needed;
- G. Ensure each individual health plan is reviewed at least annually; and
- H. Ensure each student's individual health care plan is distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

Parents of students with seizure disorders or epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

"Parent-designated adult" means a parent-designated adult who is not licensed under chapter 18.79 and: (A) volunteers for the designation; (B) receives additional training from a health care professional or expert in care for epilepsy or other seizure disorders selected by the parents; and (C) provides care for the child consistent with the individual health plan.

A parent-designated adult may be a school district employee. Parent-designated adults who are school employees will file a voluntary, written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with seizures from the district registered

nurse (RN) or from a parent-selected health care professional or appropriate personnel from a national epilepsy organization that offers seizure training and education for school nurses and other school personnel. If a school district employee who is not licensed under chapter 18.79 RCW chooses not to file a letter under this section, the employee may not be subject to any employer reprisal or disciplinary action for refusing to file a letter.

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

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

Legal References: 42 U.S.C. §§ 12101 et seq. Americans with Disabilities Act
RCW 28A.210.350 Students with diabetes or epilepsy or other seizure disorders



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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: December 14, 2021
SUBJECT: Policy 3520: Student Fees, Fines, or Charges

BACKGROUND INFORMATION

The State Auditor's Office identified persistent misunderstandings about transferring student records for students experiencing homelessness and found that the misunderstandings impeded enrollment for these students. Revisions to Policy and Procedure 3520: Student Fees, Fines, or Charges include removing a school's option to withhold student records when fines, fees, or charges are due at the school the student previously attended.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

STUDENT FEES, FINES, OR CHARGES

The district shall provide an educational program for the students as free of costs as possible. The superintendent or designee may approve the use of supplementary supplies or materials for which a charge is made to students so long as the charge does not exceed the cost of the supplies or materials. ~~students are free to purchase them elsewhere.~~ or students are provided with reasonable alternatives. ~~and a proper accounting is made of all moneys received by staff for supplies and materials.~~

The Board delegates authority to the superintendent or designee to establish appropriate fees and procedures governing the collection of such fees and to make annual reports to the Board regarding fee schedules. Arrangements shall be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines shall will be used to determine qualification for waiver. The superintendent or designee shall establish a procedure for annually notifying parents of the availability of fee waivers and reductions.

A student ~~shall~~ will be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's ~~grades, transcripts, or~~ diploma may be withheld until restitution is made by payment or the equivalency through ~~voluntary work~~ community service. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent or designee and Board of Directors.

The student and his/her parents shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents ~~shall~~ will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the ~~assistant superintendent,~~ superintendent or designee, and to the Board of Directors. When damages are in excess of \$100, the appeal process for long-term suspensions ~~shall~~ will apply.

~~If a student has transferred to another school district that has requested the student's records but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.~~

Legal References: 42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act

RCW 28A.220.040	Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit
RCW 28A.225.330	Enrolling students from other districts — <u>Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules</u>
RCW 28A.320.230(f)	Instructional materials — Instructional materials committee
RCW 28A.330.100	Additional powers of board
RCW 28A.635.060	Defacing or injuring school property — Liability of <u>pupil, parent or guardian — Withholding grades, diplomas or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected</u>
WAC 246-100-166	Immunization of day care and school children against certain vaccine preventable diseases
AGO 1965-66, No. 113	<u>Districts – Schools –</u> Fees — Tuition – Supplies — Authority of school districts to charge tuition fees or textbook fees
AGO 1973, No. 11	<u>Districts – Schools –</u> Tuition & Fees — Authority of school districts to charge various fees



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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: December 14, 2021
SUBJECT: Procedure 2255P: Alternative Learning Experience Courses

BACKGROUND INFORMATION

WSSDA has updated this policy and procedure 2255: Alternative Learning Experience Courses to reflect revisions to the rules that govern Alternative Learning Experience (ALE) including new definitions for student learning plans and alternative learning experience courses. The revisions remove the requirement to obtain a parent or guardian's signature documenting their understanding of the difference between home-based instruction and ALE. However, the requirement to notify families of the difference between home-based and ALE programs at the time of enrollment remains.

Due to the large number of changes to this procedure, both the complete proposed version and the current version are included for your comparison.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information only item.

ALTERNATIVE LEARNING EXPERIENCE COURSES

Definitions

1. **Alternative learning experience (ALE)** means a course or, for grades kindergarten through eight, grade-level course work, that is a delivery method of basic education and is:
 - A. Provided in whole or in part independently from a regular classroom setting or schedule, but may include components of direct instruction;
 - B. Supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed or contracted by the school district.
 - C. Provided in accordance with a written student-learning plan that is implemented pursuant to the district's policy and Chapter 392-550, WAC.
2. **Online courses** are courses or grade-level coursework where:
 - A. More than half of the course content is delivered electronically using the internet or other computer-based methods;
 - B. More than half of the teaching is conducted from a remote location through an online course learning management system or other online or electronic tools;
 - C. A certificated teacher has the primary responsibility for the student's instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
 - D. Students have access to the teacher synchronously, asynchronously, or both.
3. **Remote course** means an alternative learning experience course or course work that is not an online course where the written student-learning plan for the course does not include a requirement for in-person instructional contact time.
4. **Site-based course** means an alternative learning experience course or course work that is not an online course where the written student-learning plan for the course includes a requirement for in-person instructional contact time.

Student Eligibility and Enrollment

1. ALE courses will be available to all students, including students with disabilities.
2. All students in grades K-8 are eligible to participate in ALE programs.
3. Students enrolling in an ALE must have a Written Student Learning Plan (WSLP) as defined in WAC 392-550.
4. Families must be notified of differences between ALE and home-based instruction prior to enrollment. The differences are outlined below:

Home-based Instruction (Homeschool)	Alternative Learning Experience
<ul style="list-style-type: none"> Instruction is developed and supervised by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010. 	<ul style="list-style-type: none"> This is a public education enrollment option authorized under WAC 392-550.

<ul style="list-style-type: none"> • The parent files an annual declaration of intent with the district. • Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements. • Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements. • The public school is under no obligation to provide instruction or instructional materials, or to supervise the student's education. 	<ul style="list-style-type: none"> • Instruction is subject to all state and federal rules and regulations governing public education. • Curriculum and instructional materials meet district standards. • The learning experiences are: <ul style="list-style-type: none"> ○ Supervised, monitored, assessed, and evaluated by a certificated teacher. ○ Selected in collaboration with the student, parent, and teacher. ○ Provided via a written student learning plan (WSLP). ○ Provided in whole, or part, outside the regular classroom.
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Student Performance

1. Students participating in ALE will be evaluated monthly by a certificated instructional staff, or, for students whose written student learning plans include only online classes, school-based support staff, to track student progress toward completion and to establish whether an intervention plan should be developed, in accordance with WAC 392-550.
2. The methods for determining satisfactory progress shall be outlined in the written student learning plan and may include:
 - A. Progress grades;
 - B. Assignment completion rates;
 - C. Non-academic factors such as attendance, attitude, and behavior; and
 - D. Local school expectations.

Student Responsibilities

Students enrolled in an ALE program must meet the contact requirements defined in WAC 392-550.

District Verification of Student Work

The district will use reliable methods to verify a student is doing his or her own work. These include, but are not limited to:

1. Proctored examinations;
2. Proctored projects;
3. In-person presentations; or
4. Real-time presentations using videoconference technology.

Date: 3/12/96

Revised: 11/08/05; 7/8/08; 12/11/12; 1/18/22

ALTERNATIVE LEARNING EXPERIENCE

District Implementation Guidelines

- A. Alternative learning Experience programs (ALE) shall be available to all students including students with disabilities.
- B. The district shall make available to students enrolled in ALE programs access to curricula, course content, instructional materials, and other learning resources required by the written student learning plan. These materials shall be consistent in quality with those available to the overall student population. "Written student learning plan" means a written plan for learning that is developed and approved by certificated instructional staff and defines the requirements of an individual student's ALE. The written student learning plan must include at least all of the requirements listed in WAC 392-121-182(3).
- C. Work based learning shall comply with Washington Administrative Code (WAC) 180-50-315 and 392-121-124.
- D. Contracting for ALE shall be subject to WAC 392-121-188 and Revised Code of Washington (RCW) 28A.150.305
- E. The district shall provide to parent(s) or guardian(s), a description of the difference between home-based instruction and ALE programs. The parent(s) or guardian must sign documentation indicating their understanding of the distinction. The district shall retain the statement of understanding and make it available for audit.
- F. The district shall use reliable methods to ensure a student is doing his or her own work, which may include proctoring examinations or projects.
- G. District ALE programs using digital or online learning will be accredited through the state accreditation program or through the regional accreditation program.

Program Requirements

- A. Students enrolled in an ALE must have one of the following methods of contact:
 - 1. Direct personal contact, as defined in WAC 392-121-12, with a certificated teacher at least once a school week, until the student completes all course objectives or otherwise meets the requirements of the written student learning plan;
 - 2. In-person instructional contact, as defined in WAC 392-121-12, to include:
 - a. Fifteen minutes per school week for students whose learning plan includes an estimate of five hours per school week or less;
 - b. Thirty minutes per school week for students whose learning plan includes an estimate of more than five but less than sixteen hours per school week;
 - c. One hour per school week for students whose learning plan includes an estimate of more than fifteen hours per school week; or
 - 3. Synchronous digital instructional contact (for students whose written student learning plan includes only on-line courses as defined by RCW 28A.250.010), as defined in WAC 392-121-12, to include:
 - a. fifteen minutes per school week for students whose learning plan includes an estimate of more than five hours per school week or less;
 - b. thirty minutes per school week for students whose learning plan includes an estimate of more than five hours per school week but less than sixteen hours per school week;

- c. one hour for students whose learning plan includes an estimate of more than fifteen hours per week.

The synchronous digital contact must be:

1. For purposes of actual instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning program.
2. Related to an ALE course identified in the written student learning plan. Synchronous digital instructional contact may be accomplished in a group setting between the teacher and multiple students.

“School week” means any seven-day calendar period starting with Sunday and continuing through Saturday that includes at least three days when a district’s schools are in session.

Accountability for Student Performance

Students participating in ALE shall be evaluated as follows:

- A. Each student's progress shall be evaluated monthly based on the learning goals and performance objectives defined in the written student learning plan.
- B. The progress review will be conducted by certificated instructional staff and include direct personal contact (as defined by district policy) with the student. Direct personal contact is not required as a part of the evaluation conducted in the final month of the school year if the evaluation takes the form of the delivery of final grades to the student. The result of the review will be shared with the student and the student's parent.
- C. Certificated instructional staff will determine whether the student is making satisfactory progress in meeting the written student learning plan.
- D. If the student fails to make satisfactory progress, an intervention plan shall be developed and implemented. The intervention plan will be developed by certificated instructional staff in collaboration with the student – and for students in K-8, with the student's parent(s) or guardian. An intervention plan is not required if the evaluation is delivered within the last five school days of the school year.
- E. If after three consecutive evaluations the student is not making progress, a new plan designed to meet the student's needs shall be developed and implemented.

Students in ALE programs shall be assessed using the state assessment for the student's grade level and using other annual assessments required by the district. Part-time and home school students are not required to participate in the statewide assessments required under RCW 28A.655.

Students attending an ALE program outside their district shall participate in any required annual state assessments at the district of residence. The enrolling district shall coordinate the test taking.

Program Evaluation

The district will periodically evaluate its program in a manner designed to objectively measure its effectiveness.

Annual Reporting

The district will report annually to the Office of Superintendent of Public Instruction (OSPI) on the ALE programs and courses offered by the district. The report shall include student headcount; full-time equivalent enrollment claimed for basic education funding; the number of certificated instructional staff in each ALE program; and identify ALE students receiving instruction under contract.

Documentation

The district will retain the appropriate records for audit purposes. Documents shall include a School Board policy for ALE, annual reports to the School Board, monthly and annual reports to OSPI, student learning plans, evidence of weekly contact required (evidence of direct personal contact must include date, method of communication, and documentation to support the subject of the communication; evidence of in-person instructional contact time or synchronous digital instructional contact time may include classroom attendance records), student progress evaluations and intervention plans, results of assessments, student enrollment detail, signed parent(s) or guardian enrollment forms, and evidence of face-to-face, in-person instructional contact time from a certified teacher or synchronous digital instructional contact time from a certified teacher if a student's written learning plan includes only online courses as defined by RCW 28A.250.010.



FRANKLIN PIERCE SCHOOLS
Assistant Superintendent's Office
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STATEMENT OF UNDERSTANDING

In accordance with the Alternative Learning Experience Implementation Standards, reference WAC 392-121-182 (3)(e), prior to enrollment, parent(s) or guardian(s) shall be provided with, and sign, documentation attesting to the understanding of the difference between home-based instruction and enrollment in an alternative learning experience (ALE).

Provided on the front and back of this form are summary and narrative descriptions of the difference between home-based instruction and an ALE. Please read these descriptions and sign below.

Summary Description

Home-Based Instruction

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Students are not enrolled in public education.
- Students are not subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or otherwise supervise the student's education.

Alternative Learning Experience

(GATES High School, New Pathways School, and the I-School at FP)

- Are authorized under WAC 392-121-182.
- Students are enrolled in public education either full-time or part-time.
- Students are subject to the rules and regulations governing public school students, including course, graduation, and assessment requirements for all portions of the ALE.
- Learning experiences are:
 - Supervised, monitored, assessed, and evaluated by certificated staff.
 - Provided via a written student learning plan.
 - Provided in whole, or in part, outside the regular classroom.

Part-time Enrollment of Home-Based Instruction Students

Home-based instruction students may enroll in public school programs, including ALE programs, on a part-time basis and retain their home-based instruction status. In the case of part-time enrollment in ALE, the student will need to comply with the requirements of the ALE written student learning plan, but not be required to participate in state assessments or meet state graduation requirements.

I have read the summary and detailed descriptions of home-based instruction and alternative learning experience provided and I understand the difference between home-based instruction and the alternative learning experience program in which my child is enrolling.

Parent Signature _____ Date _____

Name(s) of Student(s) _____

Narrative Description of the Differences between Home-Based Instruction and Franklin Pierce School District Alternative Learning Experiences

Home-based instruction is authorized under Revised Code of Washington (RCW) 28A.225.010 and RCW 28A.200. When a parent or guardian has filed a 'declaration of intent to provide home-based instruction' with the district, and is meeting the requirements for home-based instruction stated in RCW 28A.225, the student is eligible to receive home-based instruction. Students receiving only home-based instruction are not enrolled in public education and they do not have to comply with the rules and regulations regarding public schools. Since the student is not registered or enrolled in the public school system, the school district is under no obligation to provide instruction or instructional materials for these students. Home-based instruction students are not required to participate in any district or state testing and/or assessments. Additionally home-based instruction students are not eligible for graduation through a public high school unless they meet all of the graduation requirements established by the state, district, and the local high school. This includes earning the Certificate of Academic Achievement.

Part-time Enrollment

Home-based instruction students may have access to ancillary services and may enroll in a public school course such as an alternative learning experience program, on a part-time basis where space is available. Part-time enrollment is defined as being less than full-time enrollment. In these cases, the student is responsible for maintaining acceptable attendance and meeting all course and school requirements. For an alternative learning experience, this will mean meeting the requirements of the written student learning plan. The student continues to be considered a home-based instruction student when enrolled **part-time** in a public school setting. Therefore, except for the individual class requirements, school and district attendance rules, and school behavior policies, the limitations and restrictions noted in the paragraph above are in force.

Full-time Enrollment

A student enrolling **full-time** in a public school alternative learning experience program is **not** receiving home-based instruction, even if the parent or guardian has filed a 'declaration of intent to provide home-based instruction' with the school district. The student is considered a public school student and is subject to all the rules and regulations governing the actions of all public school students. This includes, but is not limited to, attendance, meeting course requirements, graduation requirements, and assessment requirements. Full-time students are eligible for graduation from a public high school upon meeting all of the school, district, and state requirements.

Date: 3/12/96

Revised: 11/08/05; 7/8/08; 12/11/12



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: December 14, 2021
SUBJECT: Procedure 3220P: Freedom of Expression

BACKGROUND INFORMATION

WSSDA has revised Model Policy and Procedure 3220/3220P: Freedom of Expression to clarify that prohibitions on student speech are limited to acts that “incite” rather than “advocate” the violation of law. This clarification reflects the standard specified in the Washington New Voices Act (RCW 28A.600.027 and RCW 28B.10.037) which represents Washington’s understanding of the crucial role student journalism plays in helping students grow into civic-minded critical thinkers ready to become the next generation of leaders. Additionally, the U.S. Supreme Court has held that “incitement” is a different legal standard than “advocate”.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for information only.

FREEDOM OF EXPRESSION

Students ~~shall~~will enjoy ~~the privilege of freedom of free~~expression, whether verbal ~~and~~or written ~~expression~~, providing such expression does not ~~disrupt the~~constitute a material and substantial disruption of the orderly operation of the school. ~~or otherwise violate this policy.~~ The principal ~~shall~~will have the authority to monitor student verbal and written expression. Students who violate the standards established by this policy and chapter 28A.600 RCW for verbal and written expression ~~shall~~may be subject to corrective action or punishment.

Definitions

For purposes of this policy and procedure, the following definitions apply:

“School-sponsored media” means any matter that is prepared, substantially written, published, or broadcast by student journalists, that is distributed or generally made available, either free of charge or for a fee, to members of the student body, and that is prepared under the direction of a student media adviser. “School-sponsored media” does not include media that is intended for distribution or transmission solely in the classrooms in which they are also produced.

“Student journalist” means a student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

“Student media adviser” means a person who is employed, appointed, or designated by the school to supervise, or provide instruction relating to, school-sponsored media.

For purposes of verbal and written expression, the following guidelines are in effect:

- A. Distribution of written materials or presentation of an oral speech in an assembly or classroom setting may be restricted:
 1. Where there is evidence which reasonably supports a forecast that the expression is likely to cause material and substantial disruption of, or interference with, school activities, which disruption or interference cannot be prevented by reasonably available, less restrictive means; or,
 2. Where such expression unduly impinges upon the rights of others.

A school official must base a forecast of material and substantial disruption on specific facts, including past experience in the school and current events influencing student behavior, and not on undifferentiated fear or apprehension.

~~In order for a student publication or speech to be disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial disruption to normal school activity would occur if the material were published and distributed. Disruption includes, but is not necessarily limited to: student riots; destruction of property; widespread shouting or boisterous conduct; or substantial student participation in a school boycott, sit-in, stand-in, walk-out, or other related form of activity.~~

- B. Distribution of written material or presentation of an oral speech ~~which are construed to be unsuitable for minors shall~~will not be permitted. ~~Rules for determining unsuitability for minors should be consistent with those as applied to instructional materials, if such material or speech would be in violation of the federal communications act or applicable federal communication commission rules or regulations, or otherwise in violation of district policies regarding patently lewd, vulgar, and indecent conduct or communication.~~
- C. Libelous or slanderous material or speech may be prohibited. Libelous material ~~shall~~will be defined to include defamatory falsehoods about public figures or governmental officials. In order to be libelous, the defamatory falsehood must be made with actual malice; that is, with knowledge that it is false, or with reckless disregard of whether it was false or not.
- ~~D. Material may be considered profane when the language does not meet the standards of professional journalism as evidenced by the daily newspapers commonly distributed in the district. Sanctions may be imposed on a student when he/she engages in offensively "lewd and indecent speech."~~
- D. Publications ~~may not "invade the that involve an unwarranted invasion of privacy" of individuals. will not be permitted.~~ Such occurrences may include: exploitation of one's personality; publications of one's private affairs with which the public has no legitimate concern; or, wrongful intrusion into one's private activities in a manner that can cause mental suffering, shame, or humiliation to a reasonable person of ordinary sensibilities.
- E. Publications or oral speeches ~~which criticize that incite the commission of unlawful acts on school officials or advocate premises, the violation of law, or the violation of lawful school rules district policies and procedures may be prohibited when there is evidence which supports a forecast that substantial disruption of school may develop.~~
- F. Publications or oral speeches ~~which advocate racial, religious, that violate the district's policy or ethnic prejudice procedure related to the prohibition of harassment, intimidation, or bullying, or that advocate discrimination or seriously disparage particular racial, religious, or ethnic groups discriminatory disparagement in violation of chapter 28A.642 RCW and district policy~~ are prohibited.

Student Publications

The student publications instructor or advisor ~~shall~~will have the primary responsibility for supervising student publications and to see that provisions incorporated into the policy and procedures are met. The instructor or advisor will also have the primary responsibility for teaching professional standards of English and journalism to the student journalists. Publication activities should instill respect for the sensitivity of others and standards of civility as well as the elements of responsible journalism.

Student editors of school-sponsored media are responsible for determining the news, opinion, feature, and advertising content of the media subject to the limitations of this policy and procedure as set forth above.

The principal may request to review any copy prior to its publication. ~~Such~~The principal will return such copy ~~shall be returned~~ to the student editors within 24 hours after it has been submitted for review. Any dispute that cannot be resolved at the building level ~~shall~~will be submitted to the superintendent for further consideration. When appropriate, the superintendent ~~shall~~will seek legal counsel. If the complaint cannot be resolved at that level, the Board, upon request, ~~shall~~will consider the complaint at its next regular meeting. In addition, any student, individually or through his or her parent or guardian, enrolled in a public high school may file an appeal of any alleged violation of chapter 28A.600 RCW related to school-sponsored media pursuant to the provisions of chapter 28A.645 RCW.

~~While the district believes that students should be encouraged to exercise good judgment in the content of the student publication program, such expressive writing must be in keeping with the school's instructional mission and values. Material must be free of content that runs counter to the instructional program; invades the privacy of individuals; demeans or otherwise damages individuals or groups; supports the violation of school rules; or is inappropriate for the maturity level of the students. Such publication activities must also teach respect for the sensitivity of others and standards of civility as well as the elements of responsible journalism.~~

Political expression by students in school-sponsored media shall not be deemed the use of public funds for political purposes for purposes of the prohibitions of RCW 42.17A.550.

Expression made by a student in the school-sponsored media is not necessarily the expression of school policy. Pursuant to chapter 28A.600 RCW, neither a school official nor the governing board of the school or school district may be held responsible in any civil or criminal action for any expression made or published by students in school-sponsored media.

Distribution of Materials

Students' constitutional rights of freedom of speech or expression provide for the opportunity to distribute written materials on school premises. However, distribution of materials by students shall not cause disruption of or interference with school activities. Systematic distribution of materials may not occur during instructional time, unless other similar non-instructional activities are permitted. Students will be subject to corrective action or punishment, including suspension or expulsion, depending on the nature of the disruption or interference resulting from distribution of materials.



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent of PK-12
DATE: December 14, 2021
SUBJECT: Procedure 3416P: Medication at School

BACKGROUND INFORMATION

Board Procedure 3416P: Medication at School is being updated to align with House Bill 1085 (2021), providing additional detail for best practices in medication administration in schools. Updates include removing language requiring a school nurse to administer nasal spray when on the premises and summoning emergency medical services when nasal spray is administered by unlicensed school personnel.

RECOMMENDATION

None.

ACTION REQUIRED

None. This form is being presented as information only.

MEDICATION AT SCHOOL

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

For purposes of this procedure, "medication" means oral medication, topical medication, eye or ear drops and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

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

- A. Collect the medication directly from the parent/guardian. Students should not transport medication to and from school except for medications needed for the treatment of medical emergencies. Collect an ~~an medication request and~~ authorization form properly signed by the parent/guardian and by the ~~prescribing~~ licensed health professional (LHP) and collect including instructions from the LHP if the medication is to be administered for more than fifteen consecutive days. All new orders for medication or medication order changes, must be approved by the supervising RN prior to school staff administering the first dose.
- B. Count the medication and record the number pills or amount of liquid medication received, with initials and date received, on the medication log. It is preferable to have two people count and initial. Counting of controlled substances at least weekly is recommended by the Board of Pharmacy. On weekly medication counts, the nurse must have assistance and a witness to the actual count of the medications.
- C. Store the prescription or ~~non-prescribed~~ over the counter (OTC) medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet or limited access area (for emergency medications).
- D. Maintain a ~~daily~~ current record which indicates that the ~~prescribed or non-prescribed~~ medication was dispensed-administered. If a dose is missed, note the reason, e.g. "absent." This record must be kept for 8 years.
- E. Medications may not be given after the date specified on the authorization form or expiration date on the label.
- F. Report medication errors to the district RN immediately.
- G. Provide for supervision by a physician or registered nurse.

A copy of this policy will be provided to the parent upon request for administration of medication in the schools.

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

Nasal sprays containing ~~legend (prescription) drugs or~~ controlled substances may only be administered by a school nurse ~~or, if a school nurse is not present on school premises, an authorized school employee; or a parent-designated adult with training as required by RCW 28A.210.260. in the building.~~ if a school nurse is in the building. If a school nurse is not in the building, the task may be delegated to an authorized school employee. A parent-designated adult with training as required by RCW 28A.210.260 [AH1] may also administer the medication when a nurse is not in the building. After a school employee who is not a school nurse administers a nasal spray that is a controlled substance, the employee must summon emergency medical assistance as soon as practicable except in instances when the administration of the nasal spray occurs routinely as documented in emergency care plan signed by parent or guardian and LHP.

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

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

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

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

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

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed health care provider, if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time ~~in the original container preferably with the container in a plastic bag.~~

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

~~The district may provide education to students regarding sun safety guidelines.~~

Parent-Designated Adult Care of Students with Epilepsy or Diabetes

For information about parent designated adults, see:

- 3411 - Students with Seizure Disorders or Epilepsy
- 3415 - Accommodating Students with Diabetes

~~Parents of students with epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.~~

~~Parent-designated adults who are school employees will file a voluntary, written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with epilepsy from the school nurse. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care (including medication administration) requested by the parent.~~

~~Parent-designated adults who are not school employees are required to show evidence of comparable training and meet school district requirements for volunteers. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care requested by the parent. Health technicians, LPNs, or other designated staff members are not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.~~

Date: 5/2/83

Revised: 2/13/07; 10/14/08; 9/11/12; 2/10/15; 11/14/17; 1/18/22



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: December 14, 2021
SUBJECT: Procedure 3520P: Student Fees, Fines, or Charges

BACKGROUND INFORMATION

The State Auditor's Office identified persistent misunderstandings about transferring student records for students experiencing homelessness and found that the misunderstandings impeded enrollment for these students. Revisions to Policy and Procedure 3520: Student Fees, Fines, or Charges include removing a school's option to withhold student records when fines, fees, or charges are due at the school the student previously attended. This procedure includes the requirement to report specific information on the district website about diplomas withheld for failure to pay a fine or charge related to lost or damaged school property.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

STUDENT FEES, FINES, OR CHARGES

Student fee schedules for individual buildings must be approved on an annual basis. Each building shall submit an annual report which includes a report indicating the fees collected by each department. In establishing fees for classes, the following guidelines shall will be used:

1. Class registration literature ~~shall~~ will describe fees for each class or activity and the process for obtaining a waiver or fee reduction.
2. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district shall will furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials.
3. A fee may be collected for personal physical education and athletic equipment, apparel, and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety.
4. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected.
5. Students may be required to furnish personal or consumable items including pencils, paper, erasers, and notebooks.
6. Security deposits for the return of materials or equipment may be collected. Provisions shall will be made to return the deposit when the student returns the item at the conclusion of the school term.
7. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.

Fees shall will not be levied for:

1. Field trips required as part of a basic educational program or course.
2. Textbooks (non-consumable) which are designated as basic instructional material for a course of study.
3. Instructional costs for necessary staff employed in any course or educational program.

Fee waivers and reductions shall will be granted to students whose families would have difficulty paying by reason of their low income. For students and families participating in the national school lunch program, ~~the~~ the USDA Child Nutrition Program guidelines shall will be used to determine qualification for a fee waiver or reduction.

Fines or damage charges may be levied for lost textbooks, library books, or equipment. In the event the student does not make proper restitution, grades, transcripts, and/or the student's diplomas will may be withheld. ~~A student may make restitution through a voluntary work program. If a student is unable to pay the fine or charge, the student may make restitution through community service. If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. This information shall be communicated to the~~

~~enrolling district within two school days and the confirming records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.~~

A charge for lost or damaged materials or equipment may be appealed to the superintendent or designee. The superintendent's or designee's decision may be appealed to the Board. Care ~~shall~~ will be exercised by advising students and their parents, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parents may request a hearing. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension ~~(Policy No. 3300)~~. When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension ~~(Policy No. 3300)~~.

When the district withholds students' diplomas for failure to pay a fine or charge related to lost or damaged school property, the district will publish and maintain the following information on its website: the number of diplomas withheld, by graduating class, during the previous three school years; and the number of students with withheld diplomas who were eligible for free or reduced-price meals during their last two years of enrollment in the district.

All fees shall be deposited with the business office on a regular basis. The respective departments and schools ~~shall~~ will be credited by the amount of their deposit.