



AGENDA FOR THE REGULAR BOARD MEETING
Monday, December 13, 2021 - District Office - 6 pm

Webinar Link: mead354-org.zoom.us/j/83132998620
Or Call 669-900-6833 Webinar ID 831 3299 8620

- I. APPROVAL OF AGENDA** (Action)
- II. APPROVAL OF MINUTES** (Action)
Approval of the Minutes of the Regular Board Meeting of November 22, 2021
- III. OATH OF OFFICE – Director Districts #1 & #5**
- IV. REMARKS FOR THE GOOD OF THE SCHOOLS - Public Comment on Non-Agenda Items**
- V. CONTINUING BUSINESS**
 - A. 3rd Reading Policy & Procedure 3225 Adoption**
School-Based Threat Assessment (Action) 1
- VI. NEW BUSINESS**
 - A. Consent Agenda**
Vouchers, Personnel Actions, Extra-Curricular and Supplemental Contracts (Action) 2
 - B. 1st Reading Policy/Procedure 3122 Revision**
Excused and Unexcused Absences (Non-Action) 3
 - C. 1st Reading Policy/Procedure 4040 & Resolution 21-15 Adoption**
Public Access to District Records (Non-Action) 4
(Replaces Old Policy/Procedure 9680 – Public Access to District Records)
 - D. Student Travel Proposal**
Mead High School Cheerleaders USA Spirit Nationals (Action) 5
 - E. Student Travel Proposal**
Mt. Spokane High School & Mead High School DECA Nationals (Action) 6
- VII. ANNUAL REORGANIZATION OF THE BOARD OF DIRECTORS** (Action)
- VIII. REPORTS**
 - A. Communications Survey Report**
 - B. Superintendent's Report and Discussion Items**
- IX. ADJOURN**

Public Participation – Policy 1530

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation. The Board has the right to overrule the president by majority vote of those present. In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits. The Board shall not hear oral complaints regarding school personnel. A member of the public wishing to make such a complaint shall do so in writing to the President and/or Superintendent who shall take appropriate action. The President may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.



**Minutes from the Regular Meeting of the Board of Directors
Monday, November 22, 2021**

The Board of Directors held a Regular Board Meeting on Monday, November 22, 2021. The meeting began at 6 pm and was held at District Office. The meeting was also available via a Zoom webinar link with login information posted on the Mead School District website. Directors Burchard, Denholm, Olson and Cannon were present. Director Green was excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Approval of Agenda

Director Cannon made a motion to approve the meeting agenda, as presented. Director Olson seconded the motion. The motion carried unanimously.

II. Approval of Minutes

Director Olson made a motion to approve the minutes of the November 8, 2021, Regular Board Meeting, as presented. Director Denholm seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

Mike Workman, community member and parent of children who attend school in the Mead School District, addressed the board about the impact of COVID protocols on students and specifically asked what the board, after two years, is doing to get kids back in school. He blamed Carmen Green's re-election loss on board inaction and stated Director Burchard would also have lost but no one ran against him. If the board is unwilling to "stand up" he suggested they resign or they will be recalled. With the exception of Michael Cannon, who will stand up, board members are "dead weight" and "cowards". He referenced Superintendent Woodward's annual compensation and the fact that Director Burchard will not respond to his emails as additional reasons why it is time for a change.

Before addressing the board Heather Hiebert, community member and parent of Kotie Hiebert (8 years old) and Coolin Hiebert (11 years old), deposited two pair of shoes on the floor in front of board members. She then read letters written by each child regarding masks (they are stupid, make it hard to breath and hard to understand what teachers are saying) and the vaccine (if mandated they will have to withdraw from school which would be very hard).

Ms. Hiebert shared she is pro-choice not anti-vac. In the past the district/board did not support mandates and she wonders why they do now. Current board actions do not correlate with what parents want. She additionally referenced the recent firing of four employees who did not comply with the vaccine mandate. By replacing Carmen Green on the school board voters have spoken loud and clear. She encouraged the board to stand up to Governor Inslee and assured the board the community would support them if they did so.

Director Cannon offered congratulations to the 3A State Champion Mead High School Volleyball Team.

Director Olson was very complimentary of the recent Trades Night hosted at Mead High School. More than 800 were in attendance. A similar event will take place in May with the good possibility of summer jobs being offered to high school students.

IV. Continuing Business

A. 2nd Reading Policy & Procedure 3225 Adoption School-Based Threat Assessment

Student & Family Services Director Josh Westermann presented the adoption of Policy/Procedure 3225, School-Based Threat Assessment, for second reading consideration. This policy/procedure, which would be a new policy/procedure, formalizes the district's current practice regarding school-based threat assessment. WSSDA Sample Policy 3225 and Sample Procedure 3225 are the templates for the presented drafts.

The district uses the Salem-Keizer threat assessment system that, as set forth in the presented policy/procedure, includes partnering with community agencies to evaluate threats. Threat assessment teams must be multidisciplinary and multiagency and, if a potential threat involves a special education student, the team must include a special education staff member.

The procedure provides definitions for the following: school-based threat assessment, school-based threat management, threat, low risk threat, moderate risk threat, high risk threat and imminent threat. It additionally includes the six principles that form the foundation of the threat assessment process, as well as a section on identifying and reporting threats.

There is no financial or staffing impact associated with the presented draft policy/procedure.

In response to a question from Director Cannon, Mr. Westermann explained the difference between Level 1 and Level 2 threat assessment teams. Level 1 takes place at the building level and typically includes administrators and counselors. Level 2 takes place at the district level and includes representatives from various community agencies. Both teams are on standby and ready to meet to resolve situations as they arise. For Level 2 the actual individuals who attend is dependent on the threat circumstances.

Regarding self-harm, Mr. Westermann explained this involves the use of a separate screener and is typically handled at the building level. Buildings deal with self-harm situations a handful of times each year. Teachers are constantly on the lookout for students who may be struggling.

Mr. Westermann shared the Level 2 Threat Assessment Team convened approximately 15 times in the 20/21 school year.

No second reading changes were recommended. Director Burchard requested the policy/procedure adoption be brought forward as an action item at the next board meeting.

V. New Business

A. Consent Agenda

Responding to a question from Director Olson, Chief Financial Officer Heather Ellingson shared that the payment to Shriner's Hospital was for athletic training services at Mt. Spokane High School.

Director Denholm made a motion to approve the Consent Agenda, as presented. Director Cannon seconded the motion. The motion carried unanimously.

Consent Agenda

1. Hired Certificated Personnel:

Mindy Steeber	Creekside	Cert	.4 FTE Leave Replacement Combo Support teacher 21/22 school year effective 10/19/21
Christian Smith	Northwood	Cert	1.0 FTE Leave Replacement CTE teacher 21/22 school year effective 11/1/21
LaNada Tag	Highland	Cert	1.0 FTE Science teacher effective 11/17/21
Jennifer Lee	Shiloh Hills	Cert	.2 FTE Leave Replacement Combo Support teacher 21/22 school year effective 11/22/21
Erin Van Blaircom	Special Services	Cert	.8 FTE SLP effective 11/29/21

2. Hired Classified Personnel:

Jessica Gustafson	Skyline	Class	6 hrs/day Para Ed effective 11/1/21
Athena Bornstein	Five Mile Prairie	Class	8 hrs/day Admin Assistant effective 11/8/21
Ryan O'Rourke	Creekside	Class	6.5 hrs/day Para Ed effective 11/9/21
Sadie Steffenhagen	Creekside	Class	5.75 hrs/day Para Ed effective 11/10/21
Kristi Deskins	District Office	Class	8 hrs/day Compensation Specialist effective 11/29/21
Stacey Vivit	District Office	Class	8 hrs/day Recruitment Specialist effective 11/29/21
Kimberly Cooks	District Office	Class	8 hrs/day Retirement/Benefits Specialist effective 12/1/21
Rachel Petrie	Brentwood	Class	6 hrs/day Para Ed effective 11/5/21

3. Hired Certificated Substitutes:

Cathryn Rimmer	Delaney Plumb	Edwina Hargrave	Claire Henning
Alice Chapman	Cheyenne Chandler	Kasana Anderson	Jenelle Aoki
Mallory Wardlan	Irene Ewing		

4. Hired Classified Substitutes:

Shelby Boothe	Ida Webb	Emory Henderson	Nadine Wilks
Trinity Enfield	Sierra Hoseid	Ashley Wallace	

5. Approved AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust & ASB.

Vouchers audited and certified by auditing officers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board. As of this day, **November 22, 2021**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 103400 to 103615** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 402,950.72
ASB Fund	40,021.31
Capital Projects Fund	456,177.90

6. Approved Supplemental, Extra-Curricular & Co-Curricular Contracts.

7. Approved the following Donations:

- Mead High School Cheerleaders \$500.00 from Asst. Coach Fundraising LLC
- Mead High School Cheerleaders \$500.00 from Aboutland Excavation
- Prairie View Elementary Stem-Related Materials from Donors Choose (monetary value = \$1,091.00)

8. Approved Requests for Unpaid Leave (i.e. parenting, medical Good of the District, etc.):

Behka Corker	Highland	Cert	2 nd Semester 21/22 school year
Suzanne Holden	Brentwood	Class	5/14/22 - 5/30/22

9. Approved Requests for Retirement/Resignation:

Karen Zeller	Transportation	Class	Resignation effective 12/17/21 (bus driver)
Tricia Ricard	District Office	Class	Resignation effective 12/31/21 (accounting specialist)
Pam Deinhardt	Transportation	Class	Resignation effective 11/15/21 (bus driver)
Theresa Eure	Shiloh Hills	Class	Resignation effective 11/19/21 (para ed)

B. Resolution 21-12

Elementary Conference Waiver Days

Learning & Teaching Assistant Superintendent Heather Havens presented Resolution 21-12, Elementary Conference Waiver Days, for board consideration. For the current and past two school years (2019/20, 2020/21 & 2021/22) the Mead School District was granted four waiver days each year to conduct elementary parent/teacher conferences. The move from conducting

conferences on five half-days, two times each year, to holding conferences on one half-day and two full-days in the fall and spring, has proven to be very beneficial for Mead School District parents, students and staff. The adoption of Resolution 21-12 authorizes the district to seek a similar four day per year waiver for the next three school years (2022/23, 2023/24 & 2024/25).

The presented resolution includes the number of waiver days requested (four each year), the number of years requested (three years) and the assurance that the district will meet the minimum instructional hours requirement of RCW 28A.150.220(2) under the waiver plan.

Director Olson made a motion to adopt Resolution 21-12, Elementary Conference Waiver Days, as presented. Director Cannon seconded the motion. The motion carried unanimously.

C. Resolution 21-13

Acceptance of the Completion of Union Stadium

Facilities & Planning Director Ned Wendle presented Resolution 21-13, Acceptance of the Completion of Union Stadium, for board consideration. The Mead School District has received notification from ALSC Architects confirming that the Union Stadium project is complete in accordance with contract specifications and documents. This has been confirmed by district personnel. The adoption of Resolution 21-13 officially certifies the work of contractor Garco Construction on Union Stadium is complete.

Director Cannon made a motion to adopt Resolution 21-13, Acceptance of the Completion of Union Stadium, as presented. Director Olson seconded the motion. The motion carried unanimously.

D. Resolution 21-14

Acceptance of the Completion of Creekside Elementary School

Facilities & Planning Director Ned Wendle presented Resolution 21-14, Acceptance of the Completion of Creekside Elementary School, for board consideration. The Mead School District has received notification from ALSC Architects confirming that the Creekside Elementary School project is complete in accordance with contract specifications and documents. This has been confirmed by district personnel. The adoption of Resolution 21-14 officially certifies the work of contractor Garco Construction on Creekside Elementary School is complete.

Director Cannon made a motion to adopt Resolution 21-14, Acceptance of the Completion of Creekside Elementary School, as presented. Director Denholm seconded the motion. The motion carried unanimously.

VI. Reports

A. October 2021 Financial Report

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of October 2021. From October 1st to November 1st enrollment decreased by 31 students. This decrease was seen primarily at the secondary level. November 1st enrollment is 102 over budget. Regarding the fund balance, it is still too early in the year to accurately project where the fund balance will be at the end of the 21/22 school year.

The district is currently monitoring the Debt Service Fund as a payment from this fund is due in December. If tax collections are not sufficient to make this payment there may be a need for the board to approve a resolution authorizing a short-term loan from another district fund to the Debt Service Fund.

B. Superintendent's Report & Discussion Items

Superintendent Woodward reported on Instructional Rounds that recently took place at Skyline Elementary School. Instructional Rounds are similar to hospital medical rounds. The purpose of this practice is to improve teaching and learning across all grades and all content areas. At

Skyline 16 district administrators split into groups of four with each group spending 15 minutes observing in the same four classrooms on a rotating basis. This practice is not evaluative but, rather, is intended to provide the opportunity to observe teacher and student interactions and then collaboratively debrief resulting in recommended improvements to the entire system.

Superintendent Woodward thanked the four teachers (M'Liss Fackrell, Nicole Leonard, Kaylen Kociela & Jennifer Sicilia) and administrators who participated in this first activity. The plan is to conduct 3-4 more at other schools throughout the year.

In conclusion, Superintendent Woodward publicly thanked Carmen Green for her service as a member of the Mead School District Board of Directors. Carmen, who joined the board in 2014, was the primary catalyst behind providing the option for in-person instruction for all students in September of 2020 when the majority of school districts in the state were on-line only. Director Green is all about kids. In what is often a thankless job, Carmen was a consummate professional.

VII. Adjourn

The meeting was adjourned at 6:30 pm.

President

Secretary

MEAD SCHOOL DISTRICT

Board Meeting of December 13, 2021
Continuing Business

V.A.

Agenda Item: **3rd Reading Policy & Procedure 3225 Adoption
School-Based Threat Assessment**

Background: The presented policy/procedure adoption, which would be a new policy/procedure, formalizes the district's current practice regarding school-based threat assessment.

WSSDA Sample Policy 3225 and Sample Procedure 3225 are the templates for the presented drafts.

Summary: The presented draft policy establishes a school-based threat assessment program for the purpose of providing timely and methodical school-based threat assessment and management. As set forth in the policy, student behavior serves as the basis for school-based threat assessment with threat assessment being distinct from student discipline procedures. Nothing in the policy precludes district personnel from acting immediately to address an imminent threat.

The policy sets forth the structure of a threat assessment team. Threat assessment teams must be multidisciplinary and multiagency and, if a potential threat involves a special education student, the team must include a special education staff member. Although parents, guardians and/or family members are often interviewed as part of the threat assessment process neither they or the student are members of the team.

The policy additionally sets forth team functions, data collection, review/reporting and other tasks assigned to the treat assessment team.

The procedure provides definitions for the following: school-based threat assessment, school-based threat management, threat, low risk threat, moderate risk threat, high risk threat and imminent threat. It additionally includes the six principles that form the foundation of the threat assessment process, as well as a section on identifying and reporting threats.

The procedure additionally includes sections that address triage, imminent threat, moderate or high-risk threat and no identifiable threat or low risk threat.

No first reading (November 8, 2021) or second reading (November 22, 2021) changes were recommended. President Burchard requested the policy/procedure adoption be brought forward for action on December 13th.

Staffing Implication: None

Other Considerations: None

Recommendation: Adoption of Policy/Procedure 3225, School-Based Threat Assessment, is recommended.

Attachments:

- Draft Policy/Procedure 3225

SCHOOL-BASED THREAT ASSESSMENT

The Board is committed to providing a safe and secure learning environment for students and staff. This policy establishes a school-based threat assessment program to provide for timely and methodical school-based threat assessment and management.

Threat assessment best occurs in school climates of safety, respect and emotional support. Student behavior, rather than a student's demographic or personal characteristics, will serve as the basis for a school-based threat assessment.

The threat assessment process is distinct from student discipline procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension or expulsion and the district will not impose suspension or expulsion, including emergency expulsion, *solely* for investigating student conduct or conducting a threat assessment. Further, suspension, or other removal from the school environment, can create the risk of triggering either an immediate or a delayed violent response, unless such actions are coupled with containment and support. However, nothing in this policy precludes district personnel from acting immediately to address an imminent threat, including imposing an emergency expulsion, if the district has sufficient cause to believe that the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

Structure of Threat Assessment Teams

The superintendent or designee shall establish and ensure the training of a multidisciplinary, multiagency threat assessment team, or more than one such team, to serve district schools. As the threat assessment team must be multidisciplinary and multiagency, it might include persons with expertise in:

- Counseling, such as a school counselor, a school psychologist and/or school social worker;
- Law enforcement, such as a school resource officer,
- School administration, such as a principal or other senior administrator,
- Other district or school staff,
- Community resources,
- Special education teachers, and a
- Practicing educational staff member.

Not every multidisciplinary team member need participate in every threat assessment. When faced with a potential threat by, or directed towards, a student receiving special education services, the threat assessment team must include a team member who is a special education staff member.

Although parents, guardians or family members are often interviewed as part of the threat assessment process, neither the student nor the student's family members are part of the threat assessment team. This does not diminish the district's commitment that school personnel will make every reasonable attempt to involve parents and the student in the resolution of the student's behavioral violations, consistent with Policy/Procedure 3241 (Classroom Management, Discipline & Corrective Action).

Function of Threat Assessment Team

Each threat assessment team member, whether a teacher, counselor, school administrator, other school staff, contractor, consultant, volunteer, or other individual, functions as a "school official with a legitimate educational interest" in educational records controlled and maintained by the district. The district provides the threat assessment team access to educational records as specified by the Family Educational Rights and Privacy Act (FERPA). No member of a threat assessment team, including district/school-based members and community resources/law enforcement members, shall use any student record beyond the prescribed purpose of the threat assessment team or re-disclose records obtained by being a member of the threat assessment team, except as permitted by FERPA.

The threat assessment team:

- Identifies and assesses the behavior of a student that is threatening, or potentially threatening, to other students, staff, school visitors, or school property. Threats of self-harm or suicide unaccompanied by threats of harm to others should be promptly evaluated.
- Gathers and analyzes information about the student's behavior to determine a level of concern for the threat. The threat assessment team may conduct interviews of the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and where reasonable, the individual(s) who allegedly engaged in the threatening behavior or communication. The purpose of the interviews is to evaluate the individual's threat in context to determine the meaning of the threat and intent of the individual. The threat assessment team may request and obtain records in the district's possession, including student education, health record, and criminal history record information. The purpose of obtaining information is to evaluate situational variables, rather than the student's demographic or personal characteristics.
- Determines the nature, duration and level of severity of the risk, and whether reasonable modifications of policies, practices or procedures will mitigate the risk. The threat assessment team will not base a determination of threat on generalizations or stereotypes. Rather, the threat assessment team makes an individualized assessment, based on reasonable judgment, best available objective evidence, or current medical evidence as applicable;
- Communicates lawfully and ethically with each other, school administrators and other school staff who have need to know particular information to support the safety and well-being of the school, its students and its staff; and
- Timely reports its determination to the superintendent or designee.

Depending on the level of concern determined, the threat assessment team develops and implements intervention strategies to manage the student's behavior in ways that promote a safe, supportive teaching and learning environment, without excluding the student from the school.

In cases where the student whose behavior is threatening or potentially threatening also has a disability, the threat assessment team aligns intervention strategies with the student's individualized education program (IEP) or the student's plan developed under Section 504 of the Rehabilitation Act of 1973 (Section 504 plan) by coordinating with the student's IEP team or Section 504 plan team. Although some of the functions of a school-based threat assessment may run parallel to the functions of a student's IEP team or 504 Plan team, school-based threat assessments remain distinct from those teams and processes.

Data Collection, Review & Reporting

The superintendent or designee shall establish procedures for collecting and submitting data related to the school-based threat assessment program that comply with OSPI's monitoring requirements, processes and guidelines.

Other Tasks of Threat Assessment Team

The threat assessment team may also participate in other tasks that manage or reduce threatening or potentially threatening behavior and increases physical and psychological safety. This may include:

- Providing guidance to students and staff regarding recognition of behavior that may represent a threat to students, staff, school, the community, or the individual;
- Providing informational resources for community service boards or health care providers for medical evaluation or treatment, as appropriate;
- Assessing individuals other than students whose behavior poses a threat to the safety of students or staff and notify the superintendent or designee of such an individual.

Cross References:

2121 – Substance Abuse Program
2161 – Special Education & Related Services for Eligible Students
3143 – District Notification of Juvenile Offenders
3231 – Student Records
3241 – Classroom Management, Discipline & Corrective Action
3432 - Emergencies
4210 – Weapons on School Property

Legal References:

CRF 34, Part 99, Family Educational Rights and Privacy Act Regulations
Chapter 28A.320 RCW
Chapter 28A.300 RCW

Adopted:

SCHOOL-BASED THREAT ASSESSMENT

Definitions

For purposes of district or school-based threat assessments of students, the following definitions will apply:

- A **school-based threat assessment** means the formal process, established by a school district, of evaluating the threatening, or potentially threatening, behavior of a student, and the circumstances surrounding the threat, to uncover any facts or evidence that the student or other actor is likely to carry out the threat.
- **School-based threat management** means the development and implementation of a plan to manage or reduce the threatening, or potentially threatening, behavior of a student in a way that increases the physical and psychological safety of students, staff and visitors, while providing for the education of all students.
- A **threat** is an expression of an intent to cause physical harm to self/others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat. Threats may be direct, such as "I am going to beat you up" or indirect, such as "I am going to get him."
- A **low risk threat** is one in which it is determined that the individual/situation does not appear to pose a threat of serious harm to self/others, and any exhibited issues/concerns can be resolved easily.
- A **moderate risk threat** is one in which the person/situation does not appear to pose a threat of violence, or serious harm to self/others, at this time; but exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/others; and/or exhibits other concerning behavior that requires intervention.
- A **high risk threat** is one in which the person/situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm self/others and efforts to acquire the capacity to carry out the plan; and may also exhibit other concerning behavior that requires intervention.
- An **imminent threat** exists when the person/situation appears to pose a clear and immediate threat of serious violence toward self/others that requires containment and action to protect identified or identifiable target(s); and may also exhibit other concerning behaviors that require intervention.

Principles

Six principles form the foundation of the threat assessment process. These principles are:

- Targeted violence is the end result of an understandable, and oftentimes discernible, process of thinking and behavior.

- Targeted violence stems from an interaction among the individual, the situation, the setting and the target.
- An investigative, skeptical, inquisitive mindset is critical to successful threat assessment.
- Effective threat assessment is based upon facts rather than on characteristics or “traits.”
- An “integrated systems approach” should guide threat assessment inquiries and investigations.
- The central question in a threat assessment inquiry or investigation is whether a student poses a threat, not whether the student has made a threat.

Identifying & Reporting Threats

Timely reporting of expression to harm is crucial to an effective school-based threat assessment program.

Anyone, including students, families and community members may report communication or behavior that appears to be threatening or potentially threatening to school and/or district administrators.

All school district employees, volunteers and contractors should report immediately to school and/or district administrators any expression of intent to harm another person, concerning communications, or concerning behaviors that suggest an individual may intent to commit an act of violence.

Anyone who believes that a person or situation poses an *imminent* threat of serious violence that requires containment should notify school security and/or law enforcement.

Assessing Threats

A school-based threat assessment is distinct from law enforcement investigation (if any). The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed. School-based threat assessment is also distinct from student discipline procedures. However, the functions of school-based threat assessment may run parallel to student discipline procedures.

Triage

The superintendent or designee will designate a team leader for each threat assessment team(s), such as a school principal or a district administrator. If it is not feasible for all team members to be involved with the screening of initial reports referred to the team, the threat assessment team leader may designate a subset of team members to triage cases and determine their appropriateness for review and/or action by the full team. If a team implements a triage process, at least two members of the team will review initial reports and determine if the full team should further assess and manage the situation. All triaged cases must be shared with all members of the assessment team to ensure the cases were adequately addressed. All threat assessment team members shall be trained to triage cases effectively.

Imminent

Upon notification of threatening behavior or communications, the school administrator, threat assessment team, or triage team shall first determine if an imminent threat is believed to exist. If

the individual appears to pose an imminent threat of serious violence to themselves or to others in the school, the administrator or assessment team shall notify law enforcement.

Moderate or High Risk Threat

If the threat assessment team cannot determine with a reasonable degree of confidence that the alleged threat is not a threat, or is a low-risk threat, then the threat assessment team will undertake a more in-depth assessment to determine the nature and degree of any safety concerns and to develop strategies to prevent violence and reduce risk, as necessary.

The threat assessment team's review may include but is not limited to, review of records; interviews and consultations with staff, students, family members, community members, and others who know the individual; and interviews of the individual and the target/recipient of the threat(s). The threat assessment team will also screen for risk of self-harm and suicidal ideation, regardless of whether the alleged threat also included possible self-harm.

Upon a determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the superintendent or designee. The superintendent or designee shall immediately attempt to notify the student's parent or legal guardian. The district will ensure that the notice is in a language the parent and/or guardian understands, which may require language assistance for parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, the school administrator shall notify the parent and/or guardian of any student who is the target/recipient of a threat, as well as the parent and/or guardian of any student who made the threat. The district will ensure that the notice is in a language the parent and/or guardian understands, which may require language assistance for parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

If the threat assessment team determines that an individual poses a threat of violence, based on the information collected, the threat assessment team develops, implements and monitors intervention strategies to address, reduce and mitigate the threat and assistance to those involved, as needed. If these strategies include disciplinary consequences, the district will provide notice to the student and their parents or legal guardian consistent with Policy/Procedure 3241 (Classroom Management, Discipline & Corrective Action).

The threat assessment team may assist individual(s) within the school to access appropriate school and community-based resources for support and/or further intervention. This includes assisting those who engaged in threatening behavior or communication, and any impacted staff or students.

In cases where the student whose behavior is threatening or potentially threatening also has a disability, the threat assessment team must align intervention strategies with the student's individualized education program (IEP) or the student's plan developed under Section 504 of the Rehabilitation Act of 1973 (Section 504 plan) by coordinating with the student's IEP team or Section 504 plan team.

No Identifiable Threat or Low Risk Threat

If the threat assessment team concludes that no further assessment is necessary to determine the reported possible threat is not identifiable or constitutes a low threat of violence or harm to self or others, the threat assessment team need not intervene or take further steps.

Data Collection, Review & Reporting

The superintendent or designee shall establish procedures for collecting and submitting data related to the school-based threat assessment program that comply with OSPI's monitoring requirements, processes and guidelines.

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of December 13, 2021
New Business

V.I.A.

Agenda Item: Consent Agenda

Background:

The Consent Agenda contains items that are normal and customary in the operation of the school district.

Fiscal Impact:

The Consent Agenda items have no significant impact beyond the adopted budget. Expenditure or employment requests that exceed budget authorization should not appear as a consent item.

Staffing Implications:

None, other than the personnel recommendations, as presented.

Other Considerations:

None

Recommendation:

Approval of the Consent Agenda, as presented, is recommended.

Consent Agenda

Regular Board Meeting of December 13, 2021

1. Hire Certificated Personnel:

Johanna Overhauser	Special Services	Cert	.4 FTE Leave Replacement OT 21/22 school year effective 11/29/21
Beverly Pray	Special Services	Cert	1.0 FTE Continuing OT effective 11/29/21
Alex Kane	Brentwood	Cert	1.0 FTE Leave Replacement 3 rd grade teacher 21/22 school year effective 10/25/21
Cheyenne Wolf	Mead High School	Cert	1.0 FTE Leave Replacement Social Studies teacher 2 nd semester 21/22 school year
Allison Hentges	Mt. Spokane	Cert	.4 FTE Leave Replacement Science teacher 21/22 school year effective 10/22/21

2. Hire Classified Personnel:

Michael Marcoux	Warehouse	Class	8 hrs/day Custodian II effective 11/22/21
Tiffany Baisch	Mt. Spokane	Class	8 hrs/day Admin Assistant effective 11/22/21
Margaret Goudreau	Creekside	Class	4 hrs/day Cook II effective 12/6/21
Maxine Corning	Farwell	Class	8 hrs/day Admin Assistant effective 11/17/21
Nicholas Stevenson	DO	Class	6 hrs/day Reception/Help Desk effective 12/7/21

3. Hire Certificated Substitutes:

Emily Shick | Michaela Potter | Sarah Sponenburg | Krystal Jones

4. Hire Classified Substitutes:

Kayla Grisby | Nicole Gutierrez | |

5. Approve AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust and ASB, as attached.

6. Approve Supplemental, Extra-Curricular & Co-Curricular Contracts as attached.

7. Approve the following Donations:

- Midway Elementary \$1000.00 Technology Grant from Dorian Studios
- Mead High School \$500.00 from HOC Spray Foam to Cheerleading Program

8. Approve Requests for Unpaid Leave (i.e. parenting, medical, Good of the District, etc.):

Tiffany Baisch	Mt. Spokane	Class	1/14/22
Maren Cummings	Colbert	Cert	1/3/22 - end of 21/22 school year

9. Approve Retirements and Resignations:

Dorie Foster	Mt. Spokane	Class	Resignation effective 11/30/21 (cook)
Jason Kopanke	Five Mile	Cert	Resignation effective 1/3/22 (teacher)
Anneke Saylor	Shiloh Hills	Class	Resignation effective 12/2/21 (para ed)
Rolando Zbikowski	Warehouse	Class	Resignation effective 11/29/21 (custodian)
Pam Amell	Five Mile	Class	Retirement effective 12/31/21 (custodian)
John Colman	Transportation	Class	Resignation effective 12/17/21 (bus driver)
Robert Savoia	Transportation	Class	Retirement effective 12/31/21 (bus driver)

Spokane County, Mead, Washington

12/13/2021

Heather Ellingson, Auditing Officer

Board Signature _____

General Fund

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1059

Starting Check Number: 103616

Check #	Date	Payee	Amount
103616	11/24/2021	ACTION SPORTSWEAR	\$2,485.78
103617	11/24/2021	AI-MEDIA TECHNOLOGIES LLC	\$780.00
103618	11/24/2021	ALPHA OMEGA TOURS & CHARTERS	\$3,345.00
103619	11/24/2021	AMAZON	\$2,265.30
103620	11/24/2021	AMERICAN ON SITE SERVICES	\$870.00
103621	11/24/2021	Avery, Austin Leon	\$89.00
103622	11/24/2021	BLICK ART MATERIALS	\$374.07
103623	11/24/2021	BOYS & GIRLS CLUBS OF SPOKANE CITY	\$2,855.97
103624	11/24/2021	BRAVE WRITER LLC	\$137.39
103625	11/24/2021	CENTURY LINK - SEATTLE	\$133.63
103626	11/24/2021	CINTAS	\$125.78
103627	11/24/2021	DEVRIES MOVING & PACKING STORAGE	\$1,456.00
103628	11/24/2021	ECOLAB INC	\$569.83
103629	11/24/2021	ESD 101	\$2,925.41
103630	11/24/2021	GROME, DONALD S	\$1,500.00
103631	11/24/2021	HOFFMAN MUSIC CO	\$172.96
103632	11/24/2021	IFFT, NORA	\$452.08
103633	11/24/2021	KCDA	\$2,761.12
103634	11/24/2021	LANGUAGE LINE SERVICES INC	\$9.80
103635	11/24/2021	MEAD SCHOOL DISTRICT	\$7,754.66
103636	11/24/2021	MOBYMAX EDUCATION, LLC	\$3,806.06
103637	11/24/2021	NAPA AUTO PARTS	\$328.83
103638	11/24/2021	RAINBOW RESOURCES	\$223.13
103639	11/24/2021	SALDANA, VINCENT E	\$89.00
103640	11/24/2021	Sloan, Christopher Jm	\$89.00
103641	11/24/2021	ULINE	\$366.15
103642	11/24/2021	UNIVERSAL ATHLETIC	\$2,507.00
103643	11/24/2021	US BANK CORPORATE PYMT SYSTEM	\$113,904.80
103644	11/24/2021	VERITIV OPERATING CO	\$6,195.01
103645	11/24/2021	WALTER E NELSON CO	\$321.74
103646	11/24/2021	White, Matthew	\$89.00
Total Amount:			\$158,983.50

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1060

11/24/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Calhoun, Hayley A				
		1.0.530.2131.24.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$38.42
			Vendor Total:	\$38.42
Cloer, Terrance R				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$89.00
			Vendor Total:	\$89.00
Cowart, Joshua				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$89.00
			Vendor Total:	\$89.00
Davidson, Terra Lynn				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
			Vendor Total:	\$71.00
Del Pizzo, Steve				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
			Vendor Total:	\$71.00
Figueira, Daniel B				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$89.00
			Vendor Total:	\$89.00
Flint, Michael Harrison				
		1.0.530.9700.72.5150.01.32.000.0000	TECHNOLOGY SUPPLIES & SOFTWARE	\$138.14
			Vendor Total:	\$138.14
Fredlund, Christopher J				
		1.1.530.0128.28.8582.28.03.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$358.40
			Vendor Total:	\$358.40
Gardner, Brian				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$89.00
			Vendor Total:	\$89.00
Gustafson, Ivan Carl				
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$106.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1060

11/24/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Harrison, Johnathan Lucas			Vendor Total:	\$106.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$89.00
Hogue, Royce S			Vendor Total:	\$89.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$90.00
Jordan, Jaclyn Sue			Vendor Total:	\$90.00
		1.0.530.9700.14.8581.01.03.000.0000	TRAVEL-IN DISTRICT	\$38.08
Lee, Robert Edward II			Vendor Total:	\$38.08
		1.1.530.0128.28.8582.27.03.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$111.96
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$95.00
Masiarek, Lindsey Johanna			Vendor Total:	\$206.96
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$7.17
McCorkle, Jesse D			Vendor Total:	\$7.17
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$106.00
Oglesbee, Kevin D			Vendor Total:	\$106.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$89.00
Rydeen, Ryann Marie			Vendor Total:	\$89.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
Spring, Claire Sharon			Vendor Total:	\$71.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$90.00
			Vendor Total:	\$90.00

2021.3.12

Report: rptAPVoucherAcctSummary

11:41:24 AM

Printed: 11/22/2021

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1060

11/24/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Stamps, Keith William				
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$106.00
Steinbach-Kane, Cole M			Vendor Total:	\$106.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$106.00
Stiles, Shannon-Laurel			Vendor Total:	\$106.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
Stuchell, Austin E			Vendor Total:	\$71.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$90.00
Thomas, Gordon Jared			Vendor Total:	\$90.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$106.00
Trout, James Tim			Vendor Total:	\$106.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$89.00
Vahlstrom, Maria Thereza			Vendor Total:	\$89.00
		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$92.52
Van Cleef, Joshua Michael			Vendor Total:	\$92.52
		1.0.530.7400.31.8582.01.05.000.0000	TRAVEL-OUT OF DISTRICT	\$601.02
Whitford, Dori K			Vendor Total:	\$601.02
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$90.00
Wilhelm, Jesse Paul			Vendor Total:	\$90.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$106.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1060 11/24/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
				Vendor Total: \$106.00
				Grand Total: \$3,383.71

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1068

Starting Check Number: 103729

Check #	Date	Payee	Amount
103729	12/03/2021	ACTION SPORTSWEAR	\$624.57
103730	12/03/2021	ADVANCED PAGING & COMMUNICATIONS INC	\$433.12
103731	12/03/2021	AI-MEDIA TECHNOLOGIES LLC	\$624.00
103732	12/03/2021	ALPHA OMEGA TOURS & CHARTERS	\$13,170.00
103733	12/03/2021	AMERICAN ON SITE SERVICES	\$353.20
103734	12/03/2021	ANATEK LABS INC	\$210.00
103735	12/03/2021	APPLE COMPUTER INC	\$430.29
103736	12/03/2021	Avery, Austin Leon	\$105.00
103737	12/03/2021	AVISTA UTILITIES	\$124,623.65
103738	12/03/2021	BRYSON SALES & SERVICE OF WASHINGTON	\$571.51
103739	12/03/2021	CDW GOVERNMENT INC	\$2,989.57
103740	12/03/2021	CENTER FOR TEACHER EFFECTIVENESS	\$297.25
103741	12/03/2021	CENTURY LINK - SEATTLE	\$14.14
103742	12/03/2021	CI SOLUTION	\$5,352.44
103743	12/03/2021	CINTAS	\$1,241.24
103744	12/03/2021	CO ENERGY	\$3,328.94
103745	12/03/2021	DANCE SOPHISTICATES INC	\$5,540.00
103746	12/03/2021	DELL MARKETING LP	\$11,757.41
103747	12/03/2021	DEPT OF LICENSING	\$1,625.00
103748	12/03/2021	DISPLAYS2GO	\$1,580.11
103749	12/03/2021	ENTERPRISE HOLDINGS, INC	\$635.52
103750	12/03/2021	FIRST CHOICE SERVICES	\$117.49
103751	12/03/2021	FISHER'S TECHNOLOGY	\$5,223.99
103752	12/03/2021	GRAY MANUFACTURING COMPANY, INC	\$744.29
103753	12/03/2021	GREATAMERICA FINANCIAL SERVICES	\$740.11
103754	12/03/2021	HANOVER RESEARCH COUNCIL LLC	\$3,055.00
103755	12/03/2021	HILTON-YAKIMA	\$6,998.50
103756	12/03/2021	HOFFMAN MUSIC CO	\$535.14
103757	12/03/2021	HOME DEPOT CREDIT SERVICES	\$853.80
103758	12/03/2021	HOME DEPOT PRO	\$457.21
103759	12/03/2021	HOME SCIENCE TOOLS	\$91.32
103760	12/03/2021	INTERCLEAN EQUIPMENT LLC	\$109.60
103761	12/03/2021	INTERMAX NETWORKS	\$270.07
103762	12/03/2021	JAE ENTERPRISES LLC	\$936.54
103763	12/03/2021	JOSTENS	\$3,218.51
103764	12/03/2021	JW PEPPER	\$56.63
103765	12/03/2021	KCDA	\$6,220.50
103766	12/03/2021	LAWSON PRODUCTS INC	\$3,799.30

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1068

Starting Check Number: 103729

Check #	Date	Payee	Amount
103767	12/03/2021	LINC FOODS	\$1,104.48
103768	12/03/2021	M & L SUPPLY	\$4,514.45
103769	12/03/2021	MACKIN & LITTLE	\$32,591.00
103770	12/03/2021	MAINTENANCE SOLUTIONS INC	\$815.10
103771	12/03/2021	MEAD SCHOOL DISTRICT	\$500.00
103772	12/03/2021	MOBILE MODULAR MANAGEMENT CORP	\$160.59
103773	12/03/2021	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$693.00
103774	12/03/2021	NAPA AUTO PARTS	\$2,690.35
103775	12/03/2021	NATIONAL COLOR GRAPHICS, INC	\$86.11
103776	12/03/2021	NORTHWEST BUSINESS STAMP	\$92.80
103777	12/03/2021	NORTHWESTERN STAGE LINES	\$3,300.00
103778	12/03/2021	PBISAPPS	\$262.50
103779	12/03/2021	PROVDIENCE HEALTH AND SERVICES WA	\$205.00
103780	12/03/2021	PUMPTECH LLC	\$1,108.06
103781	12/03/2021	RAINBOW RESOURCES	\$492.98
103782	12/03/2021	READ NATURALLY	\$1,504.20
103783	12/03/2021	RWC INTERNATIONAL	\$7,271.72
103784	12/03/2021	SAFEGUARD BUSINESS SYSTEMS	\$97.97
103785	12/03/2021	SAFETY-KLEEN	\$622.63
103786	12/03/2021	SALDANA, VINCENT E	\$105.00
103787	12/03/2021	SCHOLASTIC INC-	\$825.28
103788	12/03/2021	SINGAPORE MATH INC	\$840.15
103789	12/03/2021	SITEONE LANDSCAPE SUPPLY LLC	\$117.60
103790	12/03/2021	Sloan, Christopher Jm	\$105.00
103791	12/03/2021	SNAP-ON TOOLS	\$151.34
103792	12/03/2021	SPOKANE CO WATER DIST 3	\$2,403.43
103793	12/03/2021	SPOKANE FALLS MUSIC ED ASSOC	\$825.00
103794	12/03/2021	STAPLES ADVANTAGE	\$109.53
103795	12/03/2021	STARFALL EDUCATION	\$270.00
103796	12/03/2021	STARPLEX CORPORATION	\$846.00
103797	12/03/2021	STEVEN'S, CLAY PS	\$7,835.00
103798	12/03/2021	T-MOBILE	\$4,982.00
103799	12/03/2021	TEACHING TEXTBOOKS INC	\$55.08
103800	12/03/2021	TERRY'S DAIRY INC	\$15,274.49
103801	12/03/2021	THE GOODYEAR TIRE & RUBBER COMPANY	\$699.46
103802	12/03/2021	UNIVERSAL ATHLETIC	\$384.81
103803	12/03/2021	US FOODS INC	\$67,896.75
103804	12/03/2021	VERITIV OPERATING CO	\$1,555.09

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1068

Starting Check Number: 103729

Check #	Date	Payee	Amount
103805	12/03/2021	VOYAGER SOPRIS LEARNING	\$772.75
103806	12/03/2021	WA ST FIRST AID	\$830.00
103807	12/03/2021	WALTER E NELSON CO	\$924.51
103808	12/03/2021	WAXIE SANITARY SUPPLY	\$11.20
103809	12/03/2021	White, Matthew .	\$105.00
103810	12/03/2021	ZONAR SYSTEMS INC	\$108.90
Total Amount:			\$375,081.27

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1069

12/03/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Biggs, Ronnie Bernard II				
BOOHER, BREANN		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00
			Vendor Total:	\$105.00
Brett, Jennifer J		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00
			Vendor Total:	\$105.00
Cloer, Terrance R		1.0.530.9700.61.8581.07.34.000.0000	TRAVEL-IN DISTRICT	\$29.68
			Vendor Total:	\$29.68
Collins, Maureen Lynn		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00
			Vendor Total:	\$105.00
Coward, Joshua		1.0.530.3165.27.5100.27.39.000.0000	CTE FAMILY/CONSUMER SCIENCE SUPPLIES	\$118.70
			Vendor Total:	\$118.70
Davidson, Terra Lynn		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00
			Vendor Total:	\$105.00
Del Pizzo, Steve		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
			Vendor Total:	\$71.00
Figueira, Daniel B.		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
			Vendor Total:	\$71.00
Gardner, Brian		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00
			Vendor Total:	\$105.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1069 12/03/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Goss, Olivia Marie		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$105.00
Granado, Katie		1.0.530.9700.61.8581.07.34.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$111.00
Hancock, Maud Robin		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$32.48
Hare, Cassandra Lynne		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$39.20
Harrison, Johnathan Lucas		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$111.00
Herberger, Nicolas Brentley Jr		1.0.530.3193.27.5100.27.39.000.0000	CTE PLTW ENGINEERING SUPPLIES	Vendor Total: \$105.00
Hutchins, Keri		1.0.530.9700.14.8582.01.04.000.0000	TRAVEL-OUT OF DISTRICT	Vendor Total: \$76.33
Krop, Sarah M		1.0.530.9700.72.8581.01.32.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$85.28
Lee, Robert Edward II		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$31.36
McCarville, Jane				Vendor Total: \$112.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1069 12/03/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Murphy, Cheyenne S		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$139.11
			Vendor Total:	\$139.11
Oglesbee, Kevin D		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$25.76
			Vendor Total:	\$25.76
Palpant, Kristen A		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00
			Vendor Total:	\$105.00
Quigley, Laurie		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$9.92
			Vendor Total:	\$9.92
Reiman, Hannah Michelle		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$111.00
			Vendor Total:	\$111.00
Rydeen, Ryann Marie		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$111.00
			Vendor Total:	\$111.00
Scott, Carla J		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
			Vendor Total:	\$71.00
Spinnell, Christine Rachelle		1.0.530.9700.13.5100.01.03.000.0000	BUSINESS FINANCE SUPPLIES	\$19.14
			Vendor Total:	\$19.14
Stiles, Natalie Ann		1.0.530.1320.31.8582.01.05.000.0000	TRAVEL-OUT OF DISTRICT	\$497.00
			Vendor Total:	\$497.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$71.00
			Vendor Total:	\$71.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1069 12/03/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Trout, James Tim				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$105.00
Wall, Stephanie LeeAnn			Vendor Total:	\$105.00
		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	\$157.00
Wendle, Andrew N			Vendor Total:	\$157.00
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$111.00
Whitman, Lehsley A			Vendor Total:	\$111.00
		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$48.39
			Vendor Total:	\$48.39
			Grand Total:	\$3,205.35

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1072

Starting Check Number: 103840

Check #	Date	Payee	Amount
103840	12/10/2021	AI-MEDIA TECHNOLOGIES LLC	\$1,508.00
103841	12/10/2021	AMERICAN ON SITE SERVICES	\$91.50
103842	12/10/2021	AMERICAN SOLUTIONS FOR BUSINESS	\$257.28
103843	12/10/2021	AMERIGAS PROPANE LP	\$20.26
103844	12/10/2021	APPLE COMPUTER INC	\$3,476.34
103845	12/10/2021	BOHAN, HEIDI	\$635.08
103846	12/10/2021	BOYS & GIRLS CLUBS OF SPOKANE CITY	\$2,349.90
103847	12/10/2021	BRONSON, ELENA	\$4,004.43
103848	12/10/2021	CAMP FIRE INLAND NORTHWEST	\$3,200.00
103849	12/10/2021	CENTRAL SAW WORKS	\$2,637.11
103850	12/10/2021	CINTAS	\$4,114.64
103851	12/10/2021	CITY GLASS	\$561.39
103852	12/10/2021	CITY OF SPOKANE - UTILITIES DIVISION	\$3,281.76
103853	12/10/2021	CLASS CREATOR LLC	\$1,853.60
103854	12/10/2021	DAVIS DEMOGRAPHICS & PLANNING INC	\$4,632.00
103855	12/10/2021	DreamBox Learning Inc	\$2,195.42
103856	12/10/2021	ENGRAVER	\$26.16
103857	12/10/2021	ENTERPRISE HOLDINGS, INC	\$498.80
103858	12/10/2021	FIRST CHOICE SERVICES	\$174.67
103859	12/10/2021	FISHER'S TECHNOLOGY	\$1,686.49
103860	12/10/2021	GENERATION GENIUS INC	\$175.00
103861	12/10/2021	GREATAMERICA FINANCIAL SERVICES	\$1,987.76
103862	12/10/2021	HOME DEPOT CREDIT SERVICES	\$69.73
103863	12/10/2021	IML SECURITY SUPPLY	\$954.95
103864	12/10/2021	INSIGHT DISTRIBUTING COMPANY	\$914.76
103865	12/10/2021	INSTITUTE FOR EXCELLENCE IN WRITING	\$824.45
103866	12/10/2021	JAE ENTERPRISES LLC	\$196.02
103867	12/10/2021	JOHNSON CONTROLS INC	\$720.16
103868	12/10/2021	JOHNSTONE SUPPLY	\$248.63
103869	12/10/2021	KAMI	\$198.00
103870	12/10/2021	KCDA	\$6,999.18
103871	12/10/2021	LEAGUE OF WOMEN VOTERS OF WA	\$1,960.20
103872	12/10/2021	LEARNING A-Z	\$385.51
103873	12/10/2021	LENA NORTON	\$2,040.00
103874	12/10/2021	LEXIA	\$396.22
103875	12/10/2021	MAXIM STAFFING SOLUTIONS	\$3,344.55
103876	12/10/2021	MCGRAW-HILL CO	\$189.24
103877	12/10/2021	MEAD HIGH SCHOOL	\$720.00

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1072

Starting Check Number: 103840

Check #	Date	Payee	Amount
103878	12/10/2021	NORTH 40 OUTFITTERS	\$129.86
103879	12/10/2021	OFFICESUPPLY.COM	\$634.12
103880	12/10/2021	PPC SOLUTIONS, INC	\$1,637.00
103881	12/10/2021	PURE FILTRATION PRODUCTS INC	\$4,905.12
103882	12/10/2021	RAINBOW RESOURCES	\$232.53
103883	12/10/2021	RIDDELL	\$3,720.08
103884	12/10/2021	SAMACO SUPPLY	\$80.00
103885	12/10/2021	SCHOOLS INSURANCE ASSOC OF WA	\$3,089.53
103886	12/10/2021	SEDLER, MICHAEL	\$420.00
103887	12/10/2021	SHERWIN WILLIAMS	\$280.40
103888	12/10/2021	SITEONE LANDSCAPE SUPPLY LLC	\$117.60
103889	12/10/2021	SPOKANE CO SOLID WASTE	\$362.78
103890	12/10/2021	SPOKANE INTERNATIONAL TRANSLATION	\$659.63
103891	12/10/2021	STAPLES ADVANTAGE	\$851.82
103892	12/10/2021	SUNSHINE DISPOSAL & RECYCLING	\$3,335.42
103893	12/10/2021	SYSTEM TECH WASHINGTON INC	\$1,851.32
103894	12/10/2021	TALX UC EXPRESS	\$465.68
103895	12/10/2021	TERRY'S DAIRY INC	\$16,201.84
103896	12/10/2021	UNITED DATA SECURITY INC	\$105.00
103897	12/10/2021	US FOODS INC	\$51,892.96
103898	12/10/2021	VERIZON..	\$488.77
103899	12/10/2021	VOYAGER SOPRIS LEARNING	\$1,500.00
103900	12/10/2021	WAMOA REGION 1	\$895.00
103901	12/10/2021	WASBO	\$260.00
103902	12/10/2021	WASTE MANAGEMENT OF SPOKANE	\$21,797.91
103903	12/10/2021	WAXIE SANITARY SUPPLY	\$1,587.92
103904	12/10/2021	WELLS FARGO FINANCIAL LEASING INC	\$5,749.13
103905	12/10/2021	WHITWORTH WATER DIST 2	\$835.81
103906	12/10/2021	WITHERSPOON BRAJCICH MCPHEE PLLC	\$162.50
103907	12/10/2021	ZIGGY'S	\$124.80
Total Amount:			\$183,903.72

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1073

12/10/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Bagdon, Katie Lyanne				
		1.0.530.2131.24.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$71.35
			Vendor Total:	\$71.35
Baldwin, Rebecca L				
		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$32.37
			Vendor Total:	\$32.37
Beeman, Deann C				
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$36.35
			Vendor Total:	\$36.35
Belding-Wilson, Dawn				
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$29.12
			Vendor Total:	\$29.12
Binder, Mary E				
		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$50.24
			Vendor Total:	\$50.24
Breitenbach, Karen T				
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$42.11
			Vendor Total:	\$42.11
Burton, Gloria L				
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$30.30
			Vendor Total:	\$30.30
Carrell, Julia				
		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$62.50
			Vendor Total:	\$62.50
Elliott, Christina				
		1.0.530.2131.24.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$18.82
			Vendor Total:	\$18.82
Erwin, Emily				
		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$10.76

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1073

12/10/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Gilbert, Donald L		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$10.76
Jordan, Jaclyn Sue				\$90.40
				Vendor Total: \$90.40
Jordan, Kathryn A		1.0.530.9700.14.8581.01.03.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$30.46
				\$30.46
				Vendor Total: \$30.46
Kenney, Sara Teresa		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$50.40
				\$50.40
				Vendor Total: \$50.40
Kirshian, Michael Sarkis		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	Vendor Total: \$75.00
				\$75.00
				Vendor Total: \$75.00
KUETER, RANDALL	V002220	1.0.530.9700.72.8581.01.32.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$33.38
				\$33.38
				Vendor Total: \$33.38
Martinsen, Jennifer L		1.0.530.9700.65.7340.26.03.000.0000	OTHER PROFESSIONAL PURCHASED SERVICES	Vendor Total: \$4,462.50
				\$4,462.50
				Vendor Total: \$4,462.50
Masiarek, Lindsey Johanna		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$20.00
				\$20.00
				Vendor Total: \$20.00
Nelson, Donn		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	Vendor Total: \$77.50
				\$77.50
				Vendor Total: \$77.50
Oswalt, Mark Philo		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$124.77
				\$124.77
				Vendor Total: \$124.77

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1073

12/10/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Palpant, Kristen A		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$51.41
			Vendor Total:	\$51.41
Peacock, Johana Fajardo		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$38.14
			Vendor Total:	\$38.14
Schmidt, Samantha Jane		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$13.10
			Vendor Total:	\$13.10
Smith-Wallis, Tija Winslow		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$24.19
			Vendor Total:	\$24.19
Speer, Jolena		1.0.530.0100.27.8581.22.03.000.0000	TRAVEL-IN DISTRICT	\$17.64
		1.0.530.0100.27.8581.26.03.000.0000	TRAVEL-IN DISTRICT	\$17.64
			Vendor Total:	\$35.28
Spinnell, Christine Rachelle		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$42.73
			Vendor Total:	\$42.73
Strate, Carolyn Ann		1.0.530.0100.21.8582.01.05.000.0000	TRAVEL-OUT OF DISTRICT	\$207.00
			Vendor Total:	\$207.00
Sugalski, Matthew Henry		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$52.03
			Vendor Total:	\$52.03
Vahlstrom, Maria Thereza		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$36.85
			Vendor Total:	\$36.85
		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$65.25

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1073

12/10/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Wiemers, Russell Lloyd			Vendor Total:	\$65.25
		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$28.56
Wilson, Shawn T			Vendor Total:	\$28.56
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$137.00
			Vendor Total:	\$137.00
Wurst, Danette K			Vendor Total:	\$123.32
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$123.32
			Grand Total:	\$6,203.19
End of Report				

Capital Projects Fund

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1061

Starting Check Number: 103647

Check #	Date	Payee	Amount
103647	11/24/2021	BSN SPORTS	\$858.11
103648	11/24/2021	COMPUNET INC	\$62,872.50
103649	11/24/2021	EDNETICS INC	\$1,196.01
103650	11/24/2021	ULINE	\$1,647.55
103651	11/24/2021	UNIVERSAL ATHLETIC	\$980.10
103652	11/24/2021	US BANK CORPORATE PYMT SYSTEM	\$2,098.37
Total Amount:			\$69,652.64

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1070

Starting Check Number: 103811

Check #	Date	Payee	Amount
103811	12/03/2021	INSIGHT INVESTMENTS	\$20,031.75
Total Amount:			\$20,031.75

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1075

Starting Check Number: 103918

Check #	Date	Payee	Amount
103918	12/10/2021	ALSC ARCHITECTS	\$28,447.63
103919	12/10/2021	BSN SPORTS	\$2,380.00
Total Amount:			\$30,827.63

End of Report

ASB

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1062

Starting Check Number: 103653

Check #	Date	Payee	Amount
103653	11/24/2021	ALPHA OMEGA TOURS & CHARTERS	\$100.00
103654	11/24/2021	DECA	\$1,300.00
103655	11/24/2021	ENGRAVER	\$418.56
103656	11/24/2021	M & M SCHOCK LLC	\$75.00
103657	11/24/2021	MOMENTUM INC	\$324.30
103658	11/24/2021	MT SPOKANE BANDSTAND	\$1,532.05
103659	11/24/2021	NORTHWEST GOLFERS FOR WARRIORS	\$849.47
103660	11/24/2021	ROMAN, ETHAN	\$613.75
103661	11/24/2021	UNIVERSAL ATHLETIC	\$2,634.54
103662	11/24/2021	US BANK CORPORATE PYMT SYSTEM	\$36,713.20
Total Amount:			\$44,560.87

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1071

Starting Check Number: 103812

Check #	Date	Payee	Amount
103812	12/03/2021	AWARDMASTERS	\$108.90
103813	12/03/2021	BSN SPORTS	\$2,442.79
103814	12/03/2021	CASCADIA SCREEN PRINTING	\$351.53
103815	12/03/2021	CENTRAL VALLEY HIGH SCHOOL	\$900.00
103816	12/03/2021	CLEARWATER LODGE	\$287.95
103817	12/03/2021	CLOUD 9 SPORTS	\$249.50
103818	12/03/2021	DEER PARK HIGH SCHOOL	\$300.00
103819	12/03/2021	ENTERTAINMENT WAREHOUSE	\$1,497.65
103820	12/03/2021	FERRIS HIGH SCHOOL	\$250.00
103821	12/03/2021	FLANIGAN FOUNDATION	\$1,172.09
103822	12/03/2021	HANFORD HIGH SCHOOL	\$250.00
103823	12/03/2021	HUNT, NATHAN	\$3,000.00
103824	12/03/2021	INSTANT SIGN FACTORY	\$209.83
103825	12/03/2021	LAKELAND TOURS, LLC DBA WORLDSTRIDES	\$13,630.00
103826	12/03/2021	LAKESIDE HIGH SCHOOL	\$100.00
103827	12/03/2021	LEWIS & CLARK HS	\$575.00
103828	12/03/2021	MEAD SCHOOL DISTRICT	\$2,123.78
103829	12/03/2021	MOMENTUM INC	\$765.35
103830	12/03/2021	MT SPOKANE ASB	\$220.00
103831	12/03/2021	NORTH IDAHO COLLEGE	\$500.00
103832	12/03/2021	POST FALLS HIGH SCHOOL	\$400.00
103833	12/03/2021	ROGERS HIGH SCHOOL	\$225.00
103834	12/03/2021	SAVRA	\$165.00
103835	12/03/2021	SIGNS FOR SUCCESS	\$99.91
103836	12/03/2021	SUNRISE CUSTOM APPAREL	\$928.83
103837	12/03/2021	UNITED SPIRIT ASSOCIATION	\$295.00
103838	12/03/2021	UNIVERSAL ATHLETIC	\$3,098.65
103839	12/03/2021	UNIVERSITY HIGH SCHOOL	\$350.00
Total Amount:			\$34,496.76

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1074

Starting Check Number: 103908

Check #	Date	Payee	Amount
103908	12/10/2021	AMAZON	\$60.96
103909	12/10/2021	AREA XI DECA	\$230.00
103910	12/10/2021	BSN SPORTS	\$443.68
103911	12/10/2021	ESCALANTI, SHANNER	\$400.00
103912	12/10/2021	JAE ENTERPRISES LLC	\$44.65
103913	12/10/2021	MCCLELLAN, NICK	\$275.00
103914	12/10/2021	MEAD SCHOOL DISTRICT	\$2,245.09
103915	12/10/2021	MITCHELL, TIMOTHY JAMES	\$1,000.00
103916	12/10/2021	ROBISON, LINAY	\$825.00
103917	12/10/2021	SENTINEL HIGH SCHOOL	\$250.00
Total Amount:			\$5,774.38

End of Report

EXTRA CURRICULAR CONTRACTS

December 13, 2021

Location	First Name	Last Name	Activity	Amount
Highland Middle	Anna	Conner	Increased amt due to verification	\$ 269.00
Highland Middle	Jeremy	Golding	Increased amt due to verification	\$ 95.00
Mead High School	Casey	Curtis	G SC Reg Season - Incr amt VOE	\$ 856.00
Mead High School	Casey	Curtis	G SC Post Season - Incr amt VOE	\$ 251.76
Mead High School	Dexter	Sienko	Boys Basketball	\$ 1,240.00
Mead High School	Dale	Hagan	Boys Basketball	\$ 1,240.00
Mead High School	Phil	McLean	Wrestling	\$ 9,522.00
Mead High School	Tyler	McLean	Wrestling	\$ 4,424.00
Mead High School	Trace	Franks	Wrestling	\$ 2,790.75
Mead High School	Bryan	Smith	Wrestling	\$ 3,159.00
Mead High School	Mitch	Whetzel	Wrestling	\$ 6,348.00
Mead High School	Jeremu	Golding	Wrestling	\$ 2,514.50
Mead High School	Drew	Comito	Wrestling	\$ 2,106.00
Mead High School	Deanna	Ganea	Unified Basketball	\$ 1,887.00
Mead High School	Brandon	Butler	Unified Basketball	\$ 1,887.00
Mead High School	Nicole	Leslie	Unified Basketball	\$ 1,887.00
Mt Spokane High	T'Lacy	Amburgy	Marching Band	\$ 1,500.00
Mt Spokane High	Kaity	Savage	Marching Band	\$ 1,000.00
Mt Spokane High	Francis	Sefton	Marching Band	\$ 1,750.00
Mt Spokane High	Minnie	Bliesner	Marching Band	\$ 1,500.00
Mt Spokane High	Brandon	Moore	Marching Band	\$ 500.00
Mt Spokane High	Kyle	Schaal	Marching Band	\$ 1,000.00
Mt Spokane High	Zac	Ziegler	Marching Band	\$ 1,500.00
Mt Spokane High	Josh	Nay	Marching Band	\$ 1,200.00
Mt Spokane High	Jordan	Binder	Marching Band	\$ 1,000.00
Mt Spokane High	Anastasia	Bond	Marching Band	\$ 300.00
Mt Spokane High	Ashlyn	West	Marching Band	\$ 1,000.00
Mt Spokane High	Robert	Perry	Marching Band	\$ 500.00
Mt Spokane High	Nancy	Butz	Marching Band	\$ 1,000.00
Mt Spokane High	Bryan	Swenland	Marching Band	\$ 1,250.00
Mt Spokane High	Terry	Cloer	Football Post Season	\$ 2,070.00
Mt Spokane High	Danny	Figueira	Football Post Season	\$ 1,609.95
Mt Spokane High	Tim	Trout	Football Post Season	\$ 1,449.15
Mt Spokane High	Kevin	Oglesbee	Football Post Season	\$ 1,449.15
Mt Spokane High	Chris	Sloan	Football Post Season	\$ 1,609.95
Mt Spokane High	Matt	White	Football Post Season	\$ 1,127.85
Mt Spokane High	Brian	Gardner	Football Post Season	\$ 1,609.95
Mt Spokane High	Austin	Avery	Football Post Season	\$ 497.20
Mt Spokane High	Vinny	Saldana	Football Post Season	\$ 481.80
Mt Spokane High	James	Harrison	Football Post Season	\$ 233.64
Mt Spokane High	Josh	Coward	Football Post Season	\$ 391.20
Mt Spokane High	Hanna	Bjerkestrand	Gymnastics,	\$ 5,250.00

EXTRA CURRICULAR CONTRACTS

December 13, 2021

Location	First Name	Last Name	Activity	Amount
Mt Spokane High	Jenna	Schlosser	Gymnastics	\$ 2,457.00
Mt Spokane High	Laurie	Chadwick	Gymnastics	\$ 1,058.40
Mt Spokane High	Tonya	Valdez	Gymnastics	\$ 1,234.80
Mt Spokane High	Emma	Rochleau	Gymnastics	\$ 930.00
Mt Spokane High	Danielle	Kenagy	Gymnastics	\$ 620.00
Mt Spokane High	David	Wagenblast	Boys Basketball	\$ 8,993.00
Mt Spokane High	George	Petticrew	Boys Basketball	\$ 881.75
Mt Spokane High	Kevin	Oglesbee	Boys Basketball	\$ 6,666.00
Mt Spokane High	Jordan	Dutton	Boys Basketball	\$ 4,288.00
Mt Spokane High	Brian	Gardner	Boys Basketball	\$ 2,666.44
Mt Spokane High	Trek	Davis	Boys Basketball	\$ 3,112.80
Mt Spokane High	Dustin	McConnell	Boys Basketball	\$ 102.90
Mt Spokane High	Caleb	Countryman	Boys Basketball	\$ 989.70
Mt Spokane High	Jacob	Fry	Wrestling	\$ 5,938.00
Mt Spokane High	Travis	Hughes	Wrestling	\$ 6,348.00
Mt Spokane High	Rob	Renner	Wrestling	\$ 6,876.00
Mt Spokane High	Todd	Slatter	Wrestling	\$ 6,666.00
Mt Spokane High	Sam	Sicila	Wrestling	\$ 3,350.90
Mt Spokane High	Stephanie	Butler	Unified Basketball	\$ 2,123.00
Mt Spokane High	Paula	Grandinetti	Unified Basketball	\$ 1,280.00
Mt Spokane High	David	Pratt	Girls Basketball	\$ 8,993.00
Mt Spokane High	Dan	Smith	Girls Basketball	\$ 6,876.00
Mt Spokane High	Lance	Marquart	Girls Basketball	\$ 6,666.00
Mt Spokane High	Jordan	Smith	Girls Basketball	\$ 3,100.00
Mt Spokane High	Andy	Sonneland	Girls Cross Country Post Season	\$ 916.80
Mt Spokane High	Summer	Clegg	Girls Cross Country Post Season	\$ 186.93
Mt Spokane High	Katie	Mann	Girls Cross Country Post Season	\$ 186.93
Mt Spokane High	Scott	Daratha	Boys Cross Country Post Season	\$ 888.78
Mt Spokane High	Jacob	Fry	Boys Cross Country Post Season	\$ 439.86
Mt Spokane High	Shannon	Stiles	Girls Soccer Post Season	\$ 2,641.17
Mt Spokane High	Tara	Davidson	Girls Soccer Post Season	\$ 1,645.43
Mt Spokane High	Ryann	Rydeen	Girls Soccer Post Season	\$ 58.48
Northwood Middle	Tony	Umbach	Softball	\$ 3,975.00

SUPPLEMENTAL CONTRACTS

December 13, 2021

Location	First Name	Last Name	Activity	Amount
Northwood Middle	Emily	Shick	Drama Club	\$ 1,050.00
Mt Spokane High	Maureen	Collins	FCCLA - State competition	\$ 500.00
Mt Spokane High	Breann	Booher	Trainer - Winter Sports	\$ 2,700.00
Mead High School	Ray	Picicci	Panthers Protect Panthers	\$ 2,637.55
Mead High School	Barb	Baggett	Panthers Protect Panthers	\$ 300.00
Mead High School	Heather	Boswell	Panthers Protect Panthers	\$ 300.00
Mead High School	Jody	Burkey	Panthers Protect Panthers	\$ 300.00
Mead High School	Julie	Dodge	Panthers Protect Panthers	\$ 300.00
Mead High School	Coretta	Hoffman	Panthers Protect Panthers	\$ 300.00
Mead High School	Drew	Lochhead	Panthers Protect Panthers	\$ 300.00
Mead High School	Ann	Lochhead	Panthers Protect Panthers	\$ 300.00
Mead High School	Brett	Ogata	Panthers Protect Panthers	\$ 300.00
Mead High School	Nichole	Proszek	Panthers Protect Panthers	\$ 300.00
Mead High School	Joseph	Schamber	Panthers Protect Panthers	\$ 300.00
Mead High School	Sammy	Schmidt	Panthers Protect Panthers	\$ 300.00
Mead High School	Joel	Shawen	Panthers Protect Panthers	\$ 300.00
Mead High School	Deena	Smith	Panthers Protect Panthers	\$ 300.00
Mead High School	Linda	St. Clair	Panthers Protect Panthers	\$ 300.00
Mead High School	David	Steman	Panthers Protect Panthers	\$ 300.00
Mead High School	Marci	Steinbach	Panthers Protect Panthers	\$ 300.00
Mead High School	Cheyenne	Wolf	Panthers Protect Panthers	\$ 300.00
Mead High School	Christina	Wilson	Panthers Protect Panthers	\$ 300.00
Special Services	Katie	Bagdon	MEA MOU - Increased workload	\$ 2,500.00
Special Services	Hayley	Calhoun	MEA MOU - Increased workload	\$ 2,500.00
Special Services	Christina	Elliot	MEA MOU - Increased workload	\$ 2,500.00
Special Services	Kimberly	Gortsema	MEA MOU - Increased workload	\$ 2,500.00
Special Services	April	Schober	MEA MOU - Increased workload	\$ 2,500.00
Special Services	Tera	Wolf-Brasch	MEA MOU - Increased workload	\$ 2,500.00
Special Services	Tina	Elliot	IEP's for Skyline	\$ 530.00

CO CURRICULAR CONTRACTS
December 13, 2021

Location	First Name	Last Name	Activity	Amount
Northwood	Jill	Truxal	ASB	\$ 2,896.00
Northwood	Lisa	Forster	Orchestra Music	\$ 1,817.00
Northwood	Mike	Divelbiss	Orchestra Music	\$ 1,613.00

MEAD SCHOOL DISTRICT

Board Meeting of December 13, 2021

New Business

VI.B.

Agenda Item: **1st Reading Policy & Procedure 3122 Revision
Excused and Unexcused Absences**

Background: Policy/Procedure 3122, Excused and Unexcused Absences, was adopted on November 26, 1985, revised on December 12, 1995, and revised/renumbered on June 27, 2011, prior to its latest revision on February 13, 2012, nearly ten years ago.

Summary: The presented revisions align both the policy and procedure to current state law and current district practices. In addition to expanding definitions and examples of excused and unexcused absences, the presented drafts include new sections regarding remote learning, COVID and required conferences with parents for elementary students with five or more excused absences in a single month or ten or more in the current school year.

An additional revision, based on a change in the law is, rather than at the five unexcused benchmark for secondary students, the district, at some point after the second and before the seventh unexcused absence will take data-informed steps to eliminate or reduce the student's absences. Both the presented policy and procedure set forth what those steps will be.

WSSDA Sample Policy 3122 and Sample Procedure 3122 were used as templates for the presented revisions. Due to the extensive nature of the revisions, they are being presented as standalone documents with current Policy 3122 and current Procedure 3122 attached for reference.

Staffing Implication: None

Other Considerations: None

Recommendation: This is the 1st reading of a policy/procedure revision. No action is requested.

Attachments:

- Draft Policy/Procedure 3122
- Current Policy/Procedure 3122

EXCUSED AND UNEXCUSED ABSENCES

Definition of Absence

Absence from In-Person Learning

WAC 392-401-015A states the definition of an absence:

1. A student is absent when they are:
 - a. Not physically present on school grounds; and
 - b. No participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

Absence from Remote Learning

1. A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote day.
2. Evidence of student participation in remote learning may include, but is not limited to:
 - a) Daily logins to learning management systems;
 - b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or
 - c) Evidence of participation in a task or assignment

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's

excused absences. The following principles/valid excuses for absences will govern the development and administration of attendance procedures within the district:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults or bullying;
11. Absences due to a student's migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth;
13. Absences related to the student's illness, health condition or medical appointments due to COVID-19;
14. Absences related to caring for a family member who has an illness, health condition or medical appointment due to COVID-19;
15. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
16. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
18. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. The District reserves the right to define additional categories or criteria for excused absences.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher;

where reasonable, if a student misses a participation-type class they can request an alternative assignment that aligns with the learning goals of the activity missed.

An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Except as provided in the prior paragraph, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the support and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher or community human services provider, except in those instances regarding the attendance of a child who has an Individualized Education Program or a plan developed under Section 504 of the Rehabilitation Act of 1973, in which case the reconvening of the team that created the program or plan is required. This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria set forth above for an excused absence. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

Regarding unexcused absences the following will occur:

1. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
2. The school will hold a conference with the parent or guardian after three unexcused absences within any month during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school and family commitments to reduce the student's absences from school. If the parent does not attend the

conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the district has decided to take to eliminate or reduce the student's absences.

3. Between the student's second and seventh unexcused absence, the school must take the following data-informed steps:
 - a. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment.
 - b. These steps must include, where appropriate, providing an available best practice or research-based intervention or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
 - c. For any child with an existing Individualized Education Plan or 504 Plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.
4. Not later than the student's seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements and/or refers the student to a community engagement board.
5. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student, no later than the seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year.

The superintendent or designee will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Unexcused Absences from Remote Learning

Any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled or emergency expelled pursuant to chapter 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and

- c. The student is enrolled in qualifying “course of study” activities as defined in WAC 392-121-107.
2. A full day absence is when a student is absent for 50% or more of their scheduled day.
3. A school or the district shall not convert or combine tardies into absences that contribute to a truancy petition.
4. A student shall be considered absent if they are on school grounds but not in their assigned setting.

Students Dependent Pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults include the student’s caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing the placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and the student’s unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student’s management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student’s educational progress.

Cross References:	Board Policy 3120	Enrollment
	3230	Student Privacy and Searches
	3241	Classroom Management, Discipline & Corrective Action
Legal References:	Chapter 28A.225	Compulsory school attendance and admission
	RCW 13.34.300	Relevance of failure to cause juvenile to attend school to neglect petition
	Chapter 392-401A WAC	Statewide definition of absence for the 2020-21 school year

Adopted: November 26, 1985

Revised: December 12, 1995

Revised & Renumbered (5211 to 3122): June 27, 2011

Revised: February 13, 2012

Revised:

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; military deployment of a parent or legal guardian; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases. These aforementioned rights are set forth by Washington State law.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. The district

advocates the use of pro-social interventions to engage the student in the school environment, however a student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.

A conference shall be scheduled to determine what corrective measures should be taken to remedy the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- F. All suspensions and/or expulsions shall be reported in writing to the superintendent or his/her designee within 24 hours after imposition.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

Cross References:	Board Policy 3230 3241	Student Privacy Classroom Management, Corrective Actions or Punishment
Legal References:	RCW 13.34.300 28A.225 71.34.530 70.96A.095 70.24.110 WAC 180-16-215(4) 392-400-235 392-400-260 388-15-240	Failure to cause juvenile to attend school as evidence under neglect petition Compulsory School Attendance Age of Consent – Outpatient treatment of minors Age of Consent – Outpatient treatment of minors for chemical dependency Minors – Treatment, consent, liability for payment for care Minimum 180 school day year — Five day flexibility — Students graduating from high school Discipline — Conditions and limitations Long-term suspension — Conditions and limitations Family Planning

Management Resources: *Policy News*, June 2001

More Tweaking of Becca Petitions

Adopted: November 26, 1985

Revised: December 12, 1995

Revised & Renumbered (5211 to 3122): June 27, 2011

Revised: February 13, 2012

Current

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

Absence due to:

- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible.
- Family emergency including, but not limited to, a death or illness in the family.
- Religious purposes.
- Court, judicial proceedings, court-ordered activity, or serving on a jury.
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
- State recognized search and rescue activities consistent with RCW 28A.225.055.
- Directly related to the student's homeless or foster care/dependency status.
- Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010.
- Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying.
- Absences due to a student's migrant status.
- Absences related to the student's illness, health condition, or medical appointments due to COVID-19.
- Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19.
- Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program.

- Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.
- Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity.
- Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note, and provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

Absence for parental-approved activities. This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress and/or the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian approved absence would have an adverse effect on the student's educational progress, including the grade for the course.

Absences resulting from disciplinary actions – or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term or long-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.

Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition. Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

Required conference for elementary students. If an elementary school student has **five or more excused absences in a single month** during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community human service provider, and may occur on the same days as the scheduled parent-teacher conference, provided it takes place within thirty (30) days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Unexcused Absences

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day, has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Unexcused absences occur when:

- The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
- The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

Unexcused absence from remote learning. Any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, the school will hold a conference with the principal, student, and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take

place within thirty (30) days of the third unexcused absence, the district may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the school may hold the conference with the student and principal. However, the school will notify the parent of the steps to eliminate or reduce the student's absences.

At some point after the second and before the seventh unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student's IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student's absences. If necessary, and if the student's parent gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student's needs.

The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

- adjusting the student's course assignments;
- providing the student more individualized instruction;
- providing appropriate vocational courses or work experience;
- requiring the student to attend an alternative school or program;
- assisting the parent or student to obtain supplementary services; or
- referring the student to a community truancy board.

Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student. The sending district will use the standard choice transfer form for releasing a student to a nonresident school district for the purposes of accessing an alternative learning experience program.

Not later than a student's seventh unexcused absence in a month, the district will:

- enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
- refer the student to a community engagement board; or
- file a petition to juvenile court (see below)

Community Engagement Board

A "community engagement board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school. The district will enter into an MOU with the juvenile court in Spokane County.

The district will designate and identify to the juvenile court (and update as necessary) and to the Office of the Superintendent of Public Instruction, a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community engagement board members.

After the student's **seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year**, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

Petition to Juvenile Court

The petition will contain the following:

- A statement that the student has unexcused absences in the current school year. Unexcused absences accumulated in another school or school district will be counted when preparing the petition.
- An attestation that actions taken by the school district have not been successful in substantially reducing the student's absences from school.
- A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.
- A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student.
- The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing Individualized Education Program (IEP) and the student's current academic status in school.
- A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provide to the student by the district, and a copy of the most recent truancy information document provided to the parent.

- Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding discipline or correction action. (See Policy 3241 – Classroom Management, Discipline & Corrective Action.)

Adopted: December 12, 1995

Revised & Renumbered (5211 to 3122): June 27, 2011

Revised: February 13, 2012

Revised:

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a daily record of absence and tardiness.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Participation in school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to illness, health condition, family emergency or religious purposes.** When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree. A student shall be allowed one makeup day for each day of absence.
- C. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. However, an absence may not be approved if it causes a serious adverse effect on the student's educational progress. For instance, in participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence could have an adverse effect on the student's educational progress which could ultimately be reflected in the grade for such a course. If the parent-excused absence is not also approved by the district, the absence shall be recorded in the attendance record as PEDU (parent excused-district unexcused), and will be counted as a truancy in accordance with state law. A student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- D. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.
- G. **Military Deployment.** A student whose parent or legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted up to five (5) days of additional excused absences at the discretion of the Superintendent or designee using the following guidelines:
1. The absence is pre-approved (if possible).
 2. The student is in good standing.
 3. Evidence of positive attendance record.
 4. Missed work is completed and turned in within an agreed upon time period.

Unexcused Absences

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit any type of excuse statement signed by the parent, guardian or adult student.
1. Each unexcused absence shall be followed by a warning letter to the parent of the student. Each notice shall be in writing in English or in the primary language of the parent. A student's grade shall not be affected if no graded activity is missed during such an absence.

2. After two unexcused absences within any month a conference shall be held between the parent, student and principal. At such a conference the principal, student and parent shall consider:
 - a. Adjusting the student's program;
 - b. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
 - c. Transferring the student to another school;
 - d. Assisting the student to obtain supplementary services that might eliminate or alleviate the causes of absence; or,
 - e. Imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board and/or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

3. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action which may include suspension for the current semester and expulsion.

No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

- a. The student has unexcused absences in the current school year (petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier; also unexcused absences accumulated in another school or school district shall be counted for all purposes in this procedure);
- b. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
- c. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school. Additionally, the petition shall include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order. Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

4. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
5. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.
6. Students six or seven years of age, who have been enrolled in the district are required to attend school and their parents are responsible for ensuring that they attend. Parents who wish to withdraw their children before the children are eight years old and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district shall do the following:
 - a. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
 - b. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).
 - c. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school, course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
 - d. After seven unexcused absences in a month, or ten in a school year, the district shall file a truancy petition.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policy 3241.)

Adopted: December 12, 1995
Revised & Renumbered (5211 to 3122): June 27, 2011
Revised: February 13, 2012

MEAD SCHOOL DISTRICT

Board Meeting of December 13, 2021
New Business

VI.C.

Agenda Item: **1st Reading Policy/Procedure 4040 &
Resolution 21-15 Adoption
Public Access to District Records
(Replaces Old Policy/Procedure 9680)**

Background: Several years ago, WSSDA implemented a new numbering system for school board policies. Since that time the Mead School District has been systematically updating its policies and procedures to align with this new numbering system.

Summary: Policy/Procedure 4040, Public Access to District Records, would replace old Policy/Procedure 9680, which was adopted on May 22, 1991, with no revisions approved since that date.

WSSDA Sample Policy/Procedure 4040 and WSSDA Sample Resolution 4040 are the templates for the presented policy/procedure and resolution adoption.

The presented policy sets forth the board's commitment to providing the public full access to records concerning the administration and operations of the district, while also preserving the efficient administration of government and protecting the privacy rights of individuals whose records may be maintained by the district.

The policy also references the adoption of a formal resolution that addresses how maintaining a current index of all district records, an obligation in the current RCW, would be impractical, unduly burdensome and would ultimately interfere with the operational work of the district. Understanding this, the statute requires the agency issue and publish a formal order, or in the case of a school district formally adopt a resolution authorizing the district to not maintain a current index of all of its records. Resolution 21-15 (attached), as set forth in the presented policy, provides authorization to not maintain an official, current index of all district records.

The presented procedure includes the name of the district's Public Records Officer and the training that will be provided for this individual. It additionally addresses:

- Availability of public records including hours of inspection, organization of records and information that is available online.
- How to make a request for public records.
- How requests will be processed and response deadlines.
- Records exempt from disclosure including a list of laws exempting or prohibiting disclosure.
- Costs associated with providing records.
- The review process for a public records denial.

The presented policy/procedure, that would replace Policy/Procedure 9680, aligns with WSSDA's new numbering system, complies with state/federal statutes and sets forth the public records process currently in practice in the Mead School District.

Fiscal Impact: None

Staffing Implication: None

Other Considerations: None

Recommendation: This is the 1st reading of a policy/procedure and resolution adoption. No action is requested.

Attachments:

- Draft Policy/Procedure 4040
- Draft Resolution 21-15
- Old Policy/Procedure 9680

PUBLIC ACCESS TO DISTRICT RECORDS

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to school district records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, "school district records" is a broad term that includes any writing containing information relating to the conduct of the District or the performance of any District governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of electronic forms of communication, including emails, texts or messages through any medium or application, pages, postings and comments from any District-operated or District-sponsored website. The District will retain public records in compliance with state law and regulations.

The definition of "school district records" does not include records that are not otherwise required to be retained by the District and are held by volunteers who do not serve in an administrative capacity, have not been appointed by the District to a District board, commission, or internship, and do not have a supervisory role or related District authority.

Because of the tremendous volume and diversity of records continuously generated by a public school district, the Board has declared by formal resolution that trying to maintain a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.

A fee structure shall be created using the most reasonable cost-efficient method available as part of the District's normal operation.

The Superintendent will develop – and the Board will periodically review – procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and shall oversee the District's compliance with this policy and state law.

Cross References
Legal References:

Policy 3231 - Student Records
Chapter 5.60 RCW WITNESSES –
COMPETENCY
Chapter 13.04.155(3) RCW Notification to
school principal of conviction,

adjudication, or diversion agreement –
Provision of information to teachers and
other personnel – Confidentiality
Chapter 26.44.010 RCW Declaration of
purpose
Chapter 26.44.030(9) RCW Reports –
Duty and authority to make – Duty of
receiving agency – Duty to notify – Case
planning and consultation – Penalty for
unauthorized exchange of information –
Filing dependency petitions –
Investigations – Interviews of children –
Records – Risk assessment process
Chapter 28A.605.030 RCW Student
education records – Parental review –
Release of records – Procedure
Chapter 28A.635.040 RCW Examination
questions – Disclosing – Penalty
Chapter 40.14 RCW Preservation and
destruction of public records
Chapter 42.17A RCW Campaign
disclosure and Contribution
Chapter 42.56 RCW Public Records Act
WAC 392-172A Rules for the provision of
special education
Public Law 98-24, Section 527 of the
Public Health Services Act, 42 USC §
290dd-2
20 U.S.C. 1232g Federal Education Rights
Privacy Act (FERPA)
20 U.S.C. § 1400 et. Seq. Individuals
with Disabilities Education Act (IDEA)
42 U.S.C. § 1758(b)(6)
34 CFR Part 300 – ASSISTANCE TO
STATES FOR THE EDUCATION OF
CHILDREN WITH DISABILITIES
45 CFR Part 160-164 – GENERAL
ADMINISTRATIVE REQUIREMENTS,
ADMINISTRATIVE REQUIREMENTS
AND SECURITY AND PRIVACY

Adopted:



PUBLIC ACCESS TO DISTRICT RECORDS

Purpose of these Procedures and General Principles

These procedures have been established by the Superintendent or designee and published pursuant to Board Policy 4040 and RCW 42.56.040 to explain the process for public access to school district records and to provide guidance in how the District will respond to such requests.

School district records, relating to the conduct of operations and functions of the District that have been prepared, owned, used, or retained by the District in any format are, in fact, *public records* to which members of the public may request access consistent with this procedure.

When processing such requests, the District will provide the fullest assistance to the requestor and provide a response in the most timely manner possible.

District Public Records Officer

Public Records Officer

For the most timely and efficient response, requests for school district records should be directed in writing to the Public Records Officer listed below, whose responsibilities include serving as a point of contact for members of the public in this process and overseeing the District's compliance with the Washington Public Records Act, Chapter 42.56 RCW and Policy 4040.

The current Public Records Officer of the District may be reached at the District's Central Administrative Building as follows:

Name: Jill Therrien
Address: 2323 E. Farwell Rd., Mead, WA 99021
Phone: 509-465-6049
Fax: 509-465-7680
Email: publicrecords@mead354.org

Information regarding contacting the Public Records Officer is also available on the Mead School District website – www.mead354.org.

Public Records Officer Training

Consistent with state law, the Public Records Officer shall complete trainings related to the Washington Public Records Act and public records retention no later than ninety (90) days after assuming the responsibilities of the Public Records Officer. After the initial training(s), the Public Records Officer must complete refresher training at intervals of no more than four years as long as he or she remains the District's Public Records Officer. Training must address particular issues related to the retention, production, and disclosure of electronic documents, including updating and improving technology information services.

Availability of Public Records

Hours of Inspection

Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 9:30 am to 4 pm, excluding legal holidays. Records must be inspected at the offices of the District.

Organization of Records

The District will maintain its records in a reasonable, organized manner and take reasonable actions to protect records from damage and disorganization. A requestor shall not take District records from District offices without the permission of the Public Records Officer or designee. During the inspection of records, a District employee will typically be present to protect records from damage or disorganization.

The District will also maintain a log of public records requests that have been submitted to and processed by the District. This log shall include, but not be limited to, the following information for each request: The identity of the requestor if provided, the date the request was received, the text of the original request, a description of the records produced in response to the request, a description of the records redacted or withheld and the reasons therefor, and the date of the final disposition of the request.

Information Online

A variety of records and information are available on the District website (www.mead354.org). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

Making a Request for Public Records

Request to Public Records Officer

Any person wishing to inspect or copy public records of the District shall make the request in person during the District's normal office hours, or in writing by letter, fax, or email addressed to the Public Records Officer and including the following information:

- Name, address, telephone number & email address of requestor;
- Identification of the public records adequate for the Public Records Officer or designee to locate the records; and
- The date the request is submitted to the District.

The District recommends using its Public Records Request Form when submitting a request for records. This form is available for use by requestors at the District's central office and online at www.mead354.org.

Identifiable Records

A request under the Washington Public Records Act, Chapter 42.56 RCW and District Policy 4040 must seek an identifiable *record* or *identifiable records*. A request for all or substantially all of the records prepared, owned, used, or retained by the District is not a valid request for identifiable records. General requests for information from the District that do not seek identifiable records are also not covered by Policy 4040. A request for all records discussing a particular topic or containing a particular keyword or name will not be considered a request for all of the District's records.

Requesting Electronic Records

The process for requesting electronic public records is the same as for requesting paper public records. However, to assist the District in responding to a request for electronic records, a requestor should provide specific search terms that will allow the Public Records Officer or designee to locate and assemble identifiable records responsive to the request.

Creating New Records

The District is not obligated by law to create a new record to satisfy a records request for information. The District may choose to create a record depending on the nature of the request and the convenience of providing the information in a new document, such as when data from multiple locations is requested and can be more easily combined into a single new record.

Copies of Records

If the requestor wishes to have copies of the records made instead of inspecting them, he or she shall make this clear in the request and make arrangements to pay for copies of the records or a deposit.

Requests Not in Writing

The Public Records Officer or designee may accept informal requests for public records by telephone or in person. To avoid any confusion or misunderstanding, however, requestors should be mindful that a request reduced to writing is always the preferred method. If the Public Records Officer or designee receives a request by telephone or in person, the Public Records Officer will confirm his or her understanding of the request with the requestor in writing.

Processing of Public Records Requests

Order of Processing Requests

The District will typically process requests in the order received. However, requests may also be processed out of order if doing so allows the most requests to be processed in the most efficient manner.

Central Review

Records requests not made to the Public Records Officer of the District will be forwarded by building level administrators, program administrators, or other staff receiving the request to the Public Records Officer for processing.

Five-Day Response

Within five (5) business days of receipt of a request, the Public Records Officer will do one or more of the following:

1. Provide copies of the record(s) requested or make the record available for inspection – or, in the alternative, provide an internet address and link to the District’s website where the specific record can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the internet); or
2. Acknowledge that the District has received the request and provide a reasonable estimate of the time it will require to fully respond; or
3. Acknowledge that the District has received the request, and ask the requestor to provide clarification for a request that is unclear, while providing to the greatest extent possible a reasonable estimate of the time the District will require to respond to the request if it is not clarified; or
4. Deny the request (although no request will be denied solely on the basis that the request is overboard).

If the requestor fails to respond to the District's request for clarification within 30 days and the entire request is unclear, the District may close the request and not further respond to it. If the requestor fails to respond to the District's request or clarification within 30 days, and part of the request is unclear, the District will respond to the portion of the request that is clear and may close the remainder of the request. In unusual circumstances, the District may also seek a court order enjoining disclosure pursuant to law.

The District may deny a bot request that is one of multiple requests from the requestor within a twenty-four (24) hour period if the District establishes that responding to the multiple bot requests would cause excessive interference with the District's other essential functions. The District may deem a request to be a bot request when the District reasonably believes the request was automatically generated by a computer.

If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requestor should contact the Public Records Officer to determine the reason for the failure to respond.

Purpose of Request

In the event that the requested records contain information that may affect rights of others and may be arguably exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others. The notice may make it possible for the others to contact the requestor and ask him or her to revise the request, or, if necessary, seek a court order to prevent or limit the disclosure. The notice to the affected persons may also include a copy of the request.

Records Exempt from Disclosure

Some records are exempt from disclosure, in whole or in part, under a specific exemption contained in chapter 42.56 RCW or another statute or federal law or guidance which exempts or prohibits disclosure of specific information or records.

If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state in writing the specific exemption (and statutory section) which applies and provide a brief explanation of how the exemption applies to the record being withheld or redacted. This exemption and explanation will be provided to the requestor in a withholding index or log.

If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted in the withholding index or log.

List of Laws Exempting or Prohibiting Disclosure

Pursuant to RCW 42.56.070 (2), these rules contain a list of laws – other than those specifically listed in the Washington Public Records Act, Chapter 42.56 RCW – which may exempt disclosure of certain public records or portions of records. The District has identified the following laws:

- The Family Educational and Privacy Rights Act (FERPA), 20 USC § 1232g (regarding student educational records)
- Washington State Student Education Records Law, RCW 28A.605.030
- The Individuals with Disabilities Education Act (IDEA), 20 USC § 1400 et. Seq. and 34 CFR Part 300 (protecting the confidentiality of personally identifying information contained in student records of students with disabilities)

- Privileged communications and attorney work product, such as set forth in Chapter 5.60 RCW
- Criminal Records Privacy Act (CRPA), Chapter 10.97, RCW
- Information on students receiving free or reduced lunch, 42 USC § 1758(b)(6)
- Health Insurance Portability and Accountability Act (HIPAA), 45 CFR parts 160-164 (regarding health care information privacy and security)
- Abuse of Children – Protection and Procedure, RCW 26.44.010; RCW 26.44.030(9)
- Notification of Juvenile Offenders, RCW 13.04.155(3)
- Examination question for teachers or pupils prior to the examination, Questions, RCW 28A.635.040
- Public Law 98-24, Section 527 of the Public Health Services Act, 41 USC § 290dd-2 (confidentiality of alcohol and drug abuse patient records)
- United States and Washington Constitutional provisions including, but not limited to, the right of privacy and freedom of association
- Federal Equal Opportunity Employment Commission Public ADA Guidance

In addition to these exemptions, RCW 42.56.070(9) prohibits providing access to lists of individuals requested for commercial purposes, and the District may not do so unless specifically authorized or directed by law.

The above list is for informational purposes only and is not intended to cover all possible exemptions from the public records law. The above list includes only exemptions which may be in addition to those set forth in Chapter 42.56 RCW. Under appropriate circumstances, the District may rely upon other legal exemptions which are not set forth above or contained within the public disclosure law.

Inspection of Records

Consistent with other demands, and without unreasonably disrupting District operations, the District shall promptly provide for the inspection of nonexempt public records. No member of the public may remove a document from the viewing area without the permission of the Public Records Officer, nor may he or she disassemble or alter any document. The requestor shall indicate which documents he or she wishes the District to copy. There is no cost to inspect District records.

Providing Copies of Non-Electronic Records

After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying.

Providing Electronic Records

When a requestor requests records in an electronic format, the Public Records Officer or designee will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record.

Providing Records in Installments

When the request is for a large number of records, the Public Records Officer or designee has the right to provide access for inspection and copying in installments. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one or more of the installments, the Public

Records Officer or designee may stop searching for the remaining records and close the request as discussed in more detail below.

Completion of Inspection

When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee will indicate that the District has completed a diligent search for the requested records and made any located nonexempt records available for inspection.

Closing Withdrawn or Abandoned Request

The requestor must claim or review the assembled records within thirty (30) days of the District's notification to him or her that the records are available for inspection or copying. The District should notify the requestor in writing of this requirement and inform the requestor that he or she should contact the District to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and refile the assembled records.

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that the District has closed the request.

Later Discovered Documents

If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

Cost of Providing Records, Waiver of Costs & Agreements Regarding Costs

Cost of Printed Copies and Mailing

The cost of providing photocopies or printed copies of electronic records is 15 cents per page. Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments. Payment may be made by cash, check or money order payable to the District.

The District may also charge actual costs of mailing, including the cost of the shipping container or envelope.

The Public Records Officer or designee may require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before any copies are made. The requestor will be allowed to revise the request in order to reduce the applicable charges.

Customized Service Charge

A customized service charge may be imposed if the District estimates that the request would require the use of information technology expertise to prepare data compilations, or to provide customized electronic access services when such compilations and customized access services are not used by the

District for other District purposes. The customized service charge may reimburse the District up to the actual cost of providing the services in this paragraph.

The District will not assess a customized service charge unless it has notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice will also provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.

Cost for Electronic Records

The cost for providing electronic records is as follows:

1. Ten cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records.
2. Five cents per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery.
3. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically.
4. The actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

The District will take reasonable steps to provide the records in the most efficient manner available to the District in its normal operations.

Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments.

The Public Records office or designee may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before charges are imposed under this procedure. The requestor will be allowed to revise the request in order to reduce the applicable charges.

The District will not impose copying charges for access to or downloading of records that the District routinely posts on its website prior to the receipt of a request, unless the requestor has specifically requested that the District provide copies of such records through other means.

Deposits

Before beginning to make the copies, The Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor, including the cost of a customized service charge according to the provision above.

Waiver

The Public Records Officer may waive any charge assessed for a request. On behalf of the District, the Public Records Officer may also enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this procedure, or in response to a voluminous or frequently occurring request.

Review of Denials of Public Records**Petition for Internal Administrative Review of Denial of Access**

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the Public Records Officer for a review of that decision. The petition shall include a copy of, or reasonably identify the written statement by the Public Records officer or designee, denying the request.

Consideration of Petition for Review

The Public Records Officer shall promptly provide the petition and any other relevant information to the Director of Human Resources. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the district's receipt of the petition, or within such other time, which the District and the requestor mutually agree.

Reporting Costs of Producing Public Records

The District will provide the information specified in RCW Chapter 40.14 to the Joint Legislative Audit and Review Committee as required by law.

Adopted:



DRAFT RESOLUTION 21-15
Public Access to District Records

WHEREAS, the Mead School District Board of Directors (Board) is committed to providing the public full access to records concerning the administration and operations of the District in compliance with Chapter 42.56, RCW, otherwise known as the Washington Public Records Act; and

WHEREAS, the Board recognizes that the district continuously generates a tremendous volume and diversity of records; and

WHEREAS, attempting to maintain a current index of all the district's records would be impracticable, unduly burdensome and ultimately interfere with the operational work of the district;

NOW THEREFORE BE IT RESOLVED that Mead School District will not maintain a current index of its records and that a copy of this resolution will be made available upon request.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

ADOPTED by the Board of Directors of Mead School District No. 354, Spokane County, Washington, and authenticated by the signatures affixed below.

Dated this ____ day of _____, 2022.

Attest:

Mead School District No. 354
Board of Directors

Secretary to the Board

9680 PUBLIC ACCESS TO DISTRICT RECORDS

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the district, full access to information concerning the administration and operations of the district shall be afforded to the public as provided by the Public Disclosure Law. Public access to district records shall be afforded according to the procedures developed by the superintendent and periodically reviewed by the board.

"School district records" include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district which is prepared, owned, used, or retained by the district. "Writing" means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents. For purposes of student records, the term "school district records" do not include personal notes and memoranda from staff which remain in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record.

The superintendent or his/her designee shall serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator he/she shall authorize the inspection and copying of the district's records only in accordance with the criteria set forth in this policy.

The district shall make available for public inspection and copying all district records, or portions, except those which are exempted by law. Specific exemptions from disclosure include:

- A. Personal information from any file maintained for students [RCW 42.17.310(1)(a)]. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted district policy;
- B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy [RCW 42.17.310(1)(b)];
- C. Test questions, scoring keys, or other examination data used to administer a license, employment or academic test [RCW 42.17.310(1)(f)];
- D. Except as provided by RCW 8.26, the contents of real estate appraisals, made for or by the district relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or sold, but in no event shall disclosure be denied for more than three years after the appraisal [RCW 42.17.310(1)(g)].

9680 PUBLIC ACCESS TO DISTRICT RECORDS

- E. Valuable formulae, designs, drawings, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss [RCW 42.17.310 (1) (h)];
- F. Preliminary drafts, records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts [RCW 42.17.310(1)(i)];
- G. Records or portions of records which are relevant, the disclosure of which would violate personal rights of privacy [RCW 42.17.260(1) and RCW 42.17.310(2)];
- H. Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user.
- I. All applications for school district employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant [RCW 42.17.310 (1) (i)];
- J. The residential addresses and residential telephone numbers of employees or volunteers of the District which are held by the District in personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers [RCW 42.17.310 (1) (u)].

If the district denies any request, in whole or in part, for inspection and copying of records, the district shall provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies.

If the record which is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the district shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District may inquire as to the purpose for which a record is requested, but the District may not decline to furnish the records for public inspection and copying solely because the requestor refuses to furnish a reason for the request.

9680 PUBLIC ACCESS TO DISTRICT RECORDS

The District shall not provide access to lists of individuals requested for commercial purposes. The district may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The coordinator is authorized to seek an injunction to prevent the disclosure of records when he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Legal Reference: RCW 42.17 Disclosure - Campaign - Finances - Lobbying -- Records

FIRST READING: MAY 8, 1991
SECOND READING: MAY 22, 1991
DATE ADOPTED: MAY 22, 1991
Supersedes: _____

djl.Wrd.5.22.91.Rev.

9680 PUBLIC ACCESS TO DISTRICT RECORDS

The following procedures shall be used to carry out the district's policy regarding public access to district records:

Public Records Custodian. At each facility where district records are kept, the administrator shall serve as public records custodian who shall be responsible for the maintenance of district records in accordance with district policy. The custodian shall permit access to, and copying of, district records by the public with authorization from the superintendent or his/her designee who is the public records coordinator.

Display of Descriptions, Policies and Procedures. The coordinator shall compile and make available the following for inspection and copying by the public at the district's central office:

- A. Descriptions of the district's organizational structure;
- B. Descriptions or statements of the general course and method by which the district operates;
- C. Descriptions of how, where and from which employees the public can obtain information and copies of public records;
- D. Descriptions or statements of all formal and informal district procedures;
- E. All district rules of procedure;
- F. All substantive rules of general applicability;
- G. All statements of general policy; and
- H. All interpretations of general applicability developed or utilized by the district.

The coordinator shall update the materials identified above whenever an item is amended, revised or repealed.

Index of Certain Records. The coordinator shall be responsible for the preparation and maintenance and availability for inspection, and copying by the public of current indexes of the following records:

9680 PUBLIC ACCESS TO DISTRICT RECORDS

- A. Statements and interpretations of district policies; and
- B. Board Meeting Minutes;
- C. Factual consultant's or other reports as deemed appropriate under this section.

The indexes described above shall be kept at the district's central office.

If the coordinator determines that the indexing of one or more of the categories of records described above or one or more of the subcategories within such categories would be unduly burdensome or interfere with district operations, he/she shall request that the board adopt a formal resolution exempting such categories or subcategories from the indexing required by this section. The resolution shall specify the reasons and the extent to which indexing would unduly burden or interfere with district operations.

Requests for Inspection and Copying. Upon written request, the district shall make available to any person for inspection and copying any record or records not exempted by district policy.

A written request for inspection and/or copying of records may include:

- A. Name, address, and signature of the party requesting disclosure and the date of request;
- B. Specification of the records or types of records requested; and
- C. A statement of the intended use of requested documents if lists of individuals are included. The district shall not deny a request solely due to refusal to furnish a reason for the request.

Written requests for inspection and/or copying of records shall be made to the coordinator at the district's central office or to the custodian at the place where the requested records are kept.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the district's central office and/or the facility where the requested records are kept.

With respect to those records which the coordinator has designated in writing as "open to inspection," the custodian at the facility where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the coordinator.

9680 PUBLIC ACCESS TO DISTRICT RECORDS

A response to each written request for inspection and copying of district records shall be provided as soon as is reasonably practicable, after receipt of the request. Upon request, the district shall make copies of public records for a per-page fee which shall cover copying costs.

Staff shall provide full assistance to members of the public making inquiries or requests related to district records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection.

A staff member may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The coordinator and custodian shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the district.

SUPERINTENDENT'S SIGNATURE:

William A. Master

DATE:

May 22, 1991

MEAD SCHOOL DISTRICT

Board Meeting of December 13, 2021
New Business

V.L.D.

Agenda Item: **Student Travel Proposal**
 Mead High Cheerleaders – USA Spirit Nationals

Background:

Mead High Cheerleaders request permission to travel to Anaheim, California, February 24-28, 2022, to participate in USA Spirit Nationals. It is estimated 22 students will participate plus five chaperones including Mead High cheer coach Katherine Melka. This is an opportunity for Mead High Cheerleaders to compete for a national title and watch teams from around the United States. The Mead High squad is working to improve their skills and build a high caliber competitive cheer program.

Students will miss three days of school (February 24, 25 & 28).

Fiscal Impact:

The estimated per student cost of the trip is \$1505 with several fundraising opportunities available.

Staffing Implications:

Ms. Melka will need a sub for three days. Sub costs will be paid by the Mead High building budget.

Recommendation:

Approval of the request for Mead High Cheerleaders to travel to Anaheim, California, to participate in USA Spirit Nationals, February 24-28, 2022, is recommended.

Attachment(s): **Student Travel Proposal**

To whom it may concern,

Attached is the Mead Cheer Travel Proposal for the 2022 USA Spirit Nationals, taking place February 24th-28th in Anaheim California. After taking a full year off from competing (the last time we stepped in front of the judges was Nationals 2020, just weeks before the shut down), our program is ready to come back stronger than ever and pursue competing at the highest level. This year we have 31 dedicated athletes in the cheer program, 22 of which have earned a spot on our "Gold" competition team. These 22 athletes have been working tirelessly to support our school, cheer on the sideline, and begin to prepare for the exciting opportunity to take the mat at Nationals once again.

Attached you will find our travel proposal with cost breakdowns of the trip, as well as example information from our previous trip, to help give you an idea of how much planning, passion, and dedication goes into a trip like this. Also attached is a breakdown of the fundraisers we have already been working on to make this trip possible for students who may need financial assistance. I have also included my previous COVID protocol proposals, as well as an example proposal for this specific trip, to give you an idea of how seriously I take our athletes' safety, in assurance that every precaution possible will be taken to keep our students safe while traveling overnight.

We hope that you will consider our proposal, and ask that you don't hesitate to reach out with any specific questions or concerns you may have.

On behalf of the Mead Cheer Team,
Katherine Melka
(360)502-7656
katherine.melka@mead354.org

Cheer Nationals?
Travel Proposal,
please look
me and submit
to District Office
Thanks!

Mead High School Cheerleading: Nationals COVID Protocols

***This is a working document that will change as needed in the development of the COVID-19 Global Pandemic, in accordance with school, state, and national guidelines, and recommendations from the Mead School District COVID committee.**

Testing: All unvaccinated athletes are currently required to test for COVID-19 bi-weekly on Mondays and Thursdays. The week of Nationals ALL athletes (both unvaccinated and vaccinated) will test Monday and Wednesday (leave for California on Thursday). Upon return ALL athletes will be tested prior to returning to school.

Masking: Masks will be worn at all times when indoors and not actively practicing on the mat or sleeping. This includes in the hotel, competition venue, indoors at Disneyland, and during all air and ground travel. Masks may be removed when outside, and while sleeping.

Cohorts: Athletes will room with their already established cohort (stunt group). This will help limit the close contacts of those on the team, as athletes will only be unmasked indoors around the same cohort of other athletes.

Travel Proposal Requirements

	Check ✓
Student Travel Proposal Form	
Source of Funding	Fundraisers listed
Itineraries Provided	Examples attached from previous year
Signed Permission Slip	
Travel Vehicle Request Form	N/A - working w/ travel agency
Parents and students informed that "Normal School Rules Apply"	In expectations contract, last year's example attached
Suggested List of items/supplies to bring	Packing list attached
Contact Information of Trip Supervisor	✓
Chaperones/Supervisors name and contact information	✓



Student Travel Proposal

Policy 2152
INSTRUCTION

All information applicable to the trip as outlined in the Student Trip Planning Guide, is to be attached to this cover page (i.e., itinerary, rules of conduct, supervision, etc..)

School: Mead High School

Trip Name: USA Nationals

Trip Category:

For every student who travels as part of this activity, I will have in my possession:

* A signed Student Travel Permission Form

* A Medical Emergency Information Form

Katherine Melka
Teacher

10/19/24
Date

Regular Co-Curricular and Extra-Curricular Trip

Trips included in a reoccurring annual schedule and are part of sanctioned activities. Requires approval of the building Principal and Activities/Athletic Director.

Regular Field Trip

Trips related to club, leadership, or academic activities that involve no overnight stays. Requires approval of the building Principal and Activities/Athletic director.

Extended Field Trip

Trips related to club, leadership, or academic activities that involve overnight stays (e.g., overnight leadership camps, sixth grade outdoor education, etc.). Requires approval of the building Principal, Activities/Athletic Director, and Executive Director of Student Services.

☒ **Special Event Trip**

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays, substantial cost to the student, and significant transportation and supervision issues (e.g., band trip to a bowl parade, trips to national or regional student leadership conference or athletic events, etc.) Requires approval of the building Administrators, Executive Directors, and Board of Directors.

Academic Study Trip

School sponsored academic trip that are supervised by school staff and result in educational credit for the student (e.g., government class trip to Washington, D.C., etc.). Requires approval of the building Administrators, Executive Directors, and Board of Directors.

Value of Trip Athletes will compete at the National Level

Date(s) of Trip 2/24 - 2/28 2022 Person in Charge Katherine Melka

Destination(s) Anaheim CA, USA Spirit Nationals

Approvals:

Principal [Signature]

Activities / Athletic Director [Signature]

Ex. Dir. Student Services _____

Related Ex. Director _____

Board Rep _____

Final Approval Date _____

Nurse [Signature]

3. Is a sub(s) needed? If so, how will the sub(s) be funded?

yes - 3 days for Katherine Melka

4. Individual teacher's student expectations. (attach additional pages if necessary)

See attached from previous Nationals trip.

Funding Source(s) (Information should include source of staff costs: e.g., number of subs and days needed, travel expenses, type of fundraising, scholarship opportunities for participation, etc.)

Building Budget	(Subs, travel, lodging, etc.)			
			3 day sub \$ ~ 400	
ASB Funds	(Entry fees, lodging, transportation, etc.)	+	\$	
District Funds	(Vocational Ed., Special Ed., etc.)	+		
Student / Parent Contribution	(This is the total cost generated through fundraising opportunities or paid out of pocket.)	-	\$1200	Flights, 91 Hotel \$23, USA Fee \$8,801
TOTAL COST			\$1200	
			\$33,130	

Submission Date: 10/19/21 # of Students 22

Total Cost Per Student (TOTAL COST divided by # of students): \$ \$1505

For Overnight Stays (these questions must be answered when there is an overnight stay.)

1. Do chaperones have Washington State background check? (These background checks should be done for anyone who is not a school district employee. The person conducting the background check needs the full name, birth date, gender.)

Yes - Katherine Melka
Matt Melka
Becca Wright
Kelli Lofstedt
Melissa McDonald

2. How will financial help be provided for those students who otherwise could not attend?

Fundraising opportunities include sponsorships, cookie dough sales, mini panther cheer camp, and donations.

COSTS:

Information should include ALL costs of your trip.

USA Fees: \$8,800

Travel Agency: \$23,930

Potential costs:

Bus _____ + Hotel _____ + Subs _____ + Entry fees _____
+ Van/car rental _____ + Other _____

=ESTIMATED TOTAL COST OF TRIP: \$33,130

TOTAL STUDENTS = 22 COST PER STUDENT = \$1,505

SOURCES OF INCOME:

STUDENT/PARENT CONTRIBUTION: Total from all students \$33,130
(per student \$1,505)

Building Funds + _____

District Funds + _____

ASB Funds to cover the uncovered expenses + _____

=TOTAL FROM ALL SOURCES OF INCOME:
(this should match the cost of the trip)

\$33,130

FOR OVERNIGHT STAYS

This form must be completed when there is an overnight stay.

1. Do chaperones have Washington State background check? (These background checks should be done for anyone who is not a school district employee. The person conducting the background check needs the full name, birth date, gender.)

Yes Katherine Melke
Matt Melke
Becca Wright
Kelli Lofstead
Melissa McDonald

2. How will financial help be provided for those students who otherwise could not attend?

Fundraising opportunities include sponsorships, Mini putt-putt, chess camp, cookie dough sales, and donations

3. Is a sub(s) needed? If so, how will the sub(s) be funded?

Yes - 3 days for Katherine Melke

4. Individual teacher's student expectations.

See attached from past Nationals trip.

**Permission To Participate In School Trip - Middle and High School**

After reviewing the information provided regarding this trip, I hereby grant permission to participate for:

STUDENT NAME _____ SCHOOL _____

DATE OF BIRTH _____ EMERGENCY CONTACT NAME _____

CONTACT HOME NUMBER _____ CELL/WORK NUMBER _____

TRIP PURPOSE _____

TRIP DESTINATION _____ TRIP DATE _____

TRANSPORTATION: District Bus or vehicle _____

Other (description) _____

ADDITIONAL NOTES: _____

TO BE COMPLETED BY PARENT (All bold faced items):

Please list any **medical conditions or medications needed** which school staff should be aware of:

I acknowledge that this activity entails inherent risks of bodily injury as well as damage to or loss of property. I hereby release the Mead School District, and its staff and representatives, from liability for such loss or injury as the result of this trip, to the extent allowed by law.

I certify that my child has no known medical or physical conditions which could interfere with his/her safety in this activity. In the event that it becomes necessary for the school district staff in charge to obtain emergency care for my child, I acknowledge that neither the school district or the individual staff member is responsible for the expense incurred as the result of the accident, injury, illness, or other unforeseen circumstance.

I authorize qualified medical and emergency professionals to examine, and in the event of injury or serious illness, administer emergency care to the above named student. I understand that an effort will be made to contact me to explain the nature of the problem prior to any treatment.

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

TRIP INFORMATION (Attached)

I have read and reviewed with my child the attached itinerary (detailing dates, places, events, times, etc.) and behavior expectations. I am also fully aware of the special dangers and risks inherent in participating in these activities. Being fully informed as to these risks and expectations, we agree to abide by those expectations and participate in the event listed above.

Signature of Parent/Legal Guardian _____

Date _____

Phone _____



WorldStrides®

Adventures America

Mead HS Cheer Squad
Katherine Melka
302 W Hastings Rd,
Spokane, WA 99218
work
Cell (360) 520-7656
Email: katherine.melka@mead354.org

October 28, 2021

Version C

Dear Katherine,

Adventures America is pleased to offer the Mead HS Cheer Squad the following Adventure to Anaheim, CA. Your package inclusions, payment and cancellation schedule are outlined below.

ITINERARY

This proposal is based off a minimum of 21 travelers and a maximum of 56 travelers.

Thursday February 24, 2022

12:00PM	Depart	Spokane WA Airport (GEG) via Alaska Air Flight# 2235
1:15PM	Arrive	Seattle, WA International Airport
2:00PM	Depart	Seattle, WA International Airport via Alaska Air Flight #350
4:44PM	Arrive	Los Angeles (LAX) International Airport
5:30PM	Depart	Los Angeles (LAX) via charter bus
Evening	Arrive	Hyatt House Anaheim Convention Center

Check in is 4:00P.

*Holding

6 Queen queen suites/2 King Suites

8 extra queen queen suites for additional travelers

Friday February 25, 2022

Morning Enjoy Breakfast at Hotel

TBD Perform **USA Spirit Nationals**

Competition fees are not included in this proposal and should be handled directly with United Spirit Assoc.

Saturday February 26, 2022

Morning Enjoy Breakfast at Hotel

TBD Perform **USA Spirit Nationals**

Competition fees are not included in this proposal and should be handled directly with United Spirit Assoc.

Sunday February 27, 2022

Morning	Enjoy	Breakfast at Hotel
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Monday February 28, 2022

Morning	Enjoy	Breakfast at Hotel
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9:00AM	Depart	Hyatt House Anaheim Convention Center via charter bus
--------	--------	---

10:00AM	Arrive	Los Angeles (LAX) International Airport
---------	--------	---

12:00PM	Depart	Los Angeles (LAX) via Alaska Air Flight #881
---------	--------	--

2:55PM	Arrive	Seattle, WA International Airport
--------	--------	-----------------------------------

3:35PM	Depart	Seattle, WA International Airport via Alaska Air Flight #2192
--------	--------	---

4:37PM	Arrive	Spokane WA Airport (GEG)
--------	--------	--------------------------

Land & Air Package Inclusions

Both students and chaperones will receive the following:

- a. Round trip Coach Airfare
- b. Round trip ground transportation via charter bus
- c. 4 nights Hotel accommodations at Hyatt House Anaheim Convention Center
- d. Breakfast at the Hotel each morning
- e. Consumer Protection Plan – Seller of Travel

Adventures America is a division of WorldStrides and is a registered seller of travel services in California #2041618-20. WorldStrides as an active member of the USTOA – United States Tour Operators Association, is required to post \$1 Million with the USTOA to be used to reimburse in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides bankruptcy, insolvency or cessation of business. Further you should understand that the \$1 Million posted by WorldStrides may be sufficient to provide only a partial recovery of the advanced payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by visiting their website www.ustoa.com

Land & Air Package Cost

Trip cost per student and chaperone/adult:

\$ 730.00 per person based on Sextuple occupancy hotel accommodation
 \$ 770.00 per person based on Quintuple occupancy hotel accommodation
 \$ 825.00 per person based on Quadruple occupancy hotel accommodation
 \$ 920.00 per person based on Triple occupancy hotel accommodation
 \$ 1,045.00 per person based on Double occupancy hotel accommodation
 \$ 1,550.00 per person based on Single occupancy hotel accommodation

Suggested Payment Schedule

Your Adventure may be paid in payments or may be paid in full anytime prior to the deadline date. Payments will be accepted in credit card, checks, echecks, money orders or district issued purchase order.

Deposit Requested November 12 th , 2021	\$300.00 per person
<i>(TRP cancellation insurance @ \$199.00 per person, due with first deposit, or within 14 days after deposit deadline date. Deposit with TRP would be a payment of \$499.00)</i>	
Payment Requests by November 30 th , 2021	\$300.00 per person
Payment Requested by January 15, 2022	Balance Due

Cancellation Schedule

Cancellations will be accepted in writing only and are subject to the following cancellation schedule:

From November 12 th , 2021 to November 30 th , 2021	\$0.00 fee per person
From December 1 st , 2021 to January 15, 2022	\$450.00 fee per person
After January 15, 2022	No Refunds

Cancellations are subject to the cancellation fees as listed above. We highly recommend optional trip cancellation insurance that is available for registrants

Minimum / Maximum Participation

Adventures America requires a minimum of 21 paid participants. If there are less than 21 paid participants per coach, the group will be subject to an under-utilization fee of \$25.00 per unused space until the 21 per paid participant minimum is reached.

Chaperones

Adventures America is not responsible for chaperoning the group; the group is required to provide their own chaperones that are at least 25 years old.

Your group will not be permitted to travel if you do not have adult chaperones with your group throughout the trip including riding the bus, staying at the hotel (if applicable) and visiting the attractions. Chaperone selection is the responsibility of the group. The trip will be canceled, and cancellation fees will apply if the trip is canceled because there are no chaperones.

Terms and Conditions

2021-2022 TRIP PARTICIPANT AGREEMENT FOR WORLDSTRIDES- IMPORTANT TERMS & CONDITIONS, READ THOROUGHLY -

This Agreement sets forth the terms and conditions under which WorldStrides Specialty Travel Programs (STP), 1121 White Rock Road, Suite# 203, El Dorado Hills, CA 95762, and Lakeland Tours, LLC d/b/a WorldStrides VA, (formerly Adventures America, USA Student Travel and GET Sports), agrees to provide travel and travel related services to the participant.

#1 RESPONSIBILITY: Neither WorldStrides Specialty Travel Programs, nor WorldStrides employees, affiliates, officers, directors, successors, agents, and assigns (collectively "STP") owns or operates any person or entity which is to or does provide goods or services for your trip including, for example, accommodations, air, land, rail, water or other transportation, hotel, attractions, food service, local guides, etc. As a result, STP will not be responsible for personal injury or property damage caused by the supplier of these services, and if these services and components are prevented, restricted or interfered with by reason of events or causes beyond STP's control, including, without limitation, acts of civil or military authorities, by reason of statute, rule, or local law, action of federal, state or local government or agency, acts of public enemy, acts of terrorism, criminal activity, war, riot,

embargoes, civil commotion, insurrection, strike or labor unrest, acts of God, attacks by animals, sicknesses caused by insect bites, severe weather and climatic conditions, storm, flood, fire, earthquake, power or communication line failure, mechanical or structural failures or difficulties, diseases, sickness, food poisoning, unsafe sanitary conditions, quarantine, accident or illness, acts or omissions of carrier s including but not limited to breach of contract, failure to comply with any laws such as the Americans with Disabilities Act ("ADA"), cancellation, delay or overbooking, acts or omissions of other providers such as hotels, local ground handlers, entertainers or sightseeing services or restaurants including but not limited to breach of contract, failure to comply with any laws such as the ADA, cancellation, delay or overbooking, or travel participant negligence. STP cannot assume and is not to be held responsible for any claims, losses, damages (direct, indirect, consequential or incidental), costs, or expenses including, without limitation, injury, accident or death, inconvenience, loss of enjoyment, loss of pay, upset, disappointments, distress, or frustration, whether physical or mental, arising out of or in connection therewith. Participant assumes complete and full responsibility for, and hereby releases STP from, any duty of checking and verifying all safety and security conditions of the destination during the length of the proposed travel. STP recommends that you visit the websites of the Department of Transportation (www.dot.gov), the Federal Aviation Administration (www.faa.gov), Transportation Security Administration (www.tsa.gov), US State Department (www.travel.state.gov) or the Center for Disease Control (www.cdc.gov) for current news and releases regarding public travel. STP reserves the right to make changes in the published itinerary whenever, in its judgment, conditions warrant, or if it deems it necessary for the comfort, convenience, or safety of the trip. STP reserves the right to decline to accept any person as a member of the trip, or to require any participant to withdraw from the trip if, at any time, such action is determined to be in the best interest of the health, safety and welfare of the trip, group or of the individual participant. Under such circumstances, no refund will be given. Bags & personal effects are the responsibility of the owner.

#2 RESERVATIONS, DEPOSITS AND PAYMENTS: A non-refundable trip deposit per group and/or passenger and a completed and signed Registration Form, either by mail, call or online submission, are required to secure a reservation no later than the first deposit due date (Deposit amount & due date are set by STP & Group's Trip Program Leader (PL). **Remaining balance is due on or before the final payment date listed on your specific STP trip invoice(s).** If space is not available when your reservation is received, we will hold your payment and place your name on a waiting list until space becomes available or until you request a full refund. If no space becomes available, you will be refunded in full, by the method of original payment made to us (Credit Card or Check). If there is a cancelled spot available, a participant on the waiting list will be added in that cancelled slot (in priority order). Students will always have priority over parent/adult travelers. **Checks, money orders, cashier's checks, E-Check, MasterCard, Discover Card, Visa and money wire may be used for deposits and payments up to final payment date, so long as there is still space available. After the final payment date, only credit cards will be allowed for payment. American Express cards and cash are not accepted at any time.** STP only accepts personal checks and ACH payments up until your final payment date as listed on your invoice(s). Should you choose to use a gift and/or preloaded credit card to make one or more payments on your STP account, STP is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment. If your credit card account is closed after sending payment, it is your immediate responsibility to notify STP. Reservations received after the published deposit or final payment date are based on availability and will be assessed a \$30 late fee plus any additional air or hotel costs that may be incurred to book the late reservation (see #3 below). Once your deposit is received, you will be sent a confirmation invoice that includes your Traveler ID Number and how to access your online account. Please include this Travel ID # on all future correspondences & payments to us. Credit Card payments may be made at <https://SpecialtyTravel.WorldStrides.com>

PLEASE NOTE: Credit card charges will appear on your credit card statement as "GET-USA-ADV TRAVEL 916 939 6805". When you provide a check as payment, you authorize us the company either to use information from your check to make a one-time electronic fund transfer from your account in the amount noted or to process the payment as a check transaction. Changes and updates in your address, email address and phone number should be submitted in writing or online at <https://SpecialtyTravel.WorldStrides.com>. For inquiries or question on payments please call our offices at 916-939-6805.

#3 MANDATORY PAYMENT & FEES: Participants (confirmed or wait listed) will receive a monthly invoice and are required to make a minimum MANDATORY payment towards the price of the travel package. Failure to make your monthly payments may result in your registration status changing from "Confirmed" to "Pending", with all potential cancellation penalties still enforced if cancelled. FINAL PAYMENT must be received on or before the final payment date listed on your invoice(s). Failure to pay your final balance by the final payment date may result in your registration being cancelled or it being moved to a "Pending" status. All final payments received 5

calendar days after Final Payment Day listed on your invoice(s) will be assessed a mandatory \$30 late fee. All new registrations request/received after the group's final payment date are assessed a \$30 late registration fee. All returned checks (NSF) will incur a \$35 service fee per incident and any declined credit cards or client charge backs will incur a \$10 service charge (per incident).

#4 PRICES: The price of this travel package, as set forth in your invoice, are based supplier rates in effect at the time of booking (transportation, hotels, attractions, meals, etc.). All rates are subject to change. Price increases could include, but are not be limited to, where applicable, an increase in the price of airline fares, applicable fuel surcharges, government-imposed taxes/fees, baggage fees, charter coach fuel increases, room occupancy changes**, fees due to change of travel date, not meeting minimum participation requirements* and other unforeseeable fees beyond our control. * Your trip price is based on a minimum number of paid participants per motor coach or air carrier. Minimums not being met could result in additional charges, changes to the itinerary or combining with another group at STP 's discretion. You hereby provide your written consent to the potential for such increase(s). **Trip prices are also based on requested room occupancy (normally double, triple, quad or quint, i.e. 2, 3, 4 or 5 per room) unless otherwise specified. STP DOES NOT assign any roommates. You and your Program Leader (PL) are responsible for choosing roommates 60 days prior to departure. Rooms must be separated by gender.

Once final rooming is complete, and a traveler is not in the selected occupancy (i.e. not in the priced quad, triple, etc. room), STP reserves the right to bill you for the agreed upon occupancy rate (triple (3/room); double (2/room) or single price as stated in your package. Adult travelers will be roomed double occupancy or if requested, in single occupancy and will be charged the applicable occupancy cost. Students room with students & adults with adults.

#5 CANCELLATIONS AND REFUNDS: These terms apply only to those registered participants who HAVE NOT or do not purchase the optional Trip Refund Protection (TRP) Plan, as noted below in #6:

The services and value STP provides each traveler begins long before your date of departure, and there are significant unrecoverable costs throughout the planning period that occur as your trip progresses and your departure date approaches. Due to this, in the event of a cancellation, we have to pass a portion of these planning & service fees to each cancelled traveler. Therefore, if you do not enroll in the Trip Refund Protection (TRP) and either you, the Program Leader, The School, or School administration cancel beyond the initial 24-hour registration grace period, your right to a refund is limited and STP will be entitled to retain and follow the noted cancellation schedule below:

a. Cancellations (where applicable): Within 24 hours following our receipt of your registration deposit payment, you may cancel your STP program and receive a full refund. After 24 hours of our receipt, but before the final payment date set forth on your invoice(s), cancellation will result in loss of your initial non-refundable deposit, plus any additional non-refundable fees*.

*Non-refundable fees (where applicable): These include fees for TRP enrollment, your initial deposit (except for some exceptional circumstance cancels noted in #6), fees for returned checks, fees for declined credit cards or electronic drafts, late payments, and name changes, are non-refundable. Cancellations received after your final payment day are subject to no refund. (except as provided for in #6 below). All cancellations and requests for refunds, if applicable, must be submitted in writing via email to specialtytravel@worldstrides.com. **NO REFUNDS WILL BE ISSUED FROM VERBAL COMMUNICATIONS.**

Once cancelled, there will be a \$30 reinstatement fee, plus any applicable documented additional airline/hotel/other fees (based on availability) to rejoin the trip.

b. Refunds (where applicable): Any refunds issued may be 6-8 weeks after cancellation and will be by the original method form of payment on the account (i.e. credit cards refunded to original credit cards and check payments refunded by checks). Check refunds are only issued in the account holder's name (unless requested otherwise in writing). If the credit card account you used to make a payment is closed after use, it is your responsibility to notify STP in writing as soon as you know this, otherwise, any refunds made to this account are final unless you provide a statement from your banks confirming closure & clear returning of funds to STP. Should you choose to use a gift and/or preloaded credit card to make one or more payments on your STP account, STP is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment. The rights and remedies made available under this contract are in addition to any other rights or remedies available under applicable law. However, we offer refunds under this contract with the express understanding that receipt of that refund(s) by a participant waives any additional remedies.

#6 OPTIONAL TRIP REFUND PROTECTION (TRP) PLAN: These terms apply to those registered participants who **HAVE** elected to purchase the TRP.

Air Flight Inclusive Travel Programs – The Air Inclusive TRP is available based on your selected air inclusive travel program costs. In order to be eligible for the TRP coverage for air flight inclusive travel programs, you elect to include the TRP option on your initial registration form or choose to include it and have the appropriate TRP payment received in our offices within 14 calendar days of your trip registration and initial published deposit due date. We are not able to except your air flight inclusive TRP more than 14 calendars days after your initial registration and trip deposit due date. If elected, our air flight inclusive TRP can cover up to a maximum of \$5,000 per trip. Please see your Program Leader or call our offices for more information and a TRP quote.

c. Standard Cancellation Policy: If you, your Program Leader, the School, or the School's Administration, need to cancel beyond the initial 24-hour grace period, for any reason and up to 24 hours prior to your scheduled travel date, the Trip Refund Protection (TRP) Plan will reimburse you for 100% of the amounts you've paid, minus the TRP enrollment fee paid and minus your initial trip deposit (plus, where applicable, any other Non-Refundable Fees* you may have incurred—see #5a.

d. Exceptional Circumstance Cancellation Policy for TRP purchased registrations: If you purchased the TRP by the above noted TRP due dates, and if you, your Program Leader, the School, or the School's Administration, need to cancel at any time due to an exceptional circumstance** (see definition below), the TRP will reimburse you for 100% of the amounts you've paid, minus the TRP enrollment fee paid.

e. Exceptional Circumstance Policy for Non-TRP tour registrants: If you DID NOT purchase the TRP but have to cancel due to Exceptional Circumstance, you will be entitled to a refund of all monies paid minus your initial trip deposit (for non-air flight travel programs) or a flat fee of \$289 (for domestic air flight Inclusive travel programs).

f. Exceptional Circumstance Policy for Ticket Only Groups (Affinity groups purchasing only attraction tickets and no other services) – If, due to COVID-19 or related pandemic issues, there are attractions or other venue closures and/or travel restrictions mandated from the CDC, National or State Government Agency regulations, preventing the timely delivery of your trip, the group program leader can opt to reschedule the trip with no change fees attached, or choose to cancel for the group. If the ticket only group must cancel due to 2021/2022 COVID-19 related mandates noted above, the ticket only group will be entitled to the total refund amount that is being offered by the vendor (i.e. Disneyland, Universal Studios, Six Flags, etc. ticket refunds in full, then STP refunds the same amount(s) in full to the group).

****Exceptional Circumstances include**, but are not limited to, acts of force majeure, war (whether declared or not), terrorist activities of any kind, declared national epidemics or pandemics, government-imposed travel restrictions or closures, and other national events outside WorldStrides' control that make performance & delivery of your trip as contemplated impossible or impractical. Note, without limitation, STP, including its WorldStrides affiliates, owners, officers, agents, employees or any associated organization, is not responsible for any injury, loss, or damage to person or property, death, delay, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, or for any other inconvenience beyond the direct control of STP in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, Exceptional Circumstances

Acknowledgement: By registering on this trip, you acknowledge your understanding of the contagious nature of COVID-19 and voluntarily assume the risk that you and/or your group could be exposed to or infected by COVID-19 while utilizing our services or components, and that such exposure or infection could result in illness or death. STP and all our vendors have put in place preventative measures to reduce the spread of COVID-19; however, a risk of exposure to COVID-19 may exist in any place where people are present. STP cannot guarantee that you will not be exposed with COVID-19 during this trip. As such, you voluntarily agree to assume all of the foregoing risks and except sole responsibility for any illness to may experience or incur in connection with our services. You hereby release covenant not to sue, discharge, and hold harmless STP from any claims, including all liabilities or expenses of any kind arising out of or relating thereto

#7 PERSONAL EXPENSES: Trip Price includes only those services specifically stated in the trip package as noted on the trip registration form. Items such as snacks, clothing, room service, telephone calls, purchased activities, tipping, additional or over weight baggage, and other items not specifically mentioned in the trip package/invoice are not included and are the participant's responsibility.

#8. HOTEL POLICIES: Check-in time is typically between 3 and 4pm on arrival date and check-out time is 12pm on departure date (during peak periods, check-in may be delayed by one to two hours). An adult group leader must check in rooms at each hotel. Most hotels will store luggage for guests arriving before check-in time and/or departing after check-out time. All hotels require an additional credit card authorization at the time of check in for incidental charges and may require a deposit hold (you will not be charged for your prepaid room). Early check-in and late check-outs are not guaranteed and may require an additional fee if available and should be paid to the hotel directly as an incidental charge. STP does not take responsibility for renovations happening or any unforeseen technical, electrical, plumbing or mechanical failures at the hotel, transportation or attraction level. STP does not control any additional group or leisure business that the program hotel property books and cannot be held responsible for the actions or behavior of others. Noise and safety complaints are a hotel level issue and STP is instructed by all hotels as a first response to refer guests with noise and/or safety complaints to hotel security and/or the front desk. All room requests or change needs prior to arrival or onsite must go through STP and not the hotel directly. It is the responsibility of the group leader or account holder to advise STP of any participant food allergies or physical disabilities or handicap needs by the last day to cancel. It is the guest's full responsibility to report any damage or smells of smoking in the room they are checked into upon arrival to the hotel directly and request another room or have maintenance attend to it. Please log the name of the person you spoke with and when. If posted, verbal or written hotel property rules are violated or if there is any damage of any kind to the room that results in fees upon or after check-out, it is the responsibility of the room occupant and/or group leader to cover 100% of the charges. STP is not liable for any incidentals, fees or damages caused by a guest and reserves the right to charge the credit card on file should it not be satisfied with the hotel directly. Due to specially priced hotel rooms, hotels participating in STP programs are unable to issue hotel awards points or credits for stays booked through STP, unless otherwise noted on the website or in writing. Please retain all valuables, such as cash, prescription medications, gold, silver, jewelry, laptop computers, proof of identification, photo or video equipment, cellular phones, or any other valuables in your personal control when checking or transferring bags.

#9. TRAVEL DATES/FLIGHT CHANGES/DELAYS-Air flight groups only STP strives to keep your original travel dates. However, STP reserves the right to change the date of departure due to heavy demand and flight availability by no more than five business days from the original date. Participant acknowledges that these changes are not grounds for cancellation without penalty. Flight times are not guaranteed and may affect actual length of time in destinations. Any flight information provided prior to departure is considered tentative and is subject to change in accordance with this agreement. Flight delays/cancellations are unfortunate but are an inherent risk in air travel and beyond our control and responsibility. STP will work with the airline to attempt to re-accommodate the group. Flight deviations are not available on group air travel. Participants who deviate from any part of the tour are required to sign a Waiver.

#10. PARTICIPANT RESPONSIBILITY: You are responsible for your actions and well-being on the entire trip, beginning and ending with the travel departure date listed on your final itinerary. There are inherent risks (injury/health) in participant travel and events and you fully accept responsibility for those risks. Inappropriate behavior can be cause for eviction from the program and to be sent home at your expense. Please check travel advisory boards for your destination. No refunds will be made for any unused portion of a trip. STP has staff to answer questions regarding the program. HOWEVER, STP STAFF ARE NOT CHAPERONES. Chaperones and the chaperone responsibilities are the responsibilities of the traveling group and not WORLDSTRIDES. All reasonable travel documents will be provided prior to departure. STP cannot be responsible for lost or misdirected mail or email.

#11. SCHOOL ORGANIZED/NON-SCHOOL ORGANIZED: Please check the itinerary to understand whether your trip is a school organized or non-school organized program. In most cases, STP is the sponsoring organization. All school behavior rules and dress code apply whether school-sponsored. For the safety, well-being and/or enjoyment of the participants, STP has the right to remove any registrant from the trip for any safety reasons, including but not limited to physical or verbal assaults/fighting/forms of intimidation/bullying/illegal drugs/alcohol or other safety concerns.

#12. NO LIMITATIONS THAT WOULD IMPEDE GROUP TRAVEL; DISABLED STUDENTS OR STUDENT WITH SPECIAL NEEDS:

By execution of this Agreement, you represent that the student has no limitations that will impede the travel plans of the group, including but not limited to, behavior issues. If the student has a disability or other limitation that can be reasonably accommodated, the parent/guardian must notify STP at the time of reservation but no later than one

week prior to final payment date of the limitation and identify the reasonable accommodation requested. Upon written request, information will be provided to you regarding accessibility to various facilities. STP does not control the disabled accessibility of any portion of the travel package. STP will attempt to work with vendors and the student to attempt to make reasonable accommodation for the student. Assistance with respect to personal care matters, which may include, but is not limited to: handling of monies (i.e. payment for various sundry items); cognizance of distance, location and time; hygiene; feedings; administration of medication; and similar matters, do not constitute reasonable accommodations, and we may inquire as to the limitations of a student with respect to such personal care matters, and the student must provide and be accompanied by an attendant for such personal care matters. All costs in connection with an attendant shall be the responsibility of the parent/guardian. If the student has a medical condition that causes reasonable doubt that the student can complete the flight or tour safely, a medical certificate (a written statement from the student's physician stating that the student is capable of completing the flight or our safely without requiring extraordinary medical assistance during the flight or tour) may be requested. If a medical certificate is requested and not provided, the student may be prohibited from participating in the trip. STP is relying on your representation that the student has no limitation that will impede the travel plans of the group. If prior to departure, STP becomes aware of the existence of a previously undisclosed limitation, or that a student's limitation is different or greater than that which was represented to us and such limitation cannot be reasonably accommodated or has had or has behavior issues that STP determines will impede the well-being, enjoyment and/or safety of participants, STP will cancel the student's trip. See cancellation policy for the amount to be refunded, if any. If at any point during a trip, STP becomes aware of the existence of a previously undisclosed limitation, or that a student's limitation is different or greater than that which was represented to us, and such limitation cannot be reasonably accommodated, or if there is behavior that STP determines impedes the well-being, enjoyment and/or safety of participants, STP is entitled to arrange for the return of the student to his/her original departure city and airport and STP will have no financial responsibility regarding the cost of such return. In such a situation, parent/guardian agrees to timely pick up or arrange for timely pick-up of the student. STP is not responsible for any inconvenience or cost of a delayed or cancelled/rescheduled return flight for such student.

#13. INFORMATION: Because our travel services are offered in conjunction with the services of other companies such as airlines, hotels and other tour operators, STP may be sharing your personal information with those companies. Please see our privacy practices at SpecialtyTravel.WorldStrides.com/privacy/ for further information regarding the type, use, and disclosure of our information. You acknowledge and agree to our practices, including as may be amended and updated. **STP may capture the trip on film/digital images and use photos, videos/digital images for its marketing materials.**

STP appreciates your participation and reserves the right to use these to advertise tours and without compensation to participant.

#14. SELLER OF TRAVEL: WorldStrides is registered as a seller of travel services in the states of California #2041618 -20, Washington # 601887646, 602 011 744, Florida #ST24541, Iowa TA568 and Hawaii TARS #5388. WorldStrides, as an Active Member of USTOA, is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides' customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA or by visiting their website at www.ustoa.com.

#15. JURISDICTION AND VENUE: Any dispute concerning this contract, the Terms & Conditions and/or rules and regulations concerning the trip, the literature concerning the trip and/or the trip itself, shall be resolved solely and exclusively by binding arbitration in Charlottesville, Virginia pursuant to the then existent commercial rules of the American Arbitration Association. In any such arbitration, substantive (but not procedural) law of the Commonwealth of Virginia shall apply. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable. In any such arbitration, the arbitrator may, but is not required to, award attorney's fees to the prevailing party.

#16. ENTIRE AGREEMENT: The terms of this agreement shall serve as a complete release and express assumption of risk for the undersigned trip participant, his or her parent(s)/legal guardians(s), heirs, assignees, administrators, executors and all members of his/her family. I/we have read and fully understand the provisions and legal consequences of this voluntary release/assumption of risk, and by registering & making our deposit, I/we hereby agree to all its conditions.

If you have questions regarding these terms, please call our office during our hours Mon – Fri between 8:30am to 4:00pm PST at (916) 939-6805.

Confirmation Requirement

This offer is based upon availability as of August 25, 2021 to September 15, 2021 and must be confirmed with Adventures America. To confirm your trip **simply sign this confirmation and scan or fax back to Adventures America at Gretchen.Noack@Worldstrides.com or 916-939-6806.** To make adjustments to the above proposal, please call us at 866-656-6105 or simply write in the changes and mail or fax back to Adventures America.

Mead HS Cheer Squad:

ACCEPTED and agreed to this _____ day of _____, 2021

Signature

Print Name

Title

Adventures America:

ACCEPTED and agreed to this _____ day of _____, 2021

Signature

Print Name

Title

MEAD SCHOOL DISTRICT

**Board Meeting of December 13, 2021
New Business**

V.I.E.

**Agenda Item: Student Travel Request
 Mt. Spokane High School & Mead High School DECA**

Nationals

Background:

Mt. Spokane High School DECA and Mead High School DECA request permission to travel to Atlanta, Georgia, April 22 - April 28, 2022, to participate in the National DECA competition.

It is estimated 6-8 students and two adult chaperones from each school, including Mt. Spokane DECA teacher Todd Slatter and Mead High DECA teacher Brandon Butler, will make the trip. Students will miss five days of school and Mr. Slatter and Mr. Butler will each need a substitute teacher for five days. The number of student participants is dependent on qualification at the State DECA competition.

Fiscal Impact:

The estimated per student cost is \$750. Student Store funds and the district CTE budget will take care of the remaining trip expenses.

Recommendation:

Approval of the presented Mt. Spokane and Mead High DECA requests to travel to Atlanta, Georgia, April 22 - April 28, 2022, to participate in the National DECA competition is recommended.

Attachment(s): Student Travel Proposals



STUDENT TRAVEL PROPOSAL

School: Mt. Spokane Group: DECA

Trip Name: DECA Nationals Submission Date: 6/17/21

For every student who travels as part of this activity I will have in my possession:

- A signed Student Travel Permission Form
- A Medical Emergency Information Form

Todd Skatter
Teacher/Coach/Advisor

6/17/21
Date

Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. band trip to bowl parade and trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Academic Study Trip (Overnight)

School sponsored academic trip that is supervised by school staff and results in educational credit for the student (e.g. government class trip to Washington, D.C., etc.). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Day Trip

No overnight stay ... Requires building principal authorization only.

Date(s) of Trip: Herder 4/1/22

Person In Charge: Todd Skatter

Destination(s): Atlanta Georgia

Approvals

Principal: Chris Muller

Activities/Athletic Director: Bob Miller

Student Services: _____

Nurse: Jordan

School Board: _____

Final Approval Date: 10-1-21

depending on who goes

Student Travel Field Trips

Trip Date:

4/22/22 4/28/22

Date Submitted:

6/17/21

Supervisor Name:

Todd Slater

Total number of students participating:

est 8

Total number of adults participating:

2

Options Included:

- ☒ Student Travel Proposal Forms (3 pages)
- ☒ Transportation Request Sheet
- ☒ Permission Slip w/ Info Filled In (Parent signed slips will be collected by teacher at a later date)
- ☒ Itinerary example
- ☒ Student Expectations and Attire (Normal School Rules Apply)
- ☒ Student List given to the Nurse TBD
- ☒ Chaperone Names and Contact Information TBD
- ☒ Contact Information of Trip Supervisor
- ☐ Travel Request Claim Form (claim per diem or reimbursement for out of pocket expenses)

IMPORTANT REMINDERS:

- * Schedule your sub in AESOP
- * Meet with the nurse the week before your trip for necessary information and training.
- * All chaperones must have a Washington State background check completed and approved. Check with your building secretary for this process.
- * Take the collected signed permission slips with you on the trip in case of emergency. You should have one for each student attending the trip.

EXPENSE BREAKDOWN

Transportation (Mark all that apply)

- ☐ District Car(s) and/or Van(s) How Many? _____
- ☒ Rental Car(s) and/or Van(s) How Many? 1 or 2
- ☐ District Bus How Many? _____
- ☐ Charter Bus How Many? _____
- ☒ Plane TBD _____ x \$ _____ = \$ _____

How is Transportation being funded?

Circle one:

☐ CTE funds ☐ Building funds ☐ ASB funds

- Lodging**
- ☐ None
 - ☐ School Stay TBD _____ x \$ _____ = \$ _____
 - ☒ Hotel or Camp (circle one) _____ x \$ _____ = \$ _____
- Name: _____

How is Lodging being funded?

Circle one: Students

☒ CTE funds ☐ Building funds ☐ ASB funds

- Fees**
- ☐ None
 - ☒ Registration Fees est 150 x \$ 150 = \$ _____

How are Fees being funded?

Circle one: Students

☒ CTE funds ☐ Building funds ☐ ASB funds

- Subs**
- ☐ No sub needed
 - ☒ Sub needed
- 1/2 Day _____ x \$65.00 = \$ _____
- Full Day(s) _____ x \$130.00 = \$ _____

How are Subs being funded?

Circle one:

☒ CTE funds ☐ Building funds ☐ ASB funds

How much student is paying \$'s of expense of trip?

est \$750 - \$1000

Cell Phone#

EVENT:

GROUP:-

[illegible]

Special Equipment Transported (luggage, supplies, etc.... Be specific):

For Office Use: ~ Account to codes:

WIAA/Athletics: 1.0530.0100.28.0990.77.03

Business Office please enter the code:

☐ ASB Account:

Building Account: 1.0.530.0100.27.0990.22.27

District Accounts:

Special Ed: 1,0530,2100,27,0990,01,09

Learning Services:

Learning Services:

Learning Services: (elem music) 1.0, 530.0100, 27.0990, 0.01.03

☐ Ex / Voc Ed:

CTE: 1.0530.7777.27.0990.77.10

Field Trips: Please submit for Administrative approval.

A **Buses are being scheduled to leave for the city.**

- The bus should be here at 9:00 for a 9:15 DEPARTURE TIME.

Drivers are almost always booked for another trip and even a 10 minute wait will throw off their schedule. PLEASE let Sarah know if things need to be adjusted for an accurate departure time.

advance. Email us accurately list, in alphabetical format, the staff members you know those times in

Questions regarding bus requests? Please contact Tanva Bos 465-7702

Trip Educational Benefit and Planned Activities:

DECA Nationals / Leadership
Conference

Cost & Funding Sources:

Building Budget Covering:	\$ 0
ASB Funds Covering:	\$ 0
District Funds Covering: CTE = \$6000	\$ 6000
Student/Parent Cost (per student) Covering - Please Itemize: Est \$750 - \$1000 per student	\$

Fundraising Opportunities:

yes

Participants:

Estimated # of Students 8 Estimated # of Adults (Chaperons & Staff) 2

of School Days Missed: 5 # of Sub Days Needed: 5 Student/Chaperone Ratio: 1:8

Additional Information:

1. Does the trip involve any of the following ... please circle:

- ☒ Swimming and/or Boating
- ☐ Remote Locations/Hiking
- ☐ Outdoor Education
- ☐ Animals
- ☒ Air Travel
- ☐ Motorized Activities

maybe swimming

*but need
2 = 1 male
1 female*

2. Lodging: TBD

3. Transportation: _____

4. Supporting Documents:

Preliminary Trip Itinerary attached?

____ Yes

____ No

Example included

Related brochures/information attached:

____ Yes

____ No

Student Trip Expectations attached:

X Yes

____ No

DECA Nationals Tentative Itinerary 2019

April 24th – Wednesday	GO TO SCHOOL THROUGH 3RD PERIOD	
	12:45 pm	Spokane International Airport
	2:05 pm	Departure Southwest Airlines Flights 108/4279
April 25th - Thursday	12:35 am	Arrive Orlando Airport
	1:00 am	Pickup Rental Vans
	2:00 am	Check into to Red Lion Hotel
	5:30 pm	*Area Presidents to WADECA hotel(?)
	6:30 pm	Head back to Hotel (Stop for dinner and grocery store)
April 26th Friday	9:00 am	Pickup DECA Tickets
	9:30 am	DECA day at Universal Studios
	8:00 pm	*WADECA state meeting/Area 11 meeting (MSHS & Mead)
	10:30 pm	Lights out
April 27th Saturday	10:30 am	Tour Daytona Raceway
	4:00 pm	Transfer to Hyatt Regency
	6:00 pm	Opening Ceremony
April 28th Sunday	7:30 am	Event Orientation TBD
		SBE Competition 8 am – 4 pm
		Thrive 8 am – 4 pm
April 29th Monday	7:30 am	Event Competitions TBD
	8:30 am	SBE Competition & Thrive 8 am – 3 pm
	7:00 pm	Leave for Blue Man Group
April 30th Tuesday	8:00 am	General Session (Awards Ceremony)
	9:00 am	Finals for Competition
	8:00 pm	Closing Ceremony
May 1st Wednesday	9:00 am	Checkout hotel Maingate Hotel
	9:00 am	Disney or Universal
	7:00 pm	Flight to Spokane
May 2nd Thursday	12:35 am	Arrive Spokane
	8:10 am	MT. SPOKANE HIGH SCHOOL 1ST PERIOD!!!!!!

Name of Delegate _____	Date _____
Home Address _____	Phone _____
_____	Date of Birth _____
Name of Parent/Guardian _____	Phone _____
Name of High School _____	Phone _____
Advisor(s) in Charge _____	

Parent/Guardian and Student must initial each statement below, sign the form on page 2, complete Medical Release on page 3 and review Conduct Code on pages 4-6 thoroughly.

_____, I, the above-named Parent/Guardian, certify that I am the parent/legally-authorized guardian of the above-named Delegate. I hereby give my permission for Delegate to attend and participate in DECA activities for the 2020-2021 school year.

_____ I hereby agree to **RELEASE, HOLD HARMLESS, and INDEMNIFY** Washington DECA and its officers, directors, employees, volunteers, agents, consultants, contractors, and affiliates (collectively, "DECA Affiliates") from all claims for any injury or damages resulting from any known or unknown cause, including but not limited to negligence, which arise out of Delegate's travel to or from, attendance, or participation in, DECA activities. I also agree to **HOLD HARMLESS and INDEMNIFY** Washington DECA and DECA Affiliates for any claims brought by or on behalf of Delegate. I further understand that, unless otherwise allowed by law, I do not release Washington DECA and DECA Affiliates from claims resulting from gross negligence or willful misconduct.

_____ I hereby give the above-named Advisor(s), the Washington DECA Executive Director, and their respective designee(s) permission to authorize medical treatment for Delegate, as they deem reasonable or necessary, without additional permission from me. I agree to assume responsibility for all costs, including but not limited to all costs advanced by Washington DECA, to obtain medical care for Delegate.

_____ If the above-named Advisor(s), the Washington DECA Executive Director, or their respective designee(s) question Delegate's use of alcohol and/or drugs at a DECA activity, they have my permission to: (a) mandate that Delegate take a breathalyzer test to determine Delegate's blood alcohol level, and (b) search Delegate's person, possessions, and room for alcohol and drugs.

_____ I consent to the use of Delegate's name and/or photographs in brochures, advertisements, web pages, and other publications. I also consent to the distribution of Delegate's state competitive event score(s) to the marketing teachers of the state of Washington.

_____ Delegate and I have read and agree to abide by the supplied Washington DECA Code of Conduct (see page 4-6 of this Form A). Should a Code of Conduct violation occur for items 1 through 8 below, regardless of when discovered by Washington DECA, the violating delegate(s) will be sent home and will not be eligible to attend state, regional, or international conference during the school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and Board of Directors, Risk Management Committee. Should a Code of Conduct violation occur, law enforcement personnel and/or security may be called to assist, and The Risk Management Committee may be called to determine the appropriate consequences. Consequences for a Delegate involved in any Code of Conduct violation may include but are not limited to: disqualification from membership in DECA and DECA activities attendance and participation; being removed from office if of officer status with DECA or Washington DECA; and being sent home. In the event that, as a result of a Code of Conduct violation, Delegate is sent home: (a) reasonable care shall be exercised to insure a safe, expedient, and financially feasible mode of transportation back to Delegate's home community, and (b) I agree to be responsible for any costs related to Delegate's trip.

_____ I understand that I am signing this Permission, Release, and Code of Conduct Form on behalf of myself and on behalf of Delegate and I recognize that I may not release any claims Delegate may have.

This Permission, Release, and Code of Conduct Form is governed by the laws of the State of Washington, without regard to conflicts of law's provisions thereof. If any provision of this Permission, Release, and Code of Conduct Form is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted to best accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Permission, Release, and Code of Conduct Form will remain in effect. To the extent permissible by law, this Permission, Release, and Code of Conduct Form is also binding as to any other persons, including family members, heirs, and executors.

I, the above-named Parent/Guardian, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Parent/Guardian Signature _____

Date

I, the above-named Delegate, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Delegate Signature _____

Date

I, the below-named Chapter Advisor, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Chapter Advisor Signature _____

Date

Printed Name _____



Form A
Washington DECA Delegate Permission,
Release, and Code of Conduct Form
Medical Information

Known allergies (drug or natural) _____

Special medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever _____

Any physical restrictions _____

Other conditions _____

Family doctor _____ Phone _____

Parent/guardian phone: Work _____ Mobile _____ Home _____

Form A
Washington DECA Delegate Permission,
Release, and Code of Conduct Form
Insurance Information

Company name _____ Policy # _____

For legal protection, Form A must be in the chapter advisor's possession at each conference or activity.

 **Your signature on the Form A Washington DECA Delegate Permission, Release, and Code of Conduct acknowledges compliance with the following policies:**

- 1) Attendance at any DECA or Washington DECA conference, activity, or event (interchangeably, "Conference") is a privilege. The following conduct policies will apply to delegates, defined as all state officers, students, DECA advisors, chaperones, and any other authorized persons attending the activity. Delegates shall abide by the rules and practices of Washington DECA and school district policies at all times, including but not limited to travel to, from, and during a Conference. Delegates shall respect and abide by the authority vested in the Washington DECA organization. The school district/school assumes responsibility for any property damage, accidental or otherwise, that is caused by a member of their school/district delegation at a DECA or Washington DECA conference, activity, or event. Chapter Advisor represents and warrants to Washington DECA that Chapter Advisor has the express authority to bind Delegate's school district and school to this provision, and such school district and school are hereby bound.

The following shall be regarded as SEVERE violations of the Washington DECA Code of Conduct, Parent/Guardians and Students must initial each of the severe violations in Items 1 through 8 to ensure they understand and will comply:

Should a Code of Conduct violation occur for items 1 through 8 below, regardless of when discovered by Washington DECA, the violating delegate(s) will be sent home and will not be eligible to attend state, regional, or international conference during the school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and Board of Directors, Risk Management Committee.

1. **Social Media:** As a member of Washington DECA, delegates represent their school, state, and DECA Inc. organizations. As delegates create, post, share, like, and link to content through all social media sites (including but not limited to: Facebook, Twitter, Instagram, YouTube, Pinterest, Tumblr, TikTok.), it is important to keep in mind that people they do not know (including DECA advisors, sponsors, and potential employers) have the ability to review and archive the delegates' social media profile and activities. Washington DECA will remove any delegate social media activity that breaks the Washington DECA Code of Conduct or is otherwise derogatory or inappropriate, as determined by Washington DECA in its sole discretion. This includes, but is not limited to, posts, photos, videos, shares, and retweets that:
 - a. Use foul language
 - b. Negatively portray the delegate, school, DECA chapters, members, and/or the DECA organization
 - c. Violate trademark law
 - d. Portray or insinuate illegal behavior (such as underage drinking, texting while driving, violence, etc.). In the event a photo, video, message, tweet, or other post portrays or insinuates illegal behavior, the delegate's parent/legally-appointed guardian, DECA Advisor, and law enforcement may be contacted by Washington DECA.
2. **Alcohol and Drugs:** A delegate shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed capable of altering a delegate's mood, perception, behavior, or judgment; other than properly used, over-the-counter pain relievers and other medications prescribed by a physician for an individual delegate, which must be on record with the advisor. Nor shall the delegate possess, use, sell, or transmit paraphernalia associated with drugs, alcohol, or chemical substances in any form (this includes but is not limited to e-cigarettes, marijuana, and consumables), at any time, or under any circumstances, on public or private properties;
3. **Curfew:** Committing serious violations of curfew regulations outlined in Item 9 below;

4. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations;
5. **Personal Conduct:** Participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life; defacing, damaging, or stealing public or private property (for which financial responsibility will rest solely with the involved delegates and their respective parent(s)/legally-authorized guardian(s) or the involved delegates' school district(s)/school(s); other serious violations of personal conduct regulations outlined in item 11 below;
6. **School Code Violations:** Serious violations of the conduct code of the school district or school that the delegate represents;
7. **Public or Private Transportation:** Driving or riding in a private automobile or using public transportation during the conference, unless accompanied by an authorized advisor or parent/legally-authorized guardian. Delegates are to be housed at the conference site and are not allowed to drive or ride in a private automobile or use public transportation unless they live within close proximity (20 miles) of the conference site and are not staying overnight. Delegates living within close proximity (20 miles) of the conference site that are not staying overnight are required to submit Form D Permission to Use Public or Private Transportation ("Form D") to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the delegate named on the Form D only, to and from the conference site. Once a driving/riding delegate has arrived at the conference site, she/he shall not be in a private automobile again until leaving for that day;
8. **Abusive Behavior and Lewd Conduct:** A delegate shall not engage in any lewd, indecent, sexual, or obscene act or expression. A delegate shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person, including but not limited to slurs used against a person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited. This includes harassment or abusive conduct using a mobile device;

Should a Code of Conduct violation occur for items 9 through 15 below, regardless of when discovered by Washington DECA, the violating delegate(s) may be subject to disciplinary action, including being sent home from the Conference and/or being declared ineligible for attendance at any other state, regional, or International Conference during that school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and/or Board of Directors.

9. **Conference Conduct:** Failing to wear the supplied Conference ID badge at all times, from arrival at the Conference until departure at the end of the Conference; leaving sessions prior to their conclusion (except in the case of a personal, medical, chapter, or family emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a participant is registered (unless engaged in a specific assignment taking place at the same time);
10. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the Conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after the designated curfew time; making room-to-room telephone calls after the designated curfew time; ordering or having delivered any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time;
11. **Dress:** Failing to abide by the dress regulations established for the Conference, as outlined in the Dress Code;
12. **Personal Conduct:** Failing to keep adult advisors informed of activities and whereabouts at all times; using tobacco products; invading another delegate, volunteer, or staff member's personal space without consent of the individual;
13. **Hotel Conduct:** Failing to meet the professional standards of housing facilities. This includes but is not limited to:
 - Accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out
 - Throwing objects out the window or into the hallway
 - Moving hotel furniture from rooms (e.g., onto the balcony)

- Failing to follow hotel rules and regulations
- Having a member of the opposite sex in a room where no DECA appointed adult chaperone is present
- Being out on a hotel room balcony
- Causing a disturbance to other guests or behaving in an irresponsible manner in the hotel pool or fitness center.

14. Pools and Fitness Centers: Washington DECA reserves the right to deny pool and fitness center usage to delegates without adult supervision;

15. Additional Conduct Requirements for State Officers: Failing to represent Washington DECA and the DECA brand, including any conduct that, as determined by Washington DECA Executive Director or the Executive Director's designee in their sole discretion, demonstrates unprofessional and/or unethical behavior, or misrepresents the organization in any way. Failing to follow through on state officer commitments and directives, including meeting attendance, conference attendance, and fulfilling the Program of Leadership and related responsibilities, shall also constitute a violation of this Section 14.

Delegates: By signing the Washington DECA Delegate Permission, Release, and Code of Conduct Form A, I confirm that I have read and agree to abide by the Washington DECA Code of Conduct.

State Officers: I understand that as a Washington DECA state officer, violation of the Code of Conduct will result in resignation from office and the penalty of reimbursing Washington DECA for the money spent on training and other officer activities throughout the year.

Charter Companies

Alpha Omega

Craig Walker, Sales & Service

Eddie Geis, Sales & Service

Jeanette, Dispatcher

cservice@aocharters.com

509-466-2701

MTR Western

Jenn Montgomery, Spokane Sales Coordinator

jmontgomery@mtrwestern.com

509-598-8159

509-624-1422 24 hr. dispatch

Starline Collection (aka Wheatland Express)

Andrew Gulseth

bizdev@starlinecollection.com

509-907-9067

Northwestern Stage Lines

Gary Colman

gary@busnws.com

509-838-4029

509-624-9863 fax



STUDENT TRAVEL PROPOSAL

Print

School: Mead H.S. Group: DECA Mead

Trip Name: Nationals DECA Submission Date: 11/12/21

For every student who travels as part of this activity I will have in my possession:

- A signed Student Travel Permission Form
- A Medical Emergency Information Form


Teacher/Coach/Advisor

11-12-21
Date

☒ Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

☐ Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. band trip to bowl parade and trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

☐ Academic Study Trip (Overnight)

School sponsored academic trip that is supervised by school staff and results in educational credit for the student (e.g. government class trip to Washington, D.C., etc.). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

☐ Day Trip

No overnight stay . . . Requires building principal authorization only.

Date(s) of Trip: 4/22 - 4/28/22 Person in Charge: Brandon Butler

Destination(s): Atlanta Georgia

Approvals

Principal:  Activities/Athletic Director: _____

Student Services: _____ Nurse: Patricia Ebo - pending student list

School Board: _____ Final Approval Date: _____

Student Travel Field Trips Trip Date: 4/22 - 4/28 ²⁰²² Date Submitted: 11/12/21
 Supervisor Name: Brandon Butler
 Total number of students participating: Est. 6 Total number of adults participating: 2

Copies Included:

- ☒ Student Travel Proposal Forms (3 pages)
- ☒ Transportation Request Sheet
- ☒ Permission Slip w/ Info Filled In (Parent signed slips will be collected by teacher at a later date)
- ☒ Itinerary Example
- ☒ Student Expectations and Attire (Normal School Rules Apply)
- ☒ Student List (Sarah will submit it to the nurse) TBD
- ☒ Chaperone Names and Contact Information TBD
- ☒ Contact Information of Trip Supervisor
- ☒ Travel Request Claim Form (only if planning to claim per diem or reimbursement for out of pocket expenses)

IMPORTANT REMINDERS:

- * Schedule your sub in AESOP
- * Meet with the nurse the week before your trip for necessary information and training.
- * All chaperones must have a Washington State background check completed and approved. Check with your building secretary for this process.
- * Take the collected signed permission slips with you on the trip in case of emergency. You should have one for each student attending the trip.

EXPENSE BREAKDOWN

Transportation (Mark all that apply)

☐ District Car(s) and/or Van(s) How Many? _____
☒ Rental Car(s) and/or Van(s) How Many? 1
☐ District Bus How Many? _____
☐ Charter Bus How Many? _____
☒ Plane TBD x \$ _____ = \$ _____

How is Transportation being funded?

Circle one:
☒ CTE funds ☐ Building funds ☐ ASB funds

Lodging

☐ None
☐ School Stay _____ x \$ _____ = \$ _____
☒ Hotel or Camp (circle one) TBD x \$ _____ = \$ _____

How is Lodging being funded?

Circle one:
☒ CTE funds ☐ Building funds ☐ ASB funds

Fees

☐ None
☒ Registration Fees TBD x \$ _____ = \$ _____

How are Fees being funded?

Circle one:
☒ CTE funds ☐ Building funds ☐ ASB funds

Subs

☒ No sub needed
☒ Sub needed
 1/2 Day _____ x \$65.00 = \$ _____
 Full Day(s) _____ x \$130.00 = \$ _____

How are Subs being funded?

Circle one:
☒ CTE funds ☐ Building funds ☐ ASB funds

ADDITIONAL INFORMATION:

Est \$600-750

Trip Educational Benefit and Planned Activities:

DECA Nationals competition

Cost & Funding Sources:

Building Budget Covering:	\$
ASB Funds Covering: Student store	\$ Approx 4,000
District Funds Covering: CTE Budget	\$ Approx 7,000
Student/Parent Cost (per student) Covering - Please Itemize: \$ 600 - 750 TBD	\$ Approx 4,200

Fundraising Opportunities:

Student Store

Participants:

Estimated # of Students 6 Estimated # of Adults (Chaperons & Staff) 2

of School Days Missed: 5 # of Sub Days Needed: 5 Student/Chaperone Ratio: 1-8

Additional Information:

1. Does the trip involve any of the following . . . please circle:

- Swimming and/or Boating Hotel
- Remote Locations/Hiking
- Outdoor Education
- Animals
- Air Travel
- Motorized Activities

need
2 = 1mak
1 fare

2. Lodging: TBD

3. Transportation: _____

4. Supporting Documents:

Preliminary Trip Itinerary attached? _____ Yes _____ No Example Included

Related brochures/information attached: _____ Yes _____ No

Student Trip Expectations attached: _____ Yes _____ No

GROUP:

Cell Phone#

[illegible]

Special Equipment Transported (luggage, supplies, etc...Be specific):

For Office Use: ~ Account to codes:

☐ WAA/Athletics: 1.0.530.0100.28.0990.77.03

Business Office please enter the code:

☐ ASB Account:

☐ Building Account: 1.0.530.0100.27.0990.77.27

District Accounts:

☐ Special Ed: 1.0.530.2100.27.0990.01.09

☐ Learning Services:

☐ Learning Services: (elem music) 1.0.530.0100.27.0990.01.03

☐ Ex / Voc Ed:

☐ CTE: 1.0.530.7777.27.0990.77.10

old Trips: Please submit to Sarah Krop for Administrative approval.

Buses are being scheduled in 15 minute increments:

○ The bus should be here at 9:00 for a 9:15 DEPARTURE TIME. Drivers are almost always locked out of the building.

Drivers are almost always booked for another trip and even a 10 minute wait will throw off their schedule. PLEASE let Sarah know if things need to be adjusted for an accurate departure time

When you're releasing students from class for an event, please let the staff know those times in advance. Email an accurate list, in Alphabetical order to the staff, ideally the day before the event.

stions regarding bus requests? Please contact Sarah Krop 465-7653

**Permission To Participate In School Trip – Middle and High School**

After reviewing the information provided regarding this trip, I hereby grant permission to participate for:

STUDENT NAME _____ SCHOOL _____

DATE OF BIRTH _____ EMERGENCY CONTACT NAME _____

CONTACT HOME NUMBER _____ CELL/WORK NUMBER _____

TRIP PURPOSE DECA Nationals

TRIP DESTINATION Atlanta, GA TRIP DATE 4/22 - 4/28/22

TRANSPORTATION: District Bus or vehicle _____

Other (description) Rental Van

ADDITIONAL NOTES: _____

TO BE COMPLETED BY PARENT (All bold faced items):

Please list any **medical conditions or medications needed** which school staff should be aware of:

I acknowledge that this activity entails inherent risks of bodily injury as well as damage to or loss of property. I hereby release the Mead School District, and its staff and representatives, from liability for such loss or injury as the result of this trip, to the extent allowed by law.

I certify that my child has no known medical or physical conditions which could interfere with his/her safety in this activity. In the event that it becomes necessary for the school district staff in charge to obtain emergency care for my child, I acknowledge that neither the school district or the individual staff member is responsible for the expense incurred as the result of the accident, injury, illness, or other unforeseen circumstance.

I authorize qualified medical and emergency professionals to examine, and in the event of injury or serious illness, administer emergency care to the above named student. I understand that an effort will be made to contact me to explain the nature of the problem prior to any treatment.

Signature of Parent/Legal Guardian _____ Date _____ Phone _____

TRIP INFORMATION (Attached)

I have read and reviewed with my child the attached itinerary (detailing dates, places, events, times, etc.) and behavior expectations. I am also fully aware of the special dangers and risks inherent in participating in these activities. Being fully informed as to these risks and expectations, we agree to abide by those expectations and participate in the event listed above.

Signature of Parent/Legal Guardian _____ Date _____ Phone _____

ICDC Agenda 2018

Thursday April 19th

**11:45 a.m. – Check in at Southwest Airlines for 1:15 p.m. flight
2 ½ hour layover in Denver**

Friday April 20th

12:05 a.m. - Arrive Atlanta

12:45 a.m. - Pick up Rental Vans

1:15 a.m. - Check into Hyatt Place South Airport

9:15 a.m. - Leave Hotel for Centennial Olympic Park Area

10:40 a.m.- Check in for CNN tour

12:30 p.m. - Check in for Mercedes Benz Tour

2:30 p.m.– 1 other thing from city pass or Braves field tour.

5:30 p.m.– Do our own thing: MHS

11:00 p.m. - Curfew

We will be adjusting times and places due to competition time

Saturday April 21st

Check into Embassy Suites Buckhead

DECA day at 6 flags or City pass areas

Opening Ceremony 7 p.m.

Sunday April 22nd

Competition starts

Some AM some PM

6 flags maybe

Monday April 23rd

Competition presentations TBD

Go to Huge Mall

Concert Andy Grammar 8:30-10p.m.

Tuesday April 24th

8:00 a.m. Mini Award Ceremony and final competition

8:00 p.m. Grand closing ceremony

Wednesday April 25th

City pass – Zoo and maybe something else

Leave Atlanta @ 8:40 p.m. arrive Spokane 11:55 p.m.:}

CLOTHING – NO JEANS!

TRAVELING -WEAR MEAD POLO

BRING YOUR STATE SHIRT YOU GOT TO WEAR

YOU WILL GET ANOTHER SHIRT THERE

SHORTS ARE OK AT PARK AND WALKING AROUND

MUST WEAR BLAZER TO COMPETE.



Form A
Washington DECA Delegate Permission,
Release, and Code of Conduct Form

Name of Delegate _____ Date _____
Home Address _____ Phone _____
_____ Date of Birth _____

Name of Parent/Guardian _____ Phone _____
Name of High School _____ Phone _____
Advisor(s) in Charge _____

Parent/Guardian and Student must initial each statement below, sign the form on page 2, complete Medical Release on page 3 and review Conduct Code on pages 4-6 thoroughly.

_____, I, the above-named Parent/Guardian, certify that I am the parent/legally-authorized guardian of the above-named Delegate. I hereby give my permission for Delegate to attend and participate in DECA activities for the 2020-2021 school year.

_____, I hereby agree to **RELEASE, HOLD HARMLESS, and INDEMNIFY** Washington DECA and its officers, directors, employees, volunteers, agents, consultants, contractors, and affiliates (collectively, "DECA Affiliates") from all claims for any injury or damages resulting from any known or unknown cause, including but not limited to negligence, which arise out of Delegate's travel to or from, attendance, or participation in, DECA activities. I also agree to **HOLD HARMLESS and INDEMNIFY** Washington DECA and DECA Affiliates for any claims brought by or on behalf of Delegate. I further understand that, unless otherwise allowed by law, I do not release Washington DECA and DECA Affiliates from claims resulting from gross negligence or willful misconduct.

_____, I hereby give the above-named Advisor(s), the Washington DECA Executive Director, and their respective designee(s) permission to authorize medical treatment for Delegate, as they deem reasonable or necessary, without additional permission from me. I agree to assume responsibility for all costs, including but not limited to all costs advanced by Washington DECA, to obtain medical care for Delegate.

_____, If the above-named Advisor(s), the Washington DECA Executive Director, or their respective designee(s) question Delegate's use of alcohol and/or drugs at a DECA activity, they have my permission to: (a) mandate that Delegate take a breathalyzer test to determine Delegate's blood alcohol level, and (b) search Delegate's person, possessions, and room for alcohol and drugs.

_____, I consent to the use of Delegate's name and/or photographs in brochures, advertisements, web pages, and other publications. I also consent to the distribution of Delegate's state competitive event score(s) to the marketing teachers of the state of Washington.

_____, Delegate and I have read and agree to abide by the supplied Washington DECA Code of Conduct (see page 4-6 of this Form A). Should a Code of Conduct violation occur for items 1 through 8 below, regardless of when discovered by Washington DECA, the violating delegate(s) will be sent home and will not be eligible to attend state, regional, or international conference during the school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and Board of Directors, Risk Management Committee. Should a Code of Conduct violation occur, law enforcement personnel and/or security may be called to assist, and The Risk Management Committee may be called to determine the appropriate consequences. Consequences for a Delegate involved in any Code of Conduct violation may include but are not limited to: disqualification from membership in DECA and DECA activities attendance and participation; being removed from office if of officer status with DECA or Washington DECA; and being sent home. In the event that, as a result of a Code of Conduct violation, Delegate is sent home: (a) reasonable care shall be exercised to insure a safe, expedient, and financially feasible mode of transportation back to Delegate's home community, and (b) I agree to be responsible for any costs related to Delegate's trip.

_____, I understand that I am signing this Permission, Release, and Code of Conduct Form on behalf of myself and on behalf of Delegate and I recognize that I may not release any claims Delegate may have.

This Permission, Release, and Code of Conduct Form is governed by the laws of the State of Washington, without regard to conflicts of law's provisions thereof. If any provision of this Permission, Release, and Code of Conduct Form is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted to best accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Permission, Release, and Code of Conduct Form will remain in effect. To the extent permissible by law, this Permission, Release, and Code of Conduct Form is also binding as to any other persons, including family members, heirs, and executors.

I, the above-named Parent/Guardian, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Parent/Guardian Signature _____ Date _____

I, the above-named Delegate, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Delegate Signature _____ Date _____

I, the below-named Chapter Advisor, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Chapter Advisor Signature _____ Date _____

Printed Name _____



Form A
Washington DECA Delegate Permission,
Release, and Code of Conduct Form
Medical Information

Known allergies (drug or natural) _____

Special medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever _____

Any physical restrictions _____

Other conditions _____

Family doctor _____

Phone _____

Parent/guardian phone: Work _____

Mobile _____

Home _____

Form A
Washington DECA Delegate Permission,
Release, and Code of Conduct Form
Insurance Information

Company name _____

Policy # _____

For legal protection, Form A must be in the chapter advisor's possession at each conference or activity.

➔ **Your signature on the Form A Washington DECA Delegate Permission, Release, and Code of Conduct acknowledges compliance with the following policies:**

- 1) Attendance at any DECA or Washington DECA conference, activity, or event (Interchangeably, "Conference") is a privilege. The following conduct policies will apply to delegates, defined as all state officers, students, DECA advisors, chaperones, and any other authorized persons attending the activity. Delegates shall abide by the rules and practices of Washington DECA and school district policies at all times, including but not limited to travel to, from, and during a Conference. Delegates shall respect and abide by the authority vested in the Washington DECA organization. The school district/school assumes responsibility for any property damage, accidental or otherwise, that is caused by a member of their school/district delegation at a DECA or Washington DECA conference, activity, or event. Chapter Advisor represents and warrants to Washington DECA that Chapter Advisor has the express authority to bind Delegate's school district and school to this provision, and such school district and school are hereby bound.

The following shall be regarded as SEVERE violations of the Washington DECA Code of Conduct, Parent/Guardians and Students must initial each of the severe violations in items 1 through 8 to ensure they understand and will comply:

Should a Code of Conduct violation occur for items 1 through 8 below, regardless of when discovered by Washington DECA, the violating delegate(s) will be sent home and will not be eligible to attend state, regional, or international conference during the school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and Board of Directors, Risk Management Committee.

1. **Social Media:** As a member of Washington DECA, delegates represent their school, state, and DECA Inc. organizations. As delegates create, post, share, like, and link to content through all social media sites (including but not limited to: Facebook, Twitter, Instagram, YouTube, Pinterest, Tumblr, TikTok.), it is important to keep in mind that people they do not know (including DECA advisors, sponsors, and potential employers) have the ability to review and archive the delegates' social media profile and activities. Washington DECA will remove any delegate social media activity that breaks the Washington DECA Code of Conduct or is otherwise derogatory or inappropriate, as determined by Washington DECA in its sole discretion. This includes, but is not limited to, posts, photos, videos, shares, and retweets that:
 - a. Use foul language
 - b. Negatively portray the delegate, school, DECA chapters, members, and/or the DECA organization
 - c. Violate trademark law
 - d. Portray or insinuate illegal behavior (such as underage drinking, texting while driving, violence, etc.). In the event a photo, video, message, tweet, or other post portrays or insinuates illegal behavior, the delegate's parent/legally-appointed guardian, DECA Advisor, and law enforcement may be contacted by Washington DECA.
2. **Alcohol and Drugs:** A delegate shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed capable of altering a delegate's mood, perception, behavior, or judgment; other than properly used, over-the-counter pain relievers and other medications prescribed by a physician for an individual delegate, which must be on record with the advisor. Nor shall the delegate possess, use, sell, or transmit paraphernalia associated with drugs, alcohol, or chemical substances in any form (this includes but is not limited to e-cigarettes, marijuana, and consumables), at any time, or under any circumstances, on public or private properties;
3. **Curfew:** Committing serious violations of curfew regulations outlined in item 9 below;

4. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations;
5. **Personal Conduct:** Participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life; defacing, damaging, or stealing public or private property (for which financial responsibility will rest solely with the involved delegates and their respective parent(s)/legally-authorized guardian(s) or the involved delegates' school district(s)/school(s); other serious violations of personal conduct regulations outlined in item 11 below;
6. **School Code Violations:** Serious violations of the conduct code of the school district or school that the delegate represents;
7. **Public or Private Transportation:** Driving or riding in a private automobile or using public transportation during the conference, unless accompanied by an authorized advisor or parent/legally-authorized guardian. Delegates are to be housed at the conference site and are not allowed to drive or ride in a private automobile or use public transportation unless they live within close proximity (20 miles) of the conference site and are not staying overnight. Delegates living within close proximity (20 miles) of the conference site that are not staying overnight are required to submit Form D Permission to Use Public or Private Transportation ("Form D") to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the delegate named on the Form D only, to and from the conference site. Once a driving/riding delegate has arrived at the conference site, she/he shall not be in a private automobile again until leaving for that day;
8. **Abusive Behavior and Lewd Conduct:** A delegate shall not engage in any lewd, indecent, sexual, or obscene act or expression. A delegate shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person, including but not limited to slurs used against a person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited. This includes harassment or abusive conduct using a mobile device;

Should a Code of Conduct violation occur for items 9 through 15 below, regardless of when discovered by Washington DECA, the violating delegate(s) may be subject to disciplinary action, including being sent home from the Conference and/or being declared ineligible for attendance at any other state, regional, or international Conference during that school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and/or Board of Directors.

9. **Conference Conduct:** Failing to wear the supplied Conference ID badge at all times, from arrival at the Conference until departure at the end of the Conference; leaving sessions prior to their conclusion (except in the case of a personal, medical, chapter, or family emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a participant is registered (unless engaged in a specific assignment taking place at the same time);
10. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the Conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after the designated curfew time; making room-to-room telephone calls after the designated curfew time; ordering or having delivered any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time;
11. **Dress:** Failing to abide by the dress regulations established for the Conference, as outlined in the Dress Code;
12. **Personal Conduct:** Failing to keep adult advisors informed of activities and whereabouts at all times; using tobacco products; invading another delegate, volunteer, or staff member's personal space without consent of the individual;
13. **Hotel Conduct:** Failing to meet the professional standards of housing facilities. This includes but is not limited to:
 - Accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out
 - Throwing objects out the window or into the hallway
 - Moving hotel furniture from rooms (e.g., onto the balcony)

- Failing to follow hotel rules and regulations
- Having a member of the opposite sex in a room where no DECA appointed adult chaperone is present
- Being out on a hotel room balcony
- Causing a disturbance to other guests or behaving in an irresponsible manner in the hotel pool or fitness center.

14. Pools and Fitness Centers: Washington DECA reserves the right to deny pool and fitness center usage to delegates without adult supervision;

15. Additional Conduct Requirements for State Officers: Failing to represent Washington DECA and the DECA brand, including any conduct that, as determined by Washington DECA Executive Director or the Executive Director's designee in their sole discretion, demonstrates unprofessional and/or unethical behavior, or misrepresents the organization in any way. Failing to follow through on state officer commitments and directives, including meeting attendance, conference attendance, and fulfilling the Program of Leadership and related responsibilities, shall also constitute a violation of this Section 14.

Delegates: By signing the Washington DECA Delegate Permission, Release, and Code of Conduct Form A, I confirm that I have read and agree to abide by the Washington DECA Code of Conduct.

State Officers: I understand that as a Washington DECA state officer, violation of the Code of Conduct will result in resignation from office and the penalty of reimbursing Washington DECA for the money spent on training and other officer activities throughout the year.