

C O N T E N T S

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Board Policy No. 9100

NEW CONSTRUCTION

Planning, Establishing Goals and Determining Facility Needs

The Board of Directors believes that systematic long-range planning, establishing goals and determining needs are essential prerequisites to effectively locating and developing new facilities in the Evergreen School District. The Board acknowledges the interdependent relationship between school and community and shall actively seek the assistance of and cooperate with appropriate state, county and city public agencies and with private developers in the planning process.

The District shall consider the following criteria in locating and acquiring sites and in developing new facilities:

- I. Locating and Acquiring Sites
 - A. Demographic, land use and socio-economic data shall be collected, analyzed and updated as appropriate.
 - B. The neighborhood environment shall be compatible with the school's function.
 - C. The site shall accommodate and encourage neighborhood park development adjacent to and part of school lands.
 - D. The site shall be easily assessable to utilities and to pedestrian and vehicular traffic.
 - E. The location of the site shall minimize busing of students.
 - F. The topography of the site and physical characteristic of the soil shall be compatible with school activities.
 - G. Land for school facilities shall be acquired or reserved prior to the development of a new area.
 - H. Private developers shall be encouraged to donate a proportional share of the cost of providing the site and completing necessary improvements.
 - I. Alternative sites within the general area chosen for a school shall be determined and evaluated before a final selection is made.

- J. Environmental impact statements shall be prepared on each site prior to construction and submitted to appropriate public agencies and interested citizens.

II. Developing New Facilities

- A. A district-wide plan for the orderly development of facilities shall be instituted and sustained.
- B. Facilities shall meet the educational goals of the community and school district.
- C. Facilities shall insure the health and safety of those using them.
- D. Facilities shall accommodate and encourage community use.
- E. State standards shall be adhered to in design and construction, with every effort being made to obtain the highest quality of construction for the dollars available.
- F. Efficient and reasonable operation and maintenance costs shall be assured.
- G. Facilities shall provide reasonable security from vandalism.
- H. Facilities shall be aesthetically pleasing, with exterior decor compatible with surrounding environment.
- I. Adequate parking for school and community use shall be provided.
- J. Existing facilities shall be remodeled and expanded to meet the changing needs of the community.

ADOPTED BY BOARD: 2/9/76

Administrative Procedure No. 9231P

Procurement of Architectural/Engineering Services

1.0 Public Announcement

- 1.1 At the beginning of each calendar year, it will be generally announced to the public our projected requirements for architectural and engineering services. This shall be done through legal notices published twice in Vancouver and Portland papers during the month of January. At this time interested firms shall be requested to submit a statement of qualifications or update their previous annual submittal.
- 1.2 From the responses to the above public announcements, a roster of interested firms will be formed for each category of services. When it becomes time for the district to select a firm(s), this list, where possible, shall be the first consideration. This district is free to request submittals from specific firms they feel are qualified or appropriate for the services required.

2.0 Selection

- 2.1 The school district shall select the firm deemed to be the most highly qualified for the proposed project. Rating of applicants will be based on the following criteria:
 - 2.11 Professional staff (number and positions, preparation and experience, length of time with firm)
 - 2.12 School related experiences (types of projects, educational specifications, relationship with SPI and other agencies)
 - 2.13 Relationship of the firm with support professionals necessary for the ultimate success of the program
 - 2.14 Record of professional and technical activities in societies and institutes necessary to maintain current state-of-the-art expertise and contribute to the betterment of standards of practice
 - 2.15 Specific personnel proposed to be assigned to the project or work
 - 2.16 References (bank, funding company, clients)
 - 2.17 Site supervision (field inspections, change orders, punch lists)

3.0 Negotiation

- 3.1 School district shall negotiate a contract with the most qualified firm for architectural/engineering services at a price which is determined to be fair and reasonable to the district.
- 3.2 If agreement cannot be reached with the highest ranked firm, negotiations with that firm shall be terminated and another firm selected to start negotiations.

AUTHORIZED BY SUPERINTENDENT: 10/26/82 /s/ Dr. Kenneth C. Schmauder

Board Policy No. 9246

NEW CONSTRUCTION

Change Orders

Whenever possible, change orders on all construction projects shall be submitted to the Board of Education for approval prior to the work being done. However, the Superintendent shall be authorized to approve change orders which require immediate approval because of their effect on expediting the construction process. Change orders, although authorized by the Superintendent, shall require formal Board approval at the next regularly scheduled meeting of the Board following such authorization.

ADOPTED BY BOARD: 2/14/78

Board Policy No. 9250

NEW CONSTRUCTION

Naming the Building

The Board of Directors shall select names of new schools from those names recommended by a temporary committee appointed jointly by the President of the Board of Directors and the Superintendent. If the recommendations are not acceptable, the President will request additional recommended names from the committee.

The temporary committee shall be formed no later than the time that an architect is contracted to design the school.

Following is the criteria for the name of the school:

- a. A name representative of the area or the historical significance of the area, or
- b. The name of a person who has had a significant impact on the Evergreen educational community.

ADOPTED BY BOARD: 10/14/74

REVISED: 10/25/82

Administrative Procedure No. 9250P

NEW CONSTRUCTION

Naming the Building

- 1.0 The President of the Board of Directors and the Superintendent shall each appoint three members of a temporary committee to secure name suggestions from patrons of the Evergreen School District. Members of the committee shall include two citizens, one board member, one administrator, two teachers, one student, and such other members as the President of the Board and the Superintendent deem appropriate.
- 2.0 The committee shall submit a list of three recommended names to the Board of Directors. Such names are to be based upon the criteria established in Board Policy 9250.
- 3.0 The temporary committee shall act only in an advisory capacity and shall be dissolved after the selection of the school name.

AUTHORIZED BY THE SUPERINTENDENT: 10/14/74

REVISED BY THE SUPERINTENDENT: 10/26/82 /s/ Dr. Kenneth C. Schmauder

Board Policy No. 9280

State Environmental Policy Act Compliance (SEPA)

The Board of Directors recognizes its obligation to give appropriate consideration to environmental values in any decision making or action it proposes to take.

The State Environmental Policy Act Compliance (SEPA) and the rules adopted by the Council of Environmental Policy, effective October 1, 1984, require all local agencies of government, including school districts, to adopt their own set of policies and rules governing the implementation of said act consistent with the rules. Accordingly, the Board of Directors adopts the "SEPA Rules" established by Chapter 197-11 of the Washington Administrative Code and directs the Superintendent to issue such regulations as may be required to implement the rules.

Legal References: RCW 43.21C.080
 WAC 197-11-700 through 799

ADOPTED BY BOARD: 7/12/76
REVISED BY BOARD: 5/8/78
REVISED BY BOARD: 10/8/84

Administrative Procedure No. 9280P

State Environmental Policy Act Compliance

1.0 Policies and Authorities

1.1 The Evergreen School District No. 114, Clark County, Washington, hereby adopts as regulations policies of the State Environmental Policy Act as expressed in RCW 43.21C.110 and RCW 43.21C.020 in implementation of School District Policy 9280.

1.2 The district possesses the authority to deny or condition actions so as to mitigate or prevent adverse environmental impacts. This authority applies to all district activities including actions as defined in this ordinance, as well as activities which are categorically exempted or excluded from the definition of action, whether or not such activities are considered to be ministerial in nature.

2.0 Adoption by Reference:

The district hereby adopts by reference the following sections or subsections of Chapter 197-11 of the Washington Administrative Code:

- WAC 197-11-040: Definitions
 - 050: Lead agency
 - 055: Timing of the SEPA process
 - 060: Content of environmental review
 - 070: Limitations on actions during SEPA process
 - 080: Incomplete or unavailable information
 - 090: Supporting documents
 - 100: Information required of applicants
 - 300: Purpose of this part
 - 305: Categorical exemptions
 - 310: Threshold determination required
 - 315: Environmental checklist
 - 330: Threshold determination process
 - 335: Additional information
 - 340: Determination of nonsignificance (DNS)
 - 350: Mitigated DNS
 - 360: Determination of significance (DS)/initiation of scoping
 - 390: Effect of threshold determination

- 400: Purpose of EIS
- 402: General requirements
- 405: EIS types
- 406: EIS timing
- 408: Scoping
- 410: Expanded scoping (optional)
- 420: EIS preparation
- 425: Style and size
- 430: Format
- 435: Cover letter or memo
- 440: EIS contents
- 442: Contents of EIS on nonproject proposals
- 443: EIS contents when prior nonproject EIS
- 444: Elements of the environment
- 455: Issuance of DEIS
- 460: Issuance of FEIS
- 500: Purpose of this part
- 502: Inviting comment
- 510: Public notice
- 535: Public hearings and meetings
- 545: Effect of no comment
- 550: Specificity of comments
- 560: FEIS response to comments
- 570: Consulted agency costs to assist lead agency
- 600: When to use existing environmental documents
- 610: Use of NEPA documents
- 620: Supplemental environmental impact statement - procedures
- 625: Addenda - procedures
- 630: Adoption - procedures
- 635: Incorporation by reference - procedures
- 640: Combining documents
- 650: Purpose of this part
- 655: Implementation
- 660: Substantive authority and mitigation
- 680: Appeals
- 700: Definitions
- 702: Act
- 704: Action
- 706: Addendum
- 708: Adoption
- 710: Affected tribe
- 712: Affecting

714: Agency
716: Applicant
718: Built environment
720: Categorical exemption
722: Consolidated appeal
724: Consulted agency
726: Cost-benefit analysis
728: County/city
730: Decisionmaker
732: Department
734: Determination of nonsignificance (DNS)
736: Determination of significance (DS)
738: EIS
740: Environment
742: Environmental checklist
744: Environmental document
746: Environmental review
748: Environmentally sensitive area
750: Expanded scoping
752: Impacts
754: Incorporation by reference
756: Lands covered by water
758: Lead agency
760: License
762: Local agency
764: Major action
766: Mitigated DNS
768: Mitigation
770: Natural environment
772: NEPA
774: Nonproject
776: Phased review
778: Preparation
780: Private project
782: Probable
784: Proposal
786: Reasonable alternative
788: Reasonable official
790: SEPA
792: Scope
793: Scoping
794: Significant
796: State agency
797: Threshold determination
799: Underlying governmental action

- 800: Categorical exemptions
- 904: Agency SEPA procedures
- 906: Content and consistency of agency procedures
- 910: Designation of responsible official
- 912: Procedures on consulted agencies
- 914: SEPA fees and costs
- 916: Application to ongoing actions
- 918: Lack of agency procedures
- 920: Agencies with environmental expertise
- 922: Lead agency rules
- 924: Determining the lead agency
- 926: Lead agency for governmental proposals
- 928: Lead agency for public and private proposals
- 938: Lead agencies for specific proposals
- 942: Agreements on lead agency status
- 944: Agreements on division of lead agency duties
- 946: DOE resolution of lead agency disputes
- 948: Assumption of lead agency status
- 955: Effective date
- 960: Environmental checklist
- 965: Adoption notice
- 970: Determination of nonsignificance (DNS)
- 980: Determination of significance and scoping notice (DS)
- 985: Notice of assumption of lead agency status
- 990: Notice of action

3.0 Additional Definitions

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

- 3.1 District. District means the Evergreen School District No. 114, Clark County, State of Washington.
- 3.2 SEPA Rules. SEPA Rules means WAC Chapter 197-11 adopted by the Council on Environmental Policy.

4.0 Time Limits Applicable to the SEPA Process:

The following time limits (expressed in calendar days) shall apply to the processing of all private projects and to those governmental proposals submitted to this district by other agencies:

4.1 Threshold Determinations:

- 4.11 For proposals for which the district is the lead agency, threshold determinations should normally be completed within 15 days.
- 4.12 Threshold determinations requiring further consultation with other agencies with jurisdiction should be completed within 15 days of receiving the requested information from the consulted agency; requests by the district for such further information should be made within 15 days of the submission of an adequate application and completed checklist; when a request for further information is submitted to a consulted agency, the district shall wait a maximum of 30 days for the consulted agency to respond.
- 4.13 Threshold determinations which require that further studies, including field investigations, be initiated by the district should be completed within 30 days of submission of an adequate application and the completed checklist.
- 4.14 The time limits set forth in this subsection shall not apply to withdrawals of affirmative and negative threshold determinations where such withdrawals are made according to WAC 197-11-340, 360.

5.0 Threshold Determination Appeal Procedures:

- 5.1 In the event that the threshold determination results in an appeal within 30 calendar days from listing the appropriate register, the responsible official shall review his/her decision with particular emphasis on the areas of appeal. He/she may request further information of the applicant. The decision of the responsible official shall be in writing with copies to the project file, the applicant, and each protestant. (WAC 197-11-680)
- 5.2 The responsible official should attempt to act upon the appeal within one week of receipt. If more time is required, the applicant should be advised in writing of the anticipated schedule. (WAC 197-11-680)

6.0 Environmentally Sensitive Areas:

- 6.1 In its actions, the district shall respect "environmentally sensitive areas" and their modified exemption criteria which have been adopted and displayed by local governments pursuant to WAC 197-11-908.
- 6.2 Major actions which shall be located wholly or partially within an environmentally sensitive area are to be treated no differently than other major actions under these guidelines. A threshold determination shall be made for all such actions, and an EIS shall not be automatically required for a proposal merely because it is proposed for location in an environmentally sensitive area.

7.0 Use of Exemptions:

- 7.1 If a proposal includes a series of actions, physically or functionally related to each other, some of which are exempt and some of which are not, the proposal is not exempt.
- 7.2 If the proposal includes a series of exempt actions which are physically or functionally related to each other, but which together may have a significant environmental impact, the proposal is not exempt.
- 7.3 If it is determined that a proposal is exempt, none of the procedural requirements of these guidelines apply to the proposal. No environmental checklist shall be required for an exempt proposal.
- 7.4 To determine whether or not a proposal is exempt, the district shall ascertain the total scope of the proposal and the governmental licenses required. If a proposal includes a series of actions, physically or functionally related to each other, some of which are exempt and some of which are not, the proposal is not exempt. For any such proposal, the lead agency shall be determined, even if the license application which triggers the district's consideration is otherwise exempt. If the lead agency is the district, then the responsible official shall be designated.
- 7.5 If a proposal includes both exempt and nonexempt actions, exempt actions may be authorized with respect to the proposal prior to compliance with the procedural requirements of these guidelines subject to the following limitations:
 - 7.51 No major action (nonexempt action) shall be authorized;
 - 7.52 No action shall be authorized which shall irrevocably commit the district to approve or authorize a major action;
 - 7.53 The district may withhold approval of an exempt action which would lead to modification of the physical environment, when such modifications would serve no purpose if later approval of a major action is not secured; and
 - 7.54 The district may withhold approval of exempt actions which would lead to substantial financial expenditures by a private applicant which would serve no purpose if later approval of a major action is not secured.

8.0 Lead Agency Determination and Responsibilities:

- 8.1 The district, upon receiving or initiating a proposal, any portion of which involves a major action, shall determine the lead agency for that proposal pursuant to the criteria set forth in section WAC 197-11-924 through -944, using the procedures of WAC 197-11-926 through -944. This determination shall be made for each proposal involving a major action unless the lead agency has been previously determined or the district is aware that another agency is in the process of determining the lead agency. The lead agency shall be the agency with main responsibility for complying with SEPA's procedural requirements and shall be the only agency responsible for the threshold determination and the preparation and content of environmental impact statements.
 - 8.2 In those instances in which the district is the lead agency, the responsible official of the district shall supervise compliance with the threshold determination, and if an EIS is necessary, shall supervise preparation of the draft and final EIS.
 - 8.3 In those instances in which the district is not the lead agency under the criteria of WAC 197-11-924 through -944, all departments of the district, subject to the limitations of WAC 197-11-390, and -600, shall utilize and consider as appropriate either the declaration of nonsignificance or the final EIS if the lead agency in conjunction with the decisions of the district on the proposal. In such instances, the district shall not prepare or require preparation of a declaration of nonsignificance or EIS in addition to that prepared by the lead agency.
 - 8.4 In the event that the district receives a lead agency determination made by another agency which does not appear to be in accord with the criteria of WAC 197-11-924 through -944, it may object. Any such objection must be made and resolved within 15 days of receipt of the determination, or the district must petition DOE for a lead agency determination pursuant to WAC 197-11-946 within the 15 day time period. Any such petition on behalf of the district shall be initiated by the responsible official or his/her designee.
- 9.0 Environmental Checklist:
- 9.1 Except as provided in WAC 197-11-340, a completed environmental checklist, or a copy, substantially in the form provided in WAC 197-11-960 shall be filed at the same time as an application for a permit, license, certificate or other entitlement for use not specifically exempted. This checklist shall be the basis for a determination by the district as to lead agency status and, if the district is determined to be the lead agency, then for the threshold determination.
 - 9.2 For all proposals for which the district is the lead agency, the responsible official of the district shall make the threshold determination pursuant to the criteria and procedures of WAC 197-11-300 through -360.

10.0 Preparation of EIS:

- 10.1 The draft and final EIS shall be prepared either by the responsible official or his/her designee or by a private applicant or a consultant retained by the private applicant. In the event the responsible official determines that the applicant shall be required to prepare an EIS, the applicant shall be so notified immediately after completion of the threshold determination.
- 10.2 In the event that an EIS is to be prepared by a private applicant or a consultant retained by the private applicant, the responsible official shall assure that the EIS is prepared in a responsible manner and with appropriate methodology. The responsible official shall direct the areas of research and examination to be undertaken, as well as the organization of the resulting document.
- 10.3 In the event that the responsible official or his/her designee is preparing an EIS, the responsible official may require a private applicant to provide data and information which is not in the possession of the district relevant to any or all areas to be covered by the EIS.
- 10.4 No matter who participates in the preparation of an EIS, it must be approved by the responsible official prior to distribution.

11.0 Additional Elements to be Covered in an EIS:

The following additional elements are part of the environment for the purpose of EIS content but do not add to the criteria for threshold determinations or perform any other function or purpose under these rules:

- 11.1 Employment
- 11.2 Economy
- 11.3 Tax base
- 11.4 Cultural factors
- 11.5 Quality of life
- 11.6 Neighborhood cohesion, and
- 11.7 Sociological factors

12.0 Designation of Official to Perform Consulted Agency Responsibilities for the District:

- 12.1 The superintendent or his designee shall be responsible for the preparation of the written comments for the district in response to a consultation request prior to a threshold determination, participation in predraft consultation, or reviewing a draft EIS.
- 12.2 The official designated in paragraph 1 shall be responsible for compliance by the district with WAC 197-11-400 through -460 wherever the district is a consulted agency, and he/she is authorized to develop operating procedures which will

ensure that responses to consultation requests are prepared in a timely fashion and include data from all appropriate departments of the district.

13.0 Designation of Responsible Official:

13.1 For those proposals for which the district is the lead agency, the responsible official shall be the superintendent or his/her designee.

13.2 The responsible official shall make the threshold determination, supervise preparation of any required EIS and perform any other functions assigned to the "lead agency."

14.0 Fees:

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

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

15.0 Notice/Statute of Limitations:

15.1 The district may publish notice of action pursuant to RCW 43.21C.080 for any action.

15.2 The form of the notice shall be as prescribed by the Department of Ecology and/or substantially in the form and manner set forth in RCW 43.21C.080. The notice shall be published by the district clerk, applicant or proponent pursuant to RCW 43.21C.080.

16.0 Severability:

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

17.0 Effective Date:

These guidelines shall become effective on October 1, 1984.

AUTHORIZED BY SUPERINTENDENT: 7/12/76

REVISED BY SUPERINTENDENT: 5/8/78

REVISED BY SUPERINTENDENT: 10/9/84 /s/ Kenneth C. Schmauder

Administrative Procedure No. 9300P

Maintenance of Plant and Instructional Equipment

- 1.0 All building maintenance repairs shall be charged to the Maintenance and Operation budget account.
 - 1.1 Repairs of the physical plant include heating, plumbing, ventilating, mechanical and electrical work to help keep buildings and grounds at their original condition of completeness or efficiency. Also included are lockers, cabinets and shelves which are built into the building.
- 2.0 All instructional equipment repairs shall be charged to the building budget accounts.
 - 2.1 All repairs of instructional equipment include any devices used for teaching and learning purposes or any devices that deal directly with the teaching of pupils.
- 3.0 When a maintenance request is forwarded to the maintenance department, the following procedure will be followed:
 - 3.1 The maintenance department will complete the repair.
 - 3.2 The maintenance department will determine the proper budget account to charge the repair.
 - 3.3 Disagreements will be resolved concerning the proper account after the repair is completed.
 - 3.4 Concerns or questions about the appropriate source of funding will be decided by forwarding to the Assistant to Superintendent/Support Services or Assistant to Superintendent/Instruction who will jointly determine a recommendation.
 - 3.5 This recommendation will be the final decision.

AUTHORIZED BY SUPERINTENDENT: 1/15/79 /s/ Dr. Kenneth C. Schmauder

Board Policy No. 9310

Safety Program

The Board of Directors recognizes the need and responsibility to maintain a high standard of safety throughout all operations of the Evergreen School District and to eliminate conditions which are unsafe or hazardous to health. The Board believes that the prevention of occupational injury or illness should be given top priority at all times.

The Superintendent or his designee shall assume responsibility to initiate and maintain a complete accident prevention and safety training program. Each employee shall be responsible for his own safety, those of his/her coworkers, as well as any employees under his/her supervision. It shall be the responsibility of each employee to report to the appropriate supervisor any condition which is hazardous. By accepting mutual responsibility to operate safely, each employee will contribute to the well being of his/her coworkers.

ADOPTED BY BOARD: 9/9/85

Board Policy No. 9325

Vandalism/Damage and Destruction of School Property

When reasonable effort by school authorities fails to secure financial restitution for damage to or loss of school property due to vandalism or theft, the school district shall institute civil proceedings against the parents of minors apprehended in such cases. Civil proceeding shall be in accordance with RCW 4.24.190 - Parental Responsibility Act.

ADOPTED BY BOARD: 4/14/75

Administrative Procedure No. 9325P

Vandalism/Damage and Destruction of School Property

- 1.0 In the event of damage or loss to school property, the building principal or administrator-in-charge shall be responsible for conducting a preliminary investigation for the purpose of assessing the proximate cause of damage or loss and for identifying person(s) responsible.
- 2.0 After completing his investigation, the building principal or administrator-in-charge shall prepare a report on the forms provided and submit the original to the director of facilities.
- 3.0 In all cases of accidental or unintentional loss or damage, the building principal or administrator-in-charge will seek appropriate restitution from the student or his parents. Such recovered funds shall be promptly transmitted to the school district business office.
- 4.0 Whenever investigation indicates that damage or loss of school property may be due to willful destruction or theft, the building principal or administrator-in-charge will notify immediately the director of facilities and will report promptly the acts of vandalism to the Clark County Sheriff.
 - 4.1 In cases of willful destruction or theft, the principal or administrator-in-charge shall seek to obtain financial restitution from the student and/or his parents.
- 5.0 In all cases where reasonable efforts to obtain financial restitution have been unsuccessful, the director of facilities shall make one final attempt through informal procedures and contacts with the student and/or his parents.
- 6.0 The director of facilities shall refer all cases in which students or parents refuse to make financial restitution to the assistant superintendent for support services with a request that he institute civil proceedings.
- 7.0 The assistant superintendent for support services shall refer the case file to the school district's counsel, who will determine if the evidence warrants civil proceedings.
 - 7.1 Prior to instituting civil proceeds the assistant superintendent for support services will inform the Chairman of the Board and the Superintendent.

APPROVED: 4/14/75