

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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BULLETIN NO. 050-20 LEARNING AND TEACHING

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
High School Principals

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Associated Student Body (ASB) and Extracurricular Activities:
New Reporting Requirements for High Schools

CONTACT: Ken Turner, Health and Physical Education Program Supervisor
360-725-4977, ken.turner@k12.wa.us

PURPOSE

This bulletin notifies school districts of new requirements related to Associated Student Body (ASB) fee policies and the participation of students who are low-income in extracurricular activities.

BACKGROUND

Extracurricular activities, including school-based athletic programs and other optional noncredit school clubs, are an important part of enriching a student's educational experience. The Legislature finds that student fees associated with obtaining Associated Student Body (ASB) cards and participating in extracurricular activities may create barriers to participation, especially for students who are low-income.

In 2020, the Legislature passed [House Bill 1660](#) – *Relating to the participation of students who are low-income in extracurricular activities*. This bill aims to increase participation in extracurricular activities by:

- Creating equitable access to extracurricular opportunities that improve academic, social, and emotional outcomes;
- Collecting and analyzing data; and
- Addressing barriers to extracurricular activities, such as ASB fees.

NEW REQUIREMENTS

House Bill 1660 established annual goals for student possession of ASB cards. Each year, it is the goal of the state that:

- 50% of students possess an ASB card in high schools that require an ASB card for participation in clubs only; and
- 70% of students possess an ASB card in high schools that require an ASB card for participation in school clubs and school-based athletics.

The new law also requires school districts to calculate the opportunity gaps between students who are eligible for free or reduced-price meals and students who are not, and to work toward closing those gaps, as described below.

POLICY AND REGULATIONS FOR WAIVING FEES

All school districts who collect fees for extracurricular activities are required to have a policy and regulations in place for waiving and reducing such fees ([RCW 28A.325.010](#)). Under the new law, school districts who charge a fee for attendance at or participation in any optional, noncredit extracurricular event must adopt a policy for waiving all fees for students who are eligible for free or reduced-price meals. The policy and regulations must also include how the district will reduce fees for students' family members and nonstudents over the age of 65, who by reason of their income, may be unable to pay the fees to attend or participate in any optional noncredit extracurricular district event which is of a cultural, social, recreational, or athletic nature.

The process for charging and collecting ASB card fees, school-based athletic program fees, optional noncredit school club fees, and other fees from students in grades 9–12 must be the same for all students, regardless of their free or reduced-price meal eligibility. The fee waivers must be automatically applied, where applicable.

CALCULATING THE OPPORTUNITY GAPS

To calculate the opportunity gap for possession of ASB cards, subtract the percentage of high school students who are low-income and who possess an ASB card from the percentage of high school students who are not low-income and who possess an ASB card.

To calculate the opportunity gap for athletic program participation, subtract the percentage of high school students who are low-income (defined as the percentage of high school students who are eligible for free or reduced-price meals) and who participated in an athletic program from the percentage of high school students who are not low-income and who participated in an athletic program.

Opportunity gap goals:

- During the 2020–21 school year, the opportunity gap must be 20 or fewer percentage points

- During the 2021–22 school year, the opportunity gap must be 16 or fewer percentage points
- During the 2022–23 school year, the opportunity gap must be 12 or fewer percentage points
- During the 2023–24 school year, the opportunity gap must be 8 or fewer percentage points
- During the 2024–25 school year, the opportunity gap must be 5 or fewer percentage points

EXTRACURRICULAR ACTIVITY OPPORTUNITY GAP REDUCTION PLAN

Beginning June 1, 2021 and annually thereafter, school districts with high schools who do not meet or exceed the goals identified above must develop, submit, and implement an Extracurricular Activity Opportunity Gap Reduction Plan.

OSPI will provide additional guidance for how to format and submit district plans in September 2020.

DATA COLLECTION AND REPORTING

Beginning April 1, 2021 and annually thereafter, school districts must collect and report the following data to the Associated Student Body executive board:

- a) The total number of high school students and the number of high school students who are low-income.
- b) The purchase amount of an ASB card for high school students.
- c) The discounted purchase amount of an ASB card for high school students who are low-income.
- d) Athletic program participation fees and any discounted fees for high school students who are low-income.
- e) The number of high school students who possess an ASB card and the number of high school students who are both low-income and possess an ASB card.
- f) The number of high school students participating in an athletic program and the number of high school students who are both low-income and participate in an athletic program.
- g) The opportunity gap in student possession of an ASB card.
- h) The opportunity gap in athletic program participation.
- i) Whether the school district has met the opportunity gap goals described by the Legislature.

Data must be separated by each high school individually and must include at least two weeks of data from the beginning of the spring athletics season.

Beginning April 15, 2021 and annually thereafter, school districts must collect data elements a–i (listed above) and publish the elements to their website, as outlined in [RCW 28A.325.050](#).

The Extracurricular Activity Opportunity Gap Reduction Plan must be posted annually by June 1, if required.

Further instructions, including data collection templates, will be posted on OSPI's [Associated Student Body \(ASB\) Reporting Requirements](#) website by September 2020.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Ken Turner, Health and Physical Education Program Supervisor, at 360-725-4977 or email ken.turner@k12.wa.us. OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Kathe Taylor, Ph.D.
Assistant Superintendent
Learning and Teaching

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