PRESTON SCHOOL DISTRICT #201

Board of Education

Regular Meeting - August 19, 2026, 6:00 PM
105 East 2nd South
Preston, ID 83263

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approve/Amend Agenda - Action Item**
4. **Consent Agenda - Action Item**
   A. **Minutes of Regular Board Meeting - July 15, 2026**
   B. **Financial Summary - July 2026**
   C. **Monthly Expenditures - July 2026**
   D. **Personnel Report - July 2026**
5. **Public Requests to Address the Board -** **Stakeholders may request to address the Board in open meeting by filling out the online request form at https://psd201.org/en-us/meeting-minutes-agenda-691ac9e8 or signing a public comment form available at the meeting location and giving it to the clerk before the meeting begins.**
6. **Informational Items**
   A. **Superintendent Report**
      - Financial Inquiry
      - Disposal of Auditorium Lights
      - Disposal of 1999 Chevy Pickup
7. **Action Items**
      - Textbooks for Dual Enrollment Courses
8. **Policy - Action Item**
   A. **Policy 1st Reading**
      - Policy 5295 - Professional Employee Representation for Purposes of Negotiations
      - Policy 5296 - Limits on Local Education Association Activities
      - Policy 5325 - Employee Use of Social Media Sites, Including Personal Site
      - Policy 5750 - Employing Retired Teachers and Administrators
      - Policy 5900 - Prohibition on Staff Support of Social Transitions
      - Policy 6000 - Goals - Administration
      - Policy 6100 - Superintendent
      - Policy 6200 - District Organization
      - Policy 6300 - Duties and Qualifications of Administrative Staff Other Than Superintendent
      - Policy 6310 - Employment Restrictions for Administrative Personnel
      - Policy 6320 - Evaluation of Administrative Staff
      - Policy 6330 - Professional Growth and Development
      - Policy 6400 - Principals
      - Policy 3000 - Student Guiding Principles
      - Policy 3005 - Entrance, Placement and Transfer
      - Policy 3010 - Open Enrollment
      - Policy 3070 - Students of Legal Age

- Policy 3255 - Student Dress
- Policy 3265 - Student Owned Electronic Communication Devices
- Policy 3270 - District-Provided Access to Electronic Information, Services and Networks
- Policy 3295 - Hazing, Harassment, Intimidation, Bullying and Inappropriate Online Behavior
- Policy 3297 - Names, Pronouns and Titles
- Policy 3330 - Student Discipline
- Policy 3331 - Weapons at School
- Policy 3440 - Student Fees, Fines and Charges/Return of Property
- Policy 3500 - Student Health/Physical Screenings/Examinations
- Policy 3516 - District Provided Epinephrine
- Policy 3518 - Treatment of Opioid Overdoses
- Policy 3525 - Immunization Requirements
- Policy 3540 - Emergency Treatment
- Policy 3570 - Student Records
- Policy 7310 - Advertising in Schools/Revenue Enhancement

B. **Policy 2nd Reading**

- Policy 5310- Tobacco Free Policy
- Policy 5320- Drug and Alcohol Free Workplace
- Policy 5330- Employee Electronic Mail and Online Services Usage
- Policy 5340- Evaluation of Certificated Personnel
- Policy 5350- Certified Personnel Resignation (Release from Contract)
- Policy 5360- Staff Dress and Appearance
- Policy 5370- Nonschool Employment by Professional Staff Members
- Policy 5380- Professional Research and Publishing
- Policy 5390- Employment Referrals and Prevention of Sexual Abuse
- Policy 5395- Whistleblowing
- Policy 5405- Proof of Illness for Sick Leave
- Policy 5412- Jury Duty
- Policy 5413- Witness for Court Appearance Leave
- Policy 5420- Longterm Illness Temporary Disability
- Policy 5430- Insurance Benefits for Employees/Trustees
- Policy 5460- Worker's Compensation Benefits
- Policy 5470- Leaves of Absence Military Leave
- Policy 5500- Personnel Records
- Policy 5600- Staff Health
- Policy 5610- Prevention of Disease Transmission
- Policy 5620- Saftey Management Program and District Personnel
- Policy 5700- Substitutes
- Policy 5710- Paraprofessionals, Teachers' Aides, and Para-Educators
- Policy 5725- Private Service Providers/Consultants
- Policy 5740- Reduction in Force
- Policy 5751- Employing Retired School Resource Officers and Bus Drivers
- Policy 5800- Classified Employment, Assignment and Grievance
- Policy 5810- Compensatory Time and Overtime/Classified Employees

- Policy 5815- Employee Compensation
- Policy 5820- Evaluation of Non-Certificated Staff
- Policy 5825- Evaluation of School Bus Drivers
- Policy 5830- Drug and Alcohol Testing for Drivers

C. **Rescind Policies**

9. **Executive Session -** **Pursuant to Idaho Code 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student**
    - Employee B Contract
10. **Resume Open Session - Action Item**
11. **Board Meeting Summary and Assignment Review**
12. **Adjourn**

Preston Joint School District #201
Board of Education

Regular Meeting

Wednesday, July 15, 2026
7:00 PM

District Office
105 East 2nd South
Preston, ID 83263

Mason Jensen (Zone 3 Trustee):	Present
Chris Jones (Zone 4 Trustee):	Present
Geniel Lyons (Zone 2 Trustee):	Present
Launa Moser (Zone 1 Trustee):	Present
Rachel Randall (Zone 5 Trustee):	Present

1. Call to Order
   Meeting called to order by Chairman Chris Jones.
2. Pledge of Allegiance
   After the Pledge of Allegiance, Chairman Chris Jones notified the public that next month board meetings would start being held at 6:00pm instead of 7:00pm. It will be updated on the District website.
3. Approve/Amend Agenda - Action Item
   Motion to approve the agenda. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.
   Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
   Yea: 5, Nay: 0
4. Consent Agenda - Action Item
   Move to approve the consent agenda as presented. This motion, made by Mason Jensen (Zone 3 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.
   Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
   Yea: 5, Nay: 0
   4.A. Minutes of Regular Board Meeting - June 17, 2026
   4.B. Financial Summary - June 2026
   4.C. Monthly Expenditures - June 2026
   4.D. Personnel Report - June 2026
5. Reports - Communication/Follow-up
   Superintendent Thomas had been asked to follow-up with the teachers that spoke last month. He met with each of them individually or spoke to them by phone. He will also be sharing more about Portrait of a Graduate throughout the year.
6. Public Requests to Address the Board - Stakeholders may request to address the Board in open meeting by filling out the online request form at https://psd201.org/en-us/meeting-minutes-agenda-691ac9e8 or signing a public comment form available at the meeting location and giving it to the clerk before the meeting begins.
   No requests for public comment were received.
7. Informational Items
   7.A. Booster Club

Amy Burbank, Preston Booster Club, President, presented to the board who is on the committee and each of their roles. Ryan Harris, Vice President; Jamie Holyoak, Treasurer; Channing Hemsley, Secretary; and Tiffany Moosman, Publicity Chair. They officially finalized their bylaws in January 2026 and meet the first Monday of each month. Their purpose is to raise funds, build community involvement and support athletic programs with projects that improve facilities and resources. Athletics are an important part of Franklin County and many community members want to give back to the school and help create lasting opportunities for students. Some of the items on their list to fundraise for are lights on the baseball, softball and soccer fields. This would allow our students to miss less class time by starting home games later instead of during school hours.

7.B. Superintendent Report

Superintendent Thomas notified the board that the District office would be disposing of an old Kyoceria copier that no longer functions. The company that we purchased our new copier from will recycle the Kyoceria.

He also updated them that we still have not heard back from the IRS on our financial inquiry.

Mr. Thomas, along with the other administrators in the District, will be attending the IASA conference being held in Boise on August 3rd and 4th. August 17th is when all the certified staff will be back working, and he is going to start off by having them meet and introduce the book 7 Steps to a Language-Rich, Interactive Classroom which will be used in the District for professional development this coming school year.

7.C. PACE Guide

The PACE guide is more of a working procedure for athletics, but Dr. Garner brought it before the board to be aware of the procedures that have been added for clarification on situations that the public has/will/or could have questions about. He reviews it with coaches at the start of each year. One example is, if a team is traveling with 12 or less players, they should try to take a school van. This will help significantly with transportation expenses. Racheal Randall asked if coaches could drive the van or if it would still need a bus driver. Answer- coaches could drive it. The transportation department provides training for all employees who will be driving school vans. Launa Moser asked about passenger and equipment capacity. We have both 12 and 15 passenger vans. The newer vans have quite a bit of cargo room in the back.

8. Action Items

8.A. Approved Communication Apps

A new law was passed about communication between students/players and teachers/coaches. Personal texts should not be used. The school board has to approve ways of communication. The approved apps will have an administrator from the District over them.

Motion to approve the communication apps Preston School District App, PowerSchool, Google Classroom, Canvas, Huddle, Band, Remind and GroupMe. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Mason Jensen (Zone 3 Trustee), Carried. Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea

Yea: 5, Nay: 0

8.B. 2026-2027 Handbooks

The Pioneer, Oakwood and PHS Handbooks have been updated since last month to include the Moment of Silence required by law that went into effect July 1, 2026. Launa Moser had a question on the employee handbook page 15 where employees have until June instead of March to use personal leave and the excess above 6 and when it will be paid out. It will be paid out in June.

Motion to approve the handbooks and policies for the Pioneer, Oakwood, PJH, PHS, FCHS and Employee Handbook. This motion, made by Mason Jensen (Zone 3 Trustee) and

seconded by Rachel Randall (Zone 5 Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

9. Policy - Action Item

9.A. Floor/Field Sponsorship Logo Discussion

ISBA Policy 7310 gives us a beginning point to compare to our current policy. The policy committee wants more guidance on what we really want as a District. We would like to have more conversation and parameters before we recommend a policy, possibly a work session for policy. Discussion was had about putting it out for bid to put a logo on the field/floor and length of time. Launa Moser felt it is important to have coaches input to make sure they are okay with logos on field/floor. We need parameters and how do we come up with those arbitrary numbers. Current policy 1044 says this has to come to the board for approval. We may need to amend policy 1044 as we look at ISBA policy 7310. It was decided that a work session might be beneficial.

9.B. Policy 1st Reading

Discussion on policies — Policy 5430 - Remove the word Trustees in the name and remove the 3rd paragraph referencing trustees, Policy 5500 - Why did we remove #6 Parental Input Materials, If it gets to that point the supervisor will have something written. Parent comments don't go in the permanent personnel folder. Policy 5700 - Change the a to an in the 3rd and 4th paragraph, Policy 5815 - put a period after the wording 12 month period and delete the rest of the sentence

I make a motion that we move Policy 5310, 5320, 5330, 5340, 5350, 5360, 5370, 5380, 5390, 5395, 5405, 5412, 5413, 5420, 5430, 5460, 5470, 5500, 5600, 5610, 5620, 5700, 5710, 5725, 5740, 5751, 5800, 5810, 5815, 5820, 5825 and 5830 to a 2nd reading, with the changes attached and the changes to 5730, 5700 and 5815 as discussed. This motion, made by Mason Jensen (Zone 3 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

9.C. Policy 2nd Reading

Policies 5210, 5260 and 5265 have had changes since the first reading due to ISBA updates. Discussion Policy 5210 - the first paragraph under classified employees has an extra "of" in the 1st sentence that needs to be deleted. In the last paragraph add the word "been" before specifically and "by their supervisor" at the end of the sentence. Policy 5265- the question was asked about if the requirement to report to the State Department of Education no longer applies since it was stricken to be removed. This is an ISBA update so we assume it is no longer a requirement. The policy committee recommends these be moved to board policy.

Motion to move the following policies 5105, 5107, 5120, 5125, 5130, 5200, 5205, 5210, 5220, 5230, 5235, 5240, 5250, 5260, 5265, 5270, 5275, 5280, 5285, 5290 and 3085 with the 2 proposed changes to policy 5210 to board policy. This motion, made by Rachel Randall (Zone 5 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

9.D. Policy 3rd Reading

Policy Committee recommends these be moved to board policy. There are some ISBA updates included since the 2nd reading.

I make a motion to move policy 5000, 5100, 5110, 5400, 5410, 5450 to board policy. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Mason Jensen (Zone 3

Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

9.E. Rescind Policies

I make a motion to rescind policies 400, 400.1, 402, 407.5, 477, 478, 407, 480, 444, 460, 290, 400.5, 409.5, 430, 461, 441, 401, 414, 423, 476, 406, 442. This motion, made by Geniel Lyons (Zone 2 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

10. Board Meeting Summary and Assignment Review

    Reminder that board meetings will now be held at 6:00pm and we might have a work meeting before next board meeting at 5.

11. Adjourn

    Meeting adjourned at 8:11pm

Move to adjourn the meeting. This motion, made by Mason Jensen (Zone 3 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 100	**GENERAL FUND (M&O) FUND**			
Current Assets				
100 111000	PETTY CASH-GENERAL FUND	205.59	0.00	205.59
100 111100	Cash in Bank	(887,811.18)	1,245,959.83	358,148.65
100 111400	ZIONS BANK ACCOUNT - #4410	1,195,476.37	0.00	1,195,476.37
100 112100	STATE TREAS - GENERAL FUND	11,941,306.13	(3,000,000.00)	8,941,306.13
	Current Assets Subtotal:	12,249,176.91	(1,754,040.17)	10,495,136.74
Other Assets				
100 113000	TAXES RECEIVABLE - GENERAL FUND	18,490.69	0.00	18,490.69
100 114100	STATE SUPPORT RECEIVABLE	260,748.24	0.00	260,748.24
100 161100	Less: Revenue Received	0.00	(34,033.47)	(34,033.47)
100 161300	Budgeted Revenue	0.00	24,254,856.00	24,254,856.00
	Other Assets Subtotal:	279,238.93	24,220,822.53	24,500,061.46
	Total Assets and Deferred Outflows of Resources:	12,528,415.84	22,466,782.36	34,995,198.20
Current Liabilities				
100 217100	SALARIES PAYABLE - GENERAL FUND	1,362,334.62	0.00	1,362,334.62
100 217200	BENEFITS PAYABLE - GENERAL FUND	280,653.46	0.00	280,653.46
100 218101	FIT PAYABLE	0.00	0.00	0.00
100 218102	STATE PAYABLE	0.00	0.00	0.00
100 218103	FICA PAYABLE	0.00	0.00	0.00
100 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
100 218105	INSURANCE PAYABLE	1,012.84	0.00	1,012.84
100 218106	TSA PAYABLE	0.00	0.00	0.00
100 218108	MISC PAYABLE	2,054.24	0.00	2,054.24
100 221000	DEFERRED REVENUE - GENERAL FUND	4,786.03	0.00	4,786.03
	Current Liabilities Subtotal:	1,650,841.19	0.00	1,650,841.19
Other Liabilities				
100 223100	SALES TAX PAYABLE	(23.78)	(17.14)	(40.92)
100 261100	Less: Expenditures to Date	0.00	(1,788,056.50)	(1,788,056.50)
100 261300	Budgeted Expenditures	0.00	24,254,856.00	24,254,856.00
	Other Liabilities Subtotal:	(23.78)	22,466,782.36	22,466,758.58
Fund Balance				
100 320100	FUND BALANCE	10,877,598.43	0.00	10,877,598.43
100 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	10,877,598.43	0.00	10,877,598.43
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	12,528,415.84	22,466,782.36	34,995,198.20

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 220	**FOREST RESERVE FUND**			
Current Assets				
220 111100	Cash in Bank	254,315.05	0.00	254,315.05
	Current Assets Subtotal:	254,315.05	0.00	254,315.05
Other Assets				
220 161300	Budgeted Revenue	0.00	10,000.00	10,000.00
	Other Assets Subtotal:	0.00	10,000.00	10,000.00
	Total Assets and Deferred Outflows of Resources:	254,315.05	10,000.00	264,315.05
Other Liabilities				
220 261300	Budgeted Expenditures	0.00	10,000.00	10,000.00
	Other Liabilities Subtotal:	0.00	10,000.00	10,000.00
Fund Balance				
220 320200	Undesignated/Unreserved Fund Balance	254,315.05	0.00	254,315.05
220 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	254,315.05	0.00	254,315.05
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	254,315.05	10,000.00	264,315.05

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 238	**STUDENT ACTIVITY FUND**			
Current Assets				
238 111100 106	CASH IN BANK - OAKWOOD ELEMENTARY	9,813.75	0.00	9,813.75
238 111100 116	CASH IN BANK - PIONEER ELEMENTARY	73,533.13	0.00	73,533.13
238 111100 201	CASH IN BANK - PRESTON JUNIOR HIGH	122,331.06	0.00	122,331.06
238 111100 401	CASH IN BANK - PRESTON HIGH SCHOOL	711,857.97	0.00	711,857.97
238 111100 700	CASH IN BANK - FRANKLIN COUNTY HIGH SCHOOL	7,759.12	0.00	7,759.12
	Current Assets Subtotal:	925,295.03	0.00	925,295.03
Other Assets				
238 161300	Budgeted Revenue	0.00	995,000.00	995,000.00
	Other Assets Subtotal:	0.00	995,000.00	995,000.00
	Total Assets and Deferred Outflows of Resources:	925,295.03	995,000.00	1,920,295.03
Other Liabilities				
238 261300	Budgeted Expenditures	0.00	995,000.00	995,000.00
	Other Liabilities Subtotal:	0.00	995,000.00	995,000.00
Fund Balance				
238 320100	FUND BALANCE - STUDENT ACTIVITY	925,295.03	0.00	925,295.03
238 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	925,295.03	0.00	925,295.03
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	925,295.03	995,000.00	1,920,295.03

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 241	**DRIVERS ED FUND**			
Current Assets				
241 111100	Cash in Bank	(12,066.84)	(16,551.97)	(28,618.81)
	Current Assets Subtotal:	(12,066.84)	(16,551.97)	(28,618.81)
Other Assets				
241 161300	Budgeted Revenue	0.00	58,800.00	58,800.00
	Other Assets Subtotal:	0.00	58,800.00	58,800.00
	Total Assets and Deferred Outflows of Resources:	(12,066.84)	42,248.03	30,181.19
Current Liabilities				
241 218101	FIT PAYABLE	0.00	0.00	0.00
241 218102	STATE PAYABLE	0.00	0.00	0.00
241 218103	FICA PAYABLE	0.00	0.00	0.00
241 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
241 218105	INSURANCE PAYABLE	0.00	0.00	0.00
241 218106	TSA PAYABLE	0.00	0.00	0.00
241 218108	MISC PAYABLE	2.80	0.00	2.80
	Current Liabilities Subtotal:	2.80	0.00	2.80
Other Liabilities				
241 261100	Less: Expenditures to Date	0.00	(16,551.97)	(16,551.97)
241 261300	Budgeted Expenditures	0.00	58,800.00	58,800.00
	Other Liabilities Subtotal:	0.00	42,248.03	42,248.03
Fund Balance				
241 320100	Designated Fund Balance	(12,069.64)	0.00	(12,069.64)
241 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	(12,069.64)	0.00	(12,069.64)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(12,066.84)	42,248.03	30,181.19

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 243	**PROFESSIONAL TECHNICAL FUND**			
Current Assets				
243 111100	Cash in Bank	20,485.49	(3,145.31)	17,340.18
	Current Assets Subtotal:	20,485.49	(3,145.31)	17,340.18
Other Assets				
243 161300	Budgeted Revenue	0.00	120,000.00	120,000.00
	Other Assets Subtotal:	0.00	120,000.00	120,000.00
	Total Assets and Deferred Outflows of Resources:	20,485.49	116,854.69	137,340.18
Current Liabilities				
243 218101	FIT PAYABLE	0.00	0.00	0.00
243 218102	STATE PAYABLE	0.00	0.00	0.00
243 218103	FICA PAYABLE	0.00	0.00	0.00
243 218104	RETIREMENT PAYABLE	97.39	0.00	97.39
243 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	97.39	0.00	97.39
Other Liabilities				
243 261100	Less: Expenditures to Date	0.00	(3,145.31)	(3,145.31)
243 261300	Budgeted Expenditures	0.00	120,000.00	120,000.00
	Other Liabilities Subtotal:	0.00	116,854.69	116,854.69
Fund Balance				
243 320100	Designated Fund Balance	20,388.10	0.00	20,388.10
243 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	20,388.10	0.00	20,388.10
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	20,485.49	116,854.69	137,340.18

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 245	**TECHNOLOGY FUND**			
Current Assets				
245 111100	Cash in Bank	199,385.69	(255,149.82)	(55,764.13)
	Current Assets Subtotal:	199,385.69	(255,149.82)	(55,764.13)
Other Assets				
245 161300	Budgeted Revenue	0.00	450,000.00	450,000.00
	Other Assets Subtotal:	0.00	450,000.00	450,000.00
	Total Assets and Deferred Outflows of Resources:	199,385.69	194,850.18	394,235.87
Other Liabilities				
245 261100	Less: Expenditures to Date	0.00	(255,149.82)	(255,149.82)
245 261300	Budgeted Expenditures	0.00	450,000.00	450,000.00
	Other Liabilities Subtotal:	0.00	194,850.18	194,850.18
Fund Balance				
245 320100	Designated Fund Balance	199,385.69	0.00	199,385.69
245 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	199,385.69	0.00	199,385.69
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	199,385.69	194,850.18	394,235.87

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 246	**SAFE AND DRUG FREE FUND**			
Current Assets				
246 111100	Cash in Bank	(65,746.00)	0.00	(65,746.00)
	Current Assets Subtotal:	(65,746.00)	0.00	(65,746.00)
Other Assets				
246 161300	Budgeted Revenue	0.00	30,197.00	30,197.00
	Other Assets Subtotal:	0.00	30,197.00	30,197.00
	Total Assets and Deferred Outflows of Resources:	(65,746.00)	30,197.00	(35,549.00)
Other Liabilities				
246 261300	Budgeted Expenditures	0.00	30,197.00	30,197.00
	Other Liabilities Subtotal:	0.00	30,197.00	30,197.00
Fund Balance				
246 320100	Designated Fund Balance	(65,746.00)	0.00	(65,746.00)
246 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	(65,746.00)	0.00	(65,746.00)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(65,746.00)	30,197.00	(35,549.00)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 251	**TITLE I-A FUND**			
Current Assets				
251 111100	Cash in Bank	48,730.42	(9,586.45)	39,143.97
	Current Assets Subtotal:	48,730.42	(9,586.45)	39,143.97
Other Assets				
251 114000	ACCOUNTS RECEIVABLE - TITLE I	545,558.00	0.00	545,558.00
251 161300	Budgeted Revenue	0.00	235,201.00	235,201.00
	Other Assets Subtotal:	545,558.00	235,201.00	780,759.00
	Total Assets and Deferred Outflows of Resources:	594,288.42	225,614.55	819,902.97
Current Liabilities				
251 218101	FIT PAYABLE	0.00	0.00	0.00
251 218102	STATE PAYABLE	0.00	0.00	0.00
251 218103	FICA PAYABLE	0.00	0.00	0.00
251 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
251 218105	INSURANCE PAYABLE	0.00	0.00	0.00
251 221000	DEFERRED REVENUE	198,758.55	0.00	198,758.55
	Current Liabilities Subtotal:	198,758.55	0.00	198,758.55
Other Liabilities				
251 261100	Less: Expenditures to Date	0.00	(9,586.45)	(9,586.45)
251 261300	Budgeted Expenditures	0.00	235,201.00	235,201.00
	Other Liabilities Subtotal:	0.00	225,614.55	225,614.55
Fund Balance				
251 320100	Designated Fund Balance	395,529.87	0.00	395,529.87
251 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	395,529.87	0.00	395,529.87
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	594,288.42	225,614.55	819,902.97

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 257	**IDEA PART B FUND**			
Current Assets				
257 111100	Cash in Bank	(1,058,930.84)	(31,556.81)	(1,090,487.65)
	Current Assets Subtotal:	(1,058,930.84)	(31,556.81)	(1,090,487.65)
Other Assets				
257 114000	ACCOUNTS RECEIVABLE - TITLE VI-B	466,025.00	0.00	466,025.00
257 161300	Budgeted Revenue	0.00	441,569.00	441,569.00
	Other Assets Subtotal:	466,025.00	441,569.00	907,594.00
	Total Assets and Deferred Outflows of Resources:	(592,905.84)	410,012.19	(182,893.65)
Current Liabilities				
257 218101	FIT PAYABLE	0.00	0.00	0.00
257 218102	STATE PAYABLE	0.00	0.00	0.00
257 218103	FICA PAYABLE	0.00	0.00	0.00
257 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
257 218105	INSURANCE PAYABLE	0.00	0.00	0.00
257 218106	TSA PAYABLE	0.00	0.00	0.00
257 218108	MISC PAYABLE	2.00	0.00	2.00
	Current Liabilities Subtotal:	2.00	0.00	2.00
Other Liabilities				
257 261100	Less: Expenditures to Date	0.00	(31,556.81)	(31,556.81)
257 261300	Budgeted Expenditures	0.00	441,569.00	441,569.00
	Other Liabilities Subtotal:	0.00	410,012.19	410,012.19
Fund Balance				
257 320100	Designated Fund Balance	(592,907.84)	0.00	(592,907.84)
257 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	(592,907.84)	0.00	(592,907.84)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(592,905.84)	410,012.19	(182,893.65)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 258	**IDEA PART B-PRESCHOOL FUND**			
Current Assets				
258 111100	Cash in Bank	(16,530.50)	(1,534.30)	(18,064.80)
	Current Assets Subtotal:	(16,530.50)	(1,534.30)	(18,064.80)
Other Assets				
258 114000	ACCOUNTS RECEIVABLE - PRESCHOOL	15,045.00	0.00	15,045.00
258 161300	Budgeted Revenue	0.00	15,425.00	15,425.00
	Other Assets Subtotal:	15,045.00	15,425.00	30,470.00
	Total Assets and Deferred Outflows of Resources:	(1,485.50)	13,890.70	12,405.20
Current Liabilities				
258 218103	FICA PAYABLE	0.00	0.00	0.00
258 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
258 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
Other Liabilities				
258 261100	Less: Expenditures to Date	0.00	(1,534.30)	(1,534.30)
258 261300	Budgeted Expenditures	0.00	15,425.00	15,425.00
	Other Liabilities Subtotal:	0.00	13,890.70	13,890.70
Fund Balance				
258 320100	Designated Fund Balance	(1,485.50)	0.00	(1,485.50)
258 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	(1,485.50)	0.00	(1,485.50)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(1,485.50)	13,890.70	12,405.20

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 260	**SCHOOL BASED MEDICAID FUND**			
Current Assets				
260 111100	Cash in Bank	285,442.42	(12,650.85)	272,791.57
	Current Assets Subtotal:	285,442.42	(12,650.85)	272,791.57
Other Assets				
260 161300	Budgeted Revenue	0.00	360,000.00	360,000.00
	Other Assets Subtotal:	0.00	360,000.00	360,000.00
	Total Assets and Deferred Outflows of Resources:	285,442.42	347,349.15	632,791.57
Other Liabilities				
260 261100	Less: Expenditures to Date	0.00	(12,650.85)	(12,650.85)
260 261300	Budgeted Expenditures	0.00	360,000.00	360,000.00
	Other Liabilities Subtotal:	0.00	347,349.15	347,349.15
Fund Balance				
260 320100	Designated Fund Balance	285,442.42	0.00	285,442.42
260 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	285,442.42	0.00	285,442.42
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	285,442.42	347,349.15	632,791.57

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 261	**TITLE IV-A FUND**			
Current Assets				
261 111100	Cash in Bank	3,706.14	(2,400.00)	1,306.14
	Current Assets Subtotal:	3,706.14	(2,400.00)	1,306.14
Other Assets				
261 114000	ACCOUNTS RECEIVABLE - TITLE IV	61,072.00	0.00	61,072.00
261 161300	Budgeted Revenue	0.00	27,710.00	27,710.00
	Other Assets Subtotal:	61,072.00	27,710.00	88,782.00
	Total Assets and Deferred Outflows of Resources:	64,778.14	25,310.00	90,088.14
Other Liabilities				
261 261100	Less: Expenditures to Date	0.00	(2,400.00)	(2,400.00)
261 261300	Budgeted Expenditures	0.00	27,710.00	27,710.00
	Other Liabilities Subtotal:	0.00	25,310.00	25,310.00
Fund Balance				
261 320100	Designated Fund Balance	64,778.14	0.00	64,778.14
261 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	64,778.14	0.00	64,778.14
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	64,778.14	25,310.00	90,088.14

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 263	**PERKINS III - PROF/TECH ACT FUND**			
Current Assets				
263 111100	Cash in Bank	(18,544.50)	0.00	(18,544.50)
	Current Assets Subtotal:	(18,544.50)	0.00	(18,544.50)
Other Assets				
263 114000	ACCOUNTS RECEIVABLE - CARL PERKINS	27,731.00	0.00	27,731.00
263 161300	Budgeted Revenue	0.00	26,000.00	26,000.00
	Other Assets Subtotal:	27,731.00	26,000.00	53,731.00
	Total Assets and Deferred Outflows of Resources:	9,186.50	26,000.00	35,186.50
Current Liabilities				
263 221000	DEFERRED REVENUES	9,733.76	0.00	9,733.76
	Current Liabilities Subtotal:	9,733.76	0.00	9,733.76
Other Liabilities				
263 261300	Budgeted Expenditures	0.00	26,000.00	26,000.00
	Other Liabilities Subtotal:	0.00	26,000.00	26,000.00
Fund Balance				
263 320100	Designated Fund Balance	(547.26)	0.00	(547.26)
263 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	(547.26)	0.00	(547.26)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	9,186.50	26,000.00	35,186.50

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 270 Title III - ELL				
Other Assets				
270 161300	BUDGETED REVENUE	0.00	25,961.00	25,961.00
	Other Assets Subtotal:	0.00	25,961.00	25,961.00
	Total Assets and Deferred Outflows of Resources:	0.00	25,961.00	25,961.00
Other Liabilities				
270 261300	BUDGETED EXPENDITURES	0.00	25,961.00	25,961.00
	Other Liabilities Subtotal:	0.00	25,961.00	25,961.00
Fund Balance				
270 320300	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	0.00	0.00	0.00
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	0.00	25,961.00	25,961.00

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 271 TITLE II-A FUND				
Current Assets				
271 111100	Cash in Bank	2,697.81	0.00	2,697.81
	Current Assets Subtotal:	2,697.81	0.00	2,697.81
Other Assets				
271 114000	ACCOUNTS RECEIVABLE-TEACHER QUAL	116,691.00	0.00	116,691.00
271 161300	Budgeted Revenue	0.00	47,075.00	47,075.00
	Other Assets Subtotal:	116,691.00	47,075.00	163,766.00
	Total Assets and Deferred Outflows of Resources:	119,388.81	47,075.00	166,463.81
Current Liabilities				
271 221000	DEFERRED REVENUE- Title II	111,149.80	0.00	111,149.80
	Current Liabilities Subtotal:	111,149.80	0.00	111,149.80
Other Liabilities				
271 261300	Budgeted Expenditures	0.00	47,075.00	47,075.00
	Other Liabilities Subtotal:	0.00	47,075.00	47,075.00
Fund Balance				
271 320100	Designated Fund Balance	8,239.01	0.00	8,239.01
271 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	8,239.01	0.00	8,239.01
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	119,388.81	47,075.00	166,463.81

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 283	**CULTIVATING READERS FUND**			
Current Assets				
283 111100	Cash in Bank	2,376.62	0.00	2,376.62
	Current Assets Subtotal:	2,376.62	0.00	2,376.62
Other Assets				
283 114000	ACCOUNTS RECEIVABLE - CULTIVATING READERS	17,140.67	0.00	17,140.67
	Other Assets Subtotal:	17,140.67	0.00	17,140.67
	Total Assets and Deferred Outflows of Resources:	19,517.29	0.00	19,517.29
Current Liabilities				
283 221000	DEFERRED REVENUE - CULTIVATING READERS	10,117.86	0.00	10,117.86
	Current Liabilities Subtotal:	10,117.86	0.00	10,117.86
Fund Balance				
283 320100	Designated Fund Balance	9,399.43	0.00	9,399.43
	Fund Balance Subtotal:	9,399.43	0.00	9,399.43
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	19,517.29	0.00	19,517.29

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 290 NUTRITION FUND				
Current Assets				
290 111100	Cash in Bank	(443,405.16)	0.00	(443,405.16)
290 111100 001	PAYROLL CASH	(53,742.30)	(37,137.76)	(90,880.06)
290 111101	CASH IN BANK	765,922.30	(10,904.35)	755,017.95
	Current Assets Subtotal:	268,774.84	(48,042.11)	220,732.73
Other Assets				
290 161100	Less: Revenue Received	0.00	446.00	446.00
290 161300	Budgeted Revenue	0.00	1,350,000.00	1,350,000.00
	Other Assets Subtotal:	0.00	1,350,446.00	1,350,446.00
	Total Assets and Deferred Outflows of Resources:	268,774.84	1,302,403.89	1,571,178.73
Current Liabilities				
290 217100	SALARIES PAYABLE--FOOD SERVICE	40,546.44	0.00	40,546.44
290 217200	BENEFITS PAYABLE - FOOD SERVICE	20,197.79	0.00	20,197.79
290 218101	FIT PAYABLE	0.00	0.00	0.00
290 218102	STATE PAYABLE	0.00	0.00	0.00
290 218103	FICA PAYABLE	0.00	0.00	0.00
290 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
290 218105	INSURANCE PAYABLE	0.00	0.00	0.00
290 218106	TSA PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	60,744.23	0.00	60,744.23
Other Liabilities				
290 261100	Less: Expenditures to Date	0.00	(47,596.11)	(47,596.11)
290 261300	Budgeted Expenditures	0.00	1,350,000.00	1,350,000.00
	Other Liabilities Subtotal:	0.00	1,302,403.89	1,302,403.89
Fund Balance				
290 320100	FUND BALANCE - FOOD SERVICE	208,030.61	0.00	208,030.61
290 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	208,030.61	0.00	208,030.61
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	268,774.84	1,302,403.89	1,571,178.73

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 420	**PLANT FACILITY FUND**			
Current Assets				
420 111100	Cash in Bank	1,058,820.62	558.62	1,059,379.24
	Current Assets Subtotal:	1,058,820.62	558.62	1,059,379.24
Other Assets				
420 113000	TAXES RECEIVABLE - PLANT FACILITY	195,578.45	0.00	195,578.45
420 161100	Less: Revenue Received	0.00	(558.62)	(558.62)
420 161300	Budgeted Revenue	0.00	500,000.00	500,000.00
	Other Assets Subtotal:	195,578.45	499,441.38	695,019.83
	Total Assets and Deferred Outflows of Resources:	1,254,399.07	500,000.00	1,754,399.07
Current Liabilities				
420 221000	DEFERRED REVENUE - PLANT FACILITY	26,956.16	0.00	26,956.16
	Current Liabilities Subtotal:	26,956.16	0.00	26,956.16
Other Liabilities				
420 261300	Budgeted Expenditures	0.00	500,000.00	500,000.00
	Other Liabilities Subtotal:	0.00	500,000.00	500,000.00
Fund Balance				
420 320100	Designated Fund Balance	1,227,442.91	0.00	1,227,442.91
420 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	1,227,442.91	0.00	1,227,442.91
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	1,254,399.07	500,000.00	1,754,399.07

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 424	**BUS DEPRECIATION FUND**			
Current Assets				
424 111100	Cash in Bank	(164,213.21)	0.00	(164,213.21)
	Current Assets Subtotal:	(164,213.21)	0.00	(164,213.21)
	Total Assets and Deferred Outflows of Resources:	(164,213.21)	0.00	(164,213.21)
Fund Balance				
424 320100	Designated Fund Balance	(164,213.21)	0.00	(164,213.21)
	Fund Balance Subtotal:	(164,213.21)	0.00	(164,213.21)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(164,213.21)	0.00	(164,213.21)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 435	**School District Facilities Fund**			
Current Assets				
435 111100	CASH IN BANK	1,111,410.00	0.00	1,111,410.00
	Current Assets Subtotal:	1,111,410.00	0.00	1,111,410.00
Other Assets				
435 161300	BUDGETED REVENUE	0.00	200,000.00	200,000.00
	Other Assets Subtotal:	0.00	200,000.00	200,000.00
	Total Assets and Deferred Outflows of Resources:	1,111,410.00	200,000.00	1,311,410.00
Other Liabilities				
435 261300	BUDGETED EXPENDITURES	0.00	200,000.00	200,000.00
	Other Liabilities Subtotal:	0.00	200,000.00	200,000.00
Fund Balance				
435 320100	DESIGNATED FUND BALANCE	1,111,410.00	0.00	1,111,410.00
435 320300	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	1,111,410.00	0.00	1,111,410.00
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	1,111,410.00	200,000.00	1,311,410.00

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 436	**School Modernization Facilities Fund**			
Current Assets				
436 111101	CASH IN BANK	10,987,655.24	0.00	10,987,655.24
	Current Assets Subtotal:	10,987,655.24	0.00	10,987,655.24
Other Assets				
436 161300	BUDGETED REVENUE	0.00	11,437,655.24	11,437,655.24
	Other Assets Subtotal:	0.00	11,437,655.24	11,437,655.24
	Total Assets and Deferred Outflows of Resources:	10,987,655.24	11,437,655.24	22,425,310.48
Other Liabilities				
436 261300	BUDGETED EXPENDITURES	0.00	11,437,655.24	11,437,655.24
	Other Liabilities Subtotal:	0.00	11,437,655.24	11,437,655.24
Fund Balance				
436 320100	DESIGNATED FUND BALANCE	10,987,655.24	0.00	10,987,655.24
436 320300	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	10,987,655.24	0.00	10,987,655.24
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	10,987,655.24	11,437,655.24	22,425,310.48

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 720	**BRIGHT FUND**			
Current Assets				
720 111100	Cash in Bank	151,908.83	0.00	151,908.83
	Current Assets Subtotal:	151,908.83	0.00	151,908.83
Other Assets				
720 161300	Budgeted Revenue	0.00	29,000.00	29,000.00
	Other Assets Subtotal:	0.00	29,000.00	29,000.00
	Total Assets and Deferred Outflows of Resources:	151,908.83	29,000.00	180,908.83
Other Liabilities				
720 261300	Budgeted Expenditures	0.00	29,000.00	29,000.00
	Other Liabilities Subtotal:	0.00	29,000.00	29,000.00
Fund Balance				
720 320100	Designated Fund Balance	151,908.83	0.00	151,908.83
720 320300	Budgeted Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	151,908.83	0.00	151,908.83
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	151,908.83	29,000.00	180,908.83

Account Type ID			Revised Budget	Month to Date	Year to Date	Budget Balance
Fund Number	100	GENERAL FUND (M&O) FUND				
8	Revenue		24,254,856.00	34,033.47	34,033.47	24,220,822.53
9	Expenditure		24,254,856.00	1,788,056.50	1,788,056.50	22,466,799.50
100	GENERAL FUND (M&O) FUND		0.00	(1,754,023.03)	(1,754,023.03)	
Fund Number	220	FOREST RESERVE FUND				
8	Revenue		10,000.00	0.00	0.00	10,000.00
9	Expenditure		10,000.00	0.00	0.00	10,000.00
220	FOREST RESERVE FUND		0.00	0.00	0.00	
Fund Number	238	STUDENT ACTIVITY FUND				
8	Revenue		995,000.00	0.00	0.00	995,000.00
9	Expenditure		995,000.00	0.00	0.00	995,000.00
238	STUDENT ACTIVITY FUND		0.00	0.00	0.00	
Fund Number	241	DRIVERS ED FUND				
8	Revenue		58,800.00	0.00	0.00	58,800.00
9	Expenditure		58,800.00	16,551.97	16,551.97	42,248.03
241	DRIVERS ED FUND		0.00	(16,551.97)	(16,551.97)	
Fund Number	243	PROFESSIONAL TECHNICAL FUND				
8	Revenue		120,000.00	0.00	0.00	120,000.00
9	Expenditure		120,000.00	3,145.31	3,145.31	116,854.69
243	PROFESSIONAL TECHNICAL FUND		0.00	(3,145.31)	(3,145.31)	
Fund Number	245	TECHNOLOGY FUND				
8	Revenue		450,000.00	0.00	0.00	450,000.00
9	Expenditure		450,000.00	255,149.82	255,149.82	194,850.18
245	TECHNOLOGY FUND		0.00	(255,149.82)	(255,149.82)	
Fund Number	246	SAFE AND DRUG FREE FUND				
8	Revenue		30,197.00	0.00	0.00	30,197.00
9	Expenditure		30,197.00	0.00	0.00	30,197.00
246	SAFE AND DRUG FREE FUND		0.00	0.00	0.00	
Fund Number	251	TITLE I-A FUND				
8	Revenue		235,201.00	0.00	0.00	235,201.00
9	Expenditure		235,201.00	9,586.45	9,586.45	225,614.55
251	TITLE I-A FUND		0.00	(9,586.45)	(9,586.45)	
Fund Number	257	IDEA PART B FUND				
8	Revenue		441,569.00	0.00	0.00	441,569.00
9	Expenditure		441,569.00	31,556.81	31,556.81	410,012.19
257	IDEA PART B FUND		0.00	(31,556.81)	(31,556.81)	
Fund Number	258	IDEA PART B-PRESCHOOL FUND				
8	Revenue		15,425.00	0.00	0.00	15,425.00
9	Expenditure		15,425.00	1,534.30	1,534.30	13,890.70
258	IDEA PART B-PRESCHOOL FUND		0.00	(1,534.30)	(1,534.30)	
Fund Number	260	SCHOOL BASED MEDICAID FUND				
8	Revenue		360,000.00	0.00	0.00	360,000.00
9	Expenditure		360,000.00	12,650.85	12,650.85	347,349.15
260	SCHOOL BASED MEDICAID FUND		0.00	(12,650.85)	(12,650.85)	
Fund Number	261	TITLE IV-A FUND				
8	Revenue		27,710.00	0.00	0.00	27,710.00

Account Type ID			Revised Budget	Month to Date	Year to Date	Budget Balance
9	Expenditure		27,710.00	2,400.00	2,400.00	25,310.00
261	TITLE IV-A FUND		0.00	(2,400.00)	(2,400.00)	
Fund Number	263	PERKINS III - PROF/TECH ACT FUND				
8	Revenue		26,000.00	0.00	0.00	26,000.00
9	Expenditure		26,000.00	0.00	0.00	26,000.00
263	PERKINS III - PROF/TECH ACT FUND		0.00	0.00	0.00	
Fund Number	270	Title III - ELL				
8	Revenue		25,961.00	0.00	0.00	25,961.00
9	Expenditure		25,961.00	0.00	0.00	25,961.00
270	Title III - ELL		0.00	0.00	0.00	
Fund Number	271	TITLE II-A FUND				
8	Revenue		47,075.00	0.00	0.00	47,075.00
9	Expenditure		47,075.00	0.00	0.00	47,075.00
271	TITLE II-A FUND		0.00	0.00	0.00	
Fund Number	290	NUTRITION FUND				
8	Revenue		1,350,000.00	(446.00)	(446.00)	1,350,446.00
9	Expenditure		1,350,000.00	47,596.11	47,596.11	1,302,403.89
290	NUTRITION FUND		0.00	(48,042.11)	(48,042.11)	
Fund Number	420	PLANT FACILITY FUND				
8	Revenue		500,000.00	558.62	558.62	499,441.38
9	Expenditure		500,000.00	0.00	0.00	500,000.00
420	PLANT FACILITY FUND		0.00	558.62	558.62	
Fund Number	435	School District Facilities Fund				
8	Revenue		200,000.00	0.00	0.00	200,000.00
9	Expenditure		200,000.00	0.00	0.00	200,000.00
435	School District Facilities Fund		0.00	0.00	0.00	
Fund Number	436	School Modernization Facilities Fund				
8	Revenue		11,437,655.24	0.00	0.00	11,437,655.24
9	Expenditure		11,437,655.24	0.00	0.00	11,437,655.24
436	School Modernization Facilities Fund		0.00	0.00	0.00	
Fund Number	720	BRIGHT FUND				
8	Revenue		29,000.00	0.00	0.00	29,000.00
9	Expenditure		29,000.00	0.00	0.00	29,000.00
720	BRIGHT FUND		0.00	0.00	0.00	
Grand Total:			0.00	(2,134,082.03)	(2,134,082.03)	

Checking Account: 1 GENERAL CHECKING

Check Number: 710 Check Type: Automatic Payment Check Date: 07/21/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 5,117.16

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
060126	06/01/2026	Tech PO 08-27	Baseus Spacemate Docking Stations	245 623 410 0000	4,799.40
CGWP	05/28/2026		Tennis Balls for Furniture Legs	100 661 410 0096	113.70
FDPY	06/08/2026		Copy Paper	100 651 410 0000	103.36
FDPY	06/08/2026		Folders	100 651 410 0000	25.18
JKGT	06/23/2026		Nozzle Boom Wand	100 665 410 0000	26.59
KQV1	05/14/2026		Keyboard	100 651 410 0000	48.93

Check Number: 711 Check Type: Automatic Payment Check Date: 07/21/2026 Vendor: GREATAMERI GREAT AMERICA FINANCIAL Check Total: 12,014.61

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
42412058	07/04/2026		Copier Lease	100 641 322 0000	4,607.61
42412059	07/05/2026		Dynabook Laptops	245 623 410 0000	7,407.00

Check Number: 712 Check Type: Automatic Payment Check Date: 07/21/2026 Vendor: INTERNALRE INTERNAL REVENUE SERVICE Check Total: 4,292.31

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
CP134B-4	07/13/2026		Penalty	100 651 390 0000	4,292.31

Check Number: 713 Check Type: Automatic Payment Check Date: 07/21/2026 Vendor: ROCKYMOUN1 ROCKY MOUNTAIN POWER Check Total: 12,113.45

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
063026	06/30/2026		July 2026 Electricity District	100 661 331 0000	230.78
063026	06/30/2026		July 2026 Electricity PHS	100 661 331 0096	6,053.67
063026	06/30/2026		July 2026 Electricity PJH	100 661 331 0291	1,166.95
063026	06/30/2026		July 2026 Electricity Oakwood	100 661 331 0497	1,629.42
063026	06/30/2026		July 2026 Electricity Pioneer	100 661 331 0499	2,616.08
063026	06/30/2026		July 2026 Electricity FCHS	100 661 331 8844	288.02
063026	06/30/2026		July 2026 ElectricityTransportation	100 681 331 0000	128.53

Check Number: 714 Check Type: Automatic Payment Check Date: 07/21/2026 Vendor: VISA VISA Check Total: 2,675.55

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
063026- Gary	06/16/2026		IASA Conference Administrators	261 621 310 0000	2,400.00
063026-Shelby	06/30/2026		Hemsley Ranch	100 632 410 0000	47.68
063026-Shelby	06/30/2026		CCI JSign	100 632 410 0000	19.99
063026-Shelby	06/30/2026		Zoom.com	100 632 410 0000	202.98
063026-Shelby	06/30/2026		USPS	100 632 410 0000	4.90

Check Number: 715 Check Type: Automatic Payment Check Date: 07/21/2026 Vendor: WEXBANK WEX BANK Check Total: 2,309.68

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20260721	06/30/2026		June 2026 Activities Fuel	100 532 380 0000	896.10
20260721	06/30/2026		June 2026 Maintenance Fuel	100 664 410 0000	89.19
20260721	06/30/2026		June 2026 Grounds Fuel	100 665 410 0000	753.53
20260721	06/30/2026		June 2026 District Fuel	100 681 422 0000	249.30
20260721	06/30/2026		June 2026 Drivers Ed Fuel	241 515 380 0000	321.56

Checking Account: 1 GENERAL CHECKING

Check Number: 726 Check Type: Automatic Payment Check Date: 07/29/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 26,778.34

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6JLH	07/09/2026		Milwaukee Battery Pack	100 661 410 0096	153.09
9C9H	07/06/2026		Bostitch Staples	100 651 410 0000	16.74
9C9H	07/06/2026		Binder Clips	100 651 410 0000	17.98
9C9H	07/06/2026		Presentation Covers	100 651 410 0000	21.77
9C9H	07/06/2026		Parchment Paper	100 651 410 0000	28.49
9C9H	07/06/2026		Fellowes Binding Machine	100 651 410 0000	326.88
9C9H	07/06/2026		Heavy Duty Staples	100 651 410 0000	5.78
9P39	07/20/2026		Coloring Books	100 651 410 0000	13.99
9P39	07/20/2026		Sensory Fidget Toy	100 651 410 0000	15.19
9P39	07/20/2026		Fruit Snacks	100 651 410 0000	15.99
9P39	07/20/2026		Staples	100 651 410 0000	6.63
9P39	07/20/2026		Stretchy Fidget	100 651 410 0000	7.99
9P39	07/20/2026		Animal Pop Tubes	100 651 410 0000	8.99
FL4P	07/15/2026		Procell Alkaline AA Batteries	100 661 410 0096	58.23
FL4P	07/15/2026		Mouse Traps	100 661 410 0096	19.99
G3Y9	07/06/2026		Kickdown Door Stopper	100 664 410 0499	55.99
GH4Q & VGLW	06/19/2026	Tech PO 13-27	Charging Cart for Laptops (64)	245 623 410 0000	22,549.80
GH4Q & VGLW	06/19/2026	Tech PO 13-27	USB Laptop Chargers (60)	245 623 410 0000	1,446.56
HVN7	07/06/2026		Drinking Fountain Cartridge	100 664 410 0497	59.58
LTYH	07/22/2026		Cartridge	100 664 410 0291	128.14
LTYH	07/22/2026		Grade Chain	100 664 410 0497	73.84
TCDD & 3VVN & K3T9	06/29/2026	Tech PO 15-27	Step Ladder	245 623 410 0000	47.49
TCDD & 3VVN & K3T9	06/29/2026	Tech PO 15-27	Post-It Mini Notes	245 623 410 0000	34.48
TCDD & 3VVN & K3T9	06/29/2026	Tech PO 15-27	Laptop Backpack	245 623 410 0000	418.84
XDG1	06/29/2026	Tech PO 16-27	Lenova thunderbolt 4 Dock Power Charging	100 651 410 0000	265.80
XDG1	06/29/2026	Tech PO 16-27	Lenova Business Laptop	100 651 410 0000	980.09

Check Number: 727 Check Type: Automatic Payment Check Date: 07/29/2026 Vendor: AMERICANF1 AMERICAN FIDELITY ASSURANCE Check Total: 224.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2640264	07/22/2026		Admin Fee 16 x $14	100 515 240 0000	224.00

Check Number: 728 Check Type: Automatic Payment Check Date: 07/29/2026 Vendor: IDAHOSTAT5 IDAHO STATE TAX COMMISSION Check Total: 17.14

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
063026	06/30/2026		PJH Sales Tax	100 223100	17.14

Check Number: 6038 Check Type: Check Check Date: 07/21/2026 Vendor: 801TECHNO 801 Technology LL Check Total: 84,800.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2400	07/01/2026		Google Inc. License (2650)	245 623 410 0000	84,800.00

Check Number: 6039 Check Type: Check Check Date: 07/21/2026 Vendor: ALSCO ALSCO Check Total: 208.25

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount

Checking Account: 1 GENERAL CHECKING

LBLA2683356	06/10/2026	Bus Shop Laundry	100 681 330 0000	41.65	
LBLA2686801	06/24/2026	Bus Shop Laundry	100 681 330 0000	41.65	
LBLA2688521	07/01/2026	Bus Shop Laundry	100 681 330 0000	41.65	
LBLA2690334	07/08/2026	Bus Shop Laundry	100 681 330 0000	41.65	
LBLA2692027	07/15/2026	Bus Shop Laundry	100 681 330 0000	41.65	

Check Number: 6040 Check Type: Check Check Date: 07/21/2026 Vendor: BECKSTEADD BECKSTEAD DAVID B. M.D. Check Total: 110.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
060926	06/09/2026		Physical - Smart, L	100 681 260 0000	110.00

Check Number: 6041 Check Type: Check Check Date: 07/21/2026 Vendor: BRADYINDUS BRADY INDUSTRIES of Utah Check Total: 2,196.49

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11904914	06/26/2026		Vacuum Cleaner	100 661 410 0497	993.47
11904914	06/26/2026		Cordless Upright Vacuum	100 661 410 0497	939.78
11904914	06/26/2026		Urinal Screen Citrus	100 661 410 0497	55.76
11904914	06/26/2026		Urinal Screen Mango	100 661 410 0497	55.76
11904914	06/26/2026		Urinal Screen Cotton Blossom	100 661 410 0497	55.76
11904914	06/26/2026		Liquid Enzyme Cleaner	100 661 410 0497	33.91
11904914	06/26/2026		Nitrile Glove	100 661 410 0497	51.30
11904914	06/26/2026		Fuel	100 661 410 0497	10.75

Check Number: 6042 Check Type: Check Check Date: 07/21/2026 Vendor: CHEMSEARCH CHEMSEARCH Check Total: 914.66

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9679375	06/27/2026		Contract Water Treatment Program	100 664 410 0096	914.66

Check Number: 6043 Check Type: Check Check Date: 07/21/2026 Vendor: VALLEYIMPL Valley Implement Check Total: 17.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
P9037701	06/29/2026		Wade Bird	100 665 410 0000	15.90
P9037701	06/29/2026		3/16 Nozzle	100 665 410 0000	1.13

Check Number: 6044 Check Type: Check Check Date: 07/21/2026 Vendor: CONSOLIDAT CONSOLIDATED ELECTRICAL DIST. Check Total: 1,925.16

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4205-1098358	06/29/2026		T5 LED	100 664 410 0291	198.66
4205-1098358	06/29/2026		Return	100 664 410 0291	(198.66)
4205-1098458	07/06/2026		T5 LED 5000K	100 664 410 0291	510.84
4205-1098469	06/30/2026		T8 5K	100 664 410 0291	562.50
4205-1099005	07/10/2026		Green Stranded 500' Spool (500)	100 664 410 0096	211.90
4205-1099005	07/10/2026		THHN 8 black (500)	100 664 410 0096	393.25
4205-1099005	07/10/2026		4IN SQ Box (11)	100 664 410 0096	56.78
4205-1099005	07/10/2026		4IN SQ Box (11)	100 664 410 0096	19.97
4205-1099005	07/10/2026		1/2" Raised CVR	100 664 410 0096	31.72
4205-1099005	07/10/2026		3/4 S/SCR EMT CONN	100 664 410 0096	8.36
4205-1099005	07/10/2026		EMT Stencil	100 664 410 0096	93.02

Checking Account: 1 GENERAL CHECKING

4205-1099005	07/10/2026	3/4" 1-HOLE	100 664 410 0096	3.76	
4205-1099005	07/10/2026	HEX Head	100 664 410 0096	15.17	
4205-1099005	07/10/2026	SIZE 454 BLU	100 664 410 0096	17.89	

Check Number: 6045 Check Type: Check Check Date: 07/21/2026 Vendor: DEXIMAGIN Dex Imaging Check Total: 6,595.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
ID1420	06/24/2026		HP Colored Copier	100 651 410 0000	6,595.00

Check Number: 6046 Check Type: Check Check Date: 07/21/2026 Vendor: DIRECTCOMM DIRECT COMMUNICATIONS Check Total: 2,534.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
21518303	07/01/2026		July Internet Services	100 632 310 0000	2,534.00

Check Number: 6047 Check Type: Check Check Date: 07/21/2026 Vendor: EDLIO Edlio LLC Collections Check Total: 10,000.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2026-6383	07/01/2026		Edlio Website CMS Full Suite	100 651 310 0000	8,000.00
2026-6383	07/01/2026		Edlio Gallery	100 651 310 0000	2,000.00

Check Number: 6048 Check Type: Check Check Date: 07/21/2026 Vendor: ELITEMECHA ELITE MECHANICAL Check Total: 125.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4140	02/10/2026		Service Call PHS	100 664 314 0096	125.00

Check Number: 6049 Check Type: Check Check Date: 07/21/2026 Vendor: ELUMA eLuma Online Therapy Check Total: 137,700.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
17150	07/01/2026		Speech Therapy Supervision 07/26-06/27	100 521 300 0000	137,700.00

Check Number: 6050 Check Type: Check Check Date: 07/21/2026 Vendor: GRANITETEL GRANITE TELECOMMUNICATIONS Check Total: 1,228.73

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
752709019	07/01/2026		July Landline Services	100 661 350 0000	1,228.73

Check Number: 6051 Check Type: Check Check Date: 07/21/2026 Vendor: HAMILTMAS Hamilton Masonry Inc. Check Total: 800.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
062926	06/29/2026		Brick Repair	100 664 314 0497	800.00

Check Number: 6052 Check Type: Check Check Date: 07/21/2026 Vendor: HANSENGLAS HANSEN GLASS & PAINT Check Total: 56.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0555	06/10/2026		Sander	100 664 410 0096	3.50
0555	06/10/2026		Gallon Paint	100 664 410 0096	53.00

Check Number: 6053 Check Type: Check Check Date: 07/21/2026 Vendor: HANSONJANI HANSON JANITORIAL SUPPLY Check Total: 123.18

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
797135	07/13/2026		Tykote Bonding Agent	100 664 410 0291	123.18

Check Number: 6054 Check Type: Check Check Date: 07/21/2026 Vendor: HATCHELECT HATCH ELECTRIC LLC Check Total: 2,392.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1353	06/09/2026		PHS Office Outlet	100 664 410 0096	65.00
1353	06/09/2026		PHS additional outlet	100 664 410 0096	227.50

Checking Account: 1 GENERAL CHECKING

1353	06/09/2026		PHS Ag Shop	100 664 410 0096	97.50
1353	06/09/2026		PHS Main Office Outlets	100 664 410 0096	357.50
1353	06/09/2026		PHS Main Offic outlets	100 664 410 0096	65.00
1353	06/09/2026		PJH Outside Light Repair	100 664 410 0291	660.00
1353	06/09/2026		PJH Outside Cans Replaced	100 664 410 0291	302.50
1353	06/09/2026		Oakwood Special Needs Outlet	100 664 410 0497	292.50
1353	06/09/2026		Oakwood Library Outlets	100 664 410 0497	325.00

Check Number: 6055 Check Type: Check Check Date: 07/21/2026 Vendor: HATCHFLOOR HATCH FLOORING LLC Check Total: 29,774.56

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3066	05/12/2026		Aladdin Scholarship 2 Portofino Tile PHS	100 664 410 0096	7,809.52
3066	05/12/2026		Carpet Adhesive	100 664 410 0096	1,294.25
3066	05/12/2026		Freight	100 664 410 0096	879.45
3066	05/12/2026		Floor Patch	100 664 410 0096	81.00
3066	05/12/2026		Underslung Reducer Coil	100 664 410 0096	72.00
3066	05/12/2026		Carpet Tile Install	100 664 410 0096	1,758.90
3066	05/12/2026		Floor Preparations	100 664 410 0096	245.00
3066	05/12/2026		Walk Off Mat Install	100 664 410 0096	45.00
3066	05/12/2026		Carpet Patch Piece in Upstairs Hallway	100 664 410 0096	45.00
3066	05/12/2026		Extra boxes Aladdin	100 664 410 0096	416.00
3066	05/12/2026		Freight	100 664 410 0096	120.00
3067	05/12/2026		Aladdin Scholarship 2 Camel Tiles	100 664 410 0497	5,916.30
3067	05/12/2026		Carpet Tile Adhesive	100 664 410 0497	1,002.00
3067	05/12/2026		Freight	100 664 410 0497	666.25
3067	05/12/2026		Floor Patch	100 664 410 0497	81.00
3067	05/12/2026		Carpet Tile Install	100 664 410 0497	1,332.50
3067	05/12/2026		Floor Preparations	100 664 410 0497	175.00
3111	06/01/2026		Aladdin Scholarship 2 Portofino Tiles	100 664 410 0291	4,969.69
3111	06/01/2026		Carpet Adhesive	100 664 410 0291	876.75
3111	06/01/2026		Freight	100 664 410 0291	559.65
3111	06/01/2026		Floor Patch	100 664 410 0291	54.00
3111	06/01/2026		Underslung Reducer Coil	100 664 410 0291	36.00
3111	06/01/2026		Carpet Tile Install	100 664 410 0291	1,119.30
3111	06/01/2026		Floor Preparations	100 664 410 0291	175.00
3111	06/01/2026		Fix Transition in Hallway Doorway	100 664 410 0291	45.00

Check Number: 6056 Check Type: Check Check Date: 07/21/2026 Vendor: HKAUTOLLC HK AUTO LLC Check Total: 3,313.37

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
14664	06/25/2026		Labor Cylinder Head Gasket Remove & Rep	241 515 314 0000	1,805.50
14664	06/25/2026		Labor Remove and Replace Oil Filter	241 515 314 0000	149.50
14664	06/25/2026		Parts Head Gasket Set	241 515 314 0000	380.00
14664	06/25/2026		Cylinder Head Bolt Kit	241 515 314 0000	142.00

Checking Account: 1 GENERAL CHECKING

14664	06/25/2026	Oil	241 515 314 0000	36.00	
14664	06/25/2026	Coolant	241 515 314 0000	54.00	
14664	06/25/2026	Oil Filter Housing	241 515 314 0000	401.38	
14664	06/25/2026	Misc... Heads inspected	241 515 314 0000	300.00	
14664	06/25/2026	Supplies	241 515 314 0000	39.99	
14664	06/25/2026	Hazmat Fee	241 515 314 0000	5.00	

Check Number: 6057 Check Type: Check Check Date: 07/21/2026 Vendor: HORIZONAU Horizon Automotive Check Total: 273.69

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
76441	06/17/2026		Oil Change Labor-2025 Ford Van	100 681 426 0000	25.99
76441	06/17/2026		Oil Change	100 681 426 0000	49.73
76471	06/24/2026		Oil Change Labor - 2019 KIA Optima	100 681 426 0000	25.99
76471	06/24/2026		Oil Change - Oil, filter, Etc...	100 681 426 0000	44.87
76495	06/26/2026		Oil Change Labor - 2002 Chev Silverado	100 681 426 0000	25.99
76495	06/26/2026		Oil Change - Oil, Filter, Etc...	100 681 426 0000	101.12

Check Number: 6058 Check Type: Check Check Date: 07/21/2026 Vendor: IDHW IDHW Check Total: 12,650.85

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
063026	06/30/2026		June Medicaid Match	260 616 395 0000	12,650.85

Check Number: 6059 Check Type: Check Check Date: 07/21/2026 Vendor: IPACOINC IPACO INC Check Total: 554.74

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
BL97180	07/06/2026		Mulch Kit	100 665 410 0000	380.00
BL97181	07/06/2026		Cooling Fan Hydro	100 665 410 0000	76.02
BL97181	07/06/2026		Freight	100 665 410 0000	6.00
BL97181	07/06/2026		Belt	100 665 410 0000	92.72

Check Number: 6060 Check Type: Check Check Date: 07/21/2026 Vendor: ISBA ISBA Check Total: 6,195.61

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4594	05/21/2026		July 206-July 2027 Annual Dues	100 631 311 0000	6,195.61

Check Number: 6061 Check Type: Check Check Date: 07/21/2026 Vendor: KENWORTHSA KENWORTH SALES COMPANY INC Check Total: 385.86

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
002P48946	07/14/2026		Filter Fleetguard (8)	100 681 425 0000	203.40
002P49010	07/07/2026		Filter - Fuel Spin-On	100 681 425 0000	182.46

Check Number: 6062 Check Type: Check Check Date: 07/21/2026 Vendor: LAWSONPROD LAWSON PRODUCTS INC Check Total: 235.68

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9313625471	07/13/2026		Gloss Yellow Maintenace Paint	100 665 410 0000	142.08
9313625471	07/13/2026		Gray Primer	100 665 410 0000	93.60

Check Number: 6063 Check Type: Check Check Date: 07/21/2026 Vendor: METALMART METALMART Check Total: 523.18

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
386715	07/10/2026		Ridge Cap	100 664 410 0000	53.92

Checking Account: 1 GENERAL CHECKING

386715	07/10/2026	29G Tuf-Rib	100 664 410 0000	287.00	
386715	07/10/2026	Gable-Tuf-Rib	100 664 410 0000	107.40	
386715	07/10/2026	Wood-Brown	100 664 410 0000	74.86	

Check Number: 6064 Check Type: Check Check Date: 07/21/2026 Vendor: NAPAAUTOPA NAPA AUTO PARTS OF PRESTON Check Total: 337.78

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
021237	06/29/2026		Silicone 18in	100 681 425 0000	25.49
021237	06/29/2026		Silicone 26in	100 681 425 0000	25.49
022460	07/13/2026		HD Wiper	100 681 425 0000	12.88
022464	07/13/2026		HD Wiper	100 681 425 0000	46.36
022464	07/13/2026		HD Wiper Credit	100 681 425 0000	(12.88)
022542	07/13/2026		HD Wiper	100 681 425 0000	46.36
022619	07/14/2026		Lift Support	100 681 425 0000	82.94
022729	07/15/2026		Lift Support	100 681 425 0000	106.70
022729	07/15/2026		Credit #22619 Lift Support	100 681 425 0000	(82.94)
022729	07/15/2026		Switch - Push Button	100 681 425 0000	87.38

Check Number: 6065 Check Type: Check Check Date: 07/21/2026 Vendor: PINECOVECO PINE COVE CONSULTING LLC Check Total: 80,036.25

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
27509C	06/23/2026	Tech PO 09-27	Verkada Outdoor Dome Camera	245 623 410 0000	2,468.70
27509C	06/23/2026	Tech PO 09-27	Verkada Indoor dome Camera	245 623 410 0000	1,104.35
27509C	06/23/2026	Tech PO 09-27	Verkada 3Year Camera License	245 623 410 0000	1,168.05
27509C	06/23/2026	Tech PO 09-27	Shipping	245 623 410 0000	61.20
27534C	06/29/2026	Tech PO 12-27	Verkada 3 Year Camera License Renewal	245 623 410 0000	58,402.50
27534C	06/29/2026	Tech PO 12-27	Verkada 3-Year SV License Renewal	245 623 410 0000	8,955.05
27730C	07/10/2026	Tech PO 10-27	Verkada 3 Year Camera License	245 623 310 0000	778.70
27730C	07/10/2026	Tech PO 10-27	Shipping	245 623 310 0000	40.80
27730C	07/10/2026	Tech PO 10-27	Verkada CB63-E	245 623 410 0000	3,118.70
27731C	07/10/2026	Tech PO 11-27	Verkada 3 Year Camera License	245 623 310 0000	778.70
27731C	07/10/2026	Tech PO 11-27	Shipping	245 623 310 0000	40.80
27731C	07/10/2026	Tech PO 11-27	Verkada CB63-E Outdoor Bullet Camera	245 623 410 0000	3,118.70

Check Number: 6066 Check Type: Check Check Date: 07/21/2026 Vendor: POWERSCHOO POWERSCHOOL Check Total: 18,053.79

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV481423	06/20/2026		SIS Data Validation	245 623 310 0000	3,397.46
INV481423	06/20/2026		SIS Hosting	245 623 310 0000	10,928.51
INV481423	06/20/2026		SIS Hosting SSL Certificate	245 623 310 0000	566.21
INV494265	07/01/2026		SchoolMessenger Communications	100 632 310 0000	3,161.61

Check Number: 6067 Check Type: Check Check Date: 07/21/2026 Vendor: PRESTONAUT PRESTON AUTO PARTS Check Total: 121.37

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6546-313838	06/30/2026		REG NS	100 664 410 0000	61.99
6546-313887	07/01/2026		Wiper Blade	100 681 425 0000	29.69

Checking Account: 1 GENERAL CHECKING

6546-313887	07/01/2026		Wiper Blade	100 681 425 0000	29.69	

Check Number: 6068 Check Type: Check Check Date: 07/21/2026 Vendor: PRESTONCIT PRESTON CITIZEN Check Total: 1,090.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
06267437	06/30/2026		Budget Hearing Notice	100 632 410 0000	550.00
06267437	06/30/2026		Budget Hearing Notice	100 632 410 0000	540.00

Check Number: 6069 Check Type: Check Check Date: 07/21/2026 Vendor: PRESTONCI3 PRESTON CITY WATER DEPT. Check Total: 2,848.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
063026	06/30/2026		June 2026 Water/Sewer PHS	100 661 332 0096	866.50
063026	06/30/2026		June 2026 Water/Sewer PJH	100 661 332 0291	247.00
063026	06/30/2026		June 2026 Water/Sewer Oakwood	100 661 332 0497	338.50
063026	06/30/2026		June 2026 Water/Sewer Pioneer	100 661 332 0499	449.00
063026	06/30/2026		June 2026 Water/Sewer FCHS	100 661 332 8844	202.00
063026	06/30/2026		June 2026 Water/Sewer District	100 661 335 0000	543.00
063026	06/30/2026		June 2026 Water/Sewer Transportation	100 681 353 0000	202.00

Check Number: 6070 Check Type: Check Check Date: 07/21/2026 Vendor: PRESTONVAL PRESTON VALLEY COUNTRY STORE Check Total: 19.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
99095	06/26/2026		Reducer	100 664 410 0000	4.63
99095	06/26/2026		Connector Plug	100 664 410 0000	5.99
99095	06/26/2026		Tax	100 664 410 0000	0.64
99213	07/07/2026		Connector Plug	100 664 410 0000	5.99
99213	07/07/2026		Braid Tubing	100 664 410 0000	1.99
99213	07/07/2026		Tax	100 664 410 0000	0.48

Check Number: 6071 Check Type: Check Check Date: 07/21/2026 Vendor: PRIESTLEYM PRIESTLEY MENTAL HEALTH INC Check Total: 9,305.63

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
053026	05/30/2026		CBRS Services	100 521 300 0000	9,305.63

Check Number: 6072 Check Type: Check Check Date: 07/21/2026 Vendor: PUBLICCONS Public Consulting Group LLC Check Total: 9,101.70

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
CIV-10044287	06/30/2026		Medicaid Services 07/01/2025 and beyond	100 651 314 0000	9,101.70

Check Number: 6073 Check Type: Check Check Date: 07/21/2026 Vendor: RSDISTRIBU R & S DISTRIBUTING Check Total: 436.89

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
126291	06/18/2026		Brush End Bearing Plate	100 661 410 0096	43.49
126291	06/18/2026		Labor	100 661 410 0096	42.50
126501	07/09/2026		Urinal Screen Claim Lime Twist	100 661 410 0096	350.90

Check Number: 6074 Check Type: Check Check Date: 07/21/2026 Vendor: REDROVER Red Rover Technologies Check Total: 8,857.68

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV15476	07/01/2026		Employee Absence Management System	100 632 310 0000	8,857.68

Check Number: 6075 Check Type: Check Check Date: 07/21/2026 Vendor: RIVERSIDEH RIVERSIDE HOTEL Check Total: 380.00

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
062426	06/24/2026		IASBO Lodging - McKenna, S	100 632 380 0000	380.00

Check Number: 6076 Check Type: Check Check Date: 07/21/2026 Vendor: ROBSREPAIR ROB'S REPAIRS AND WINDSHIELDS Check Total: 202.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
677341	07/01/2026		DW 2108	100 681 425 0000	202.00

Check Number: 6077 Check Type: Check Check Date: 07/21/2026 Vendor: RONKELLERT RON KELLER TIRE Check Total: 136.80

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
PRET-61797-01	07/06/2026		PWR King Low Boy	100 665 410 0000	132.30
PRET-61797-01	07/06/2026		Valve Stem	100 665 410 0000	4.50

Check Number: 6078 Check Type: Check Check Date: 07/21/2026 Vendor: RYTEL RYTEL Check Total: 2,352.52

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
18714	07/01/2026		July 2026 VOIP Services	100 651 310 0000	2,352.52

Check Number: 6079 Check Type: Check Check Date: 07/21/2026 Vendor: SOFTWAREUN SOFTWARE UNLIMITED INC Check Total: 8,880.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20260502-0927	05/02/2026		Negotiations Annual Fee 07/26-06/27	100 651 360 0000	400.00
20260502-0927	05/02/2026		Report Writer Annual Fee 07/26-06/27	100 651 360 0000	500.00
20260502-0927	05/02/2026		SAS Annual Fee	100 651 360 0000	5,100.00
20260502-0927	05/02/2026		SAS-Online Custom SQL Annual Fee	100 651 360 0000	1,680.00
20260502-0927	05/02/2026		Web Link Annual Fee	100 651 360 0000	700.00
20260502-0927	05/02/2026		Web Link Hosted Annual Fee	100 651 360 0000	500.00

Check Number: 6080 Check Type: Check Check Date: 07/21/2026 Vendor: SOUTHFORKH SOUTH FORK HARDWARE Check Total: 324.31

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
544411	06/29/2026		Nuts, Bolts, Screws	100 664 410 0000	1.69
544770	07/06/2026		Impact Bit	100 664 410 0000	7.99
544770	07/06/2026		Drill Bit	100 664 410 0000	7.29
544779	07/06/2026		1/4 Brass Tee	100 665 410 0000	7.99
544779	07/06/2026		Close Brass Nipple	100 665 410 0000	3.49
544779	07/06/2026		1/4 x 1 1/2 Brass Nipple	100 665 410 0000	3.59
544779	07/06/2026		Brass Elbow	100 665 410 0000	6.49
544779	07/06/2026		Brass Bushing	100 665 410 0000	2.79
544779	07/06/2026		Bulk Teflon	100 665 410 0000	0.79
544807	07/06/2026		Sunnyside Denatured Alcohol	100 665 410 0000	22.99
544935	07/08/2026		Lawn & Garden	100 665 410 0000	19.99
544935	07/08/2026		Stanley Fatmax Hose	100 665 410 0000	94.99
544945	07/09/2026		PVC Bush	100 665 410 0000	2.59
544945	07/09/2026		PVC Elbow	100 665 410 0000	2.59
544958	07/09/2026		Slip Coupling	100 665 410 0000	19.99
544985	07/09/2026		Key	100 664 410 0096	5.98

Checking Account: 1 GENERAL CHECKING

544985	07/09/2026	Keys	100 664 410 0096	1.58	
545249	07/14/2026	PVC Cap	100 665 410 0000	3.18	
545283	07/15/2026	Junction Box	100 681 425 0000	23.99	
545294	07/15/2026	PVC Union	100 665 410 0000	35.58	
545294	07/15/2026	PVC Union	100 665 410 0000	33.98	
545294	07/15/2026	PVC Tee	100 665 410 0000	5.59	
545294	07/15/2026	Galv Nipple	100 665 410 0000	9.18	

Check Number: 6081 Check Type: Check Check Date: 07/21/2026 Vendor: STANDARDPL STANDARD PLUMBING SUPPLY CO Check Total: 41.76

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AWFV33	07/13/2026		Aerator	100 665 410 0000	4.29
AWG243	07/13/2026		Adapter	100 664 410 0497	5.99
AWG243	07/13/2026		Adapter	100 664 410 0497	5.49
AWNB57	07/15/2026		Disease LWN Fungde	100 665 410 0000	25.99

Check Number: 6082 Check Type: Check Check Date: 07/21/2026 Vendor: STOKESMARK STOKES MARKET PLACE Check Total: 218.94

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
02-163295	07/07/2026		Roller Refill	100 661 410 0291	9.29
02-163295	07/07/2026		Scrub Refill	100 661 410 0291	21.99
02-163295	07/07/2026		Fabuloso Cleaner	100 661 410 0291	10.38
02-163295	07/07/2026		Pinesol Cleaner	100 661 410 0291	44.72
02-164317	07/08/2026		Distilled Water	100 661 410 0497	1.89
02-164317	07/08/2026		Distilled Water	100 661 410 0497	5.67
65-517848	07/06/2026		1/2x10x12 SDS CUTT	245 623 410 0000	21.99
65-517848	07/06/2026		3/8x10x12 SDS 2CUTT	245 623 410 0000	19.99
65-517848	07/06/2026		5/8x10x12 SDS 2CUTT	245 623 410 0000	25.99
66-718862	07/09/2026		Adhesive	100 661 410 0096	13.99
66-724495	07/15/2026		Swifter Refill	100 661 410 0291	8.99
66-724495	07/15/2026		Glue Stick	100 661 410 0291	14.58
66-724495	07/15/2026		Blu Tape	100 661 410 0291	7.49
66-724495	07/15/2026		Caulking Cap	100 661 410 0291	0.99
66-724495	07/15/2026		WHT Advan	100 661 410 0291	10.99

Check Number: 6083 Check Type: Check Check Date: 07/21/2026 Vendor: SUMMITFIRE Summit Fire & Security LLC Check Total: 6,555.93

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4142317	06/02/2026		Annual Fire Alarm Monitoring 06/26-05/27	100 664 314 0499	596.00
4147481	06/02/2026		Annual Fire Alarm Monitoring 06/26-05/27	100 664 314 8844	596.00
4151589	06/03/2026		Annual Fire Alarm Monitoring 06/26-05/27	100 664 310 0000	464.00
4151717	06/03/2026		Annual Fire Alarm Monitoring 06/26-05/27	100 664 314 0291	1,456.00
4152420	06/03/2026		Inspection (9)	100 664 314 0096	1,125.00
4152420	06/03/2026		Inspection (11)	100 664 314 0096	1,375.00
4152420	06/03/2026		Hotel Engine	100 664 314 0096	477.93
4152420	06/03/2026		Battery	100 664 314 0096	250.00

Checking Account: 1 GENERAL CHECKING

4152420	06/03/2026	Per Diem	100 664 314 0096	126.00	
4152420	06/03/2026	Truck Charge	100 664 314 0096	90.00	

Check Number: 6084 Check Type: Check Check Date: 07/21/2026 Vendor: TASBINC TASB INC Check Total: 3,250.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
693796	07/15/2026		Annual Subscription Boardbooks	100 631 360 0000	3,250.00

Check Number: 6085 Check Type: Check Check Date: 07/21/2026 Vendor: TIMBERLINE Timberline Exteriors Check Total: 165.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
38692	07/01/2026		T&G White	100 664 410 0291	165.00

Check Number: 6086 Check Type: Check Check Date: 07/21/2026 Vendor: TRUCKPROL TruckPro, LLC Check Total: 493.97

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
282-0033905	07/13/2026		BRK Drum	100 681 425 0000	489.98
282-0033905	07/13/2026		Delivery	100 681 425 0000	3.99

Check Number: 6098 Check Type: Check Check Date: 07/29/2026 Vendor: ALSCO ALSCO Check Total: 41.65

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
LBLA2693748	07/27/2026		Bus Shop Laundry	100 681 330 0000	41.65

Check Number: 6099 Check Type: Check Check Date: 07/29/2026 Vendor: BOMGAARS BOMGAARS Check Total: 255.31

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
77085821	06/16/2026		Compound Joint	100 661 410 0499	12.99
77085821	06/16/2026		Spreader	100 661 410 0499	1.69
77088632	06/22/2026		Sprinkler Pop-Up	100 665 410 0000	19.99
77089354	06/24/2026		Adapter Socket	100 664 410 0499	3.49
77089354	06/24/2026		Socket, Hex Bit	100 664 410 0499	3.14
77089753	06/25/2026		Nozzle	100 664 410 0291	32.99
77091464	06/29/2026		Spraypaint	100 664 410 0000	4.99
77092025	07/01/2026		Pail, Paint Liner	100 664 410 0497	5.69
77092025	07/01/2026		Pail Paint	100 664 410 0497	10.99
77092025	07/01/2026		Power Grab Adhesive	100 664 410 0497	4.99
77092025	07/01/2026		Paint Roller	100 664 410 0497	2.99
77092025	07/01/2026		Paint Tray Liner	100 664 410 0497	6.76
77092025	07/01/2026		Paint, Tray	100 664 410 0497	5.69
77092034	07/01/2026		Coupler	100 665 410 0000	7.99
77092034	07/01/2026		Culvert	100 665 410 0000	74.99
77092034	07/01/2026		Clamp	100 665 410 0000	11.96
77092034	07/01/2026		Coupler	100 665 410 0000	12.98
77092229	07/01/2026		Coupler	100 664 410 0000	(7.99)
77092229	07/01/2026		Coupler	100 664 410 0000	(6.49)
77092229	07/01/2026		Coupler	100 664 410 0000	(6.49)
77092230	07/01/2026		Culvert	100 664 410 0000	(74.99)

Checking Account: 1 GENERAL CHECKING

77095348	07/09/2026	Paint Brush	100 664 410 0291	1.99
77095348	07/09/2026	Foam Brush	100 664 410 0291	2.99
77095348	07/09/2026	Foam Brush	100 664 410 0291	2.99
77095348	07/09/2026	Foam Brush	100 664 410 0291	2.99
77095348	07/09/2026	Cover Roller	100 664 410 0291	6.99
77095348	07/09/2026	Cover Roller	100 664 410 0291	5.99
77095348	07/09/2026	Paint Brush	100 664 410 0291	1.99
77095348	07/09/2026	Paint Brush	100 664 410 0291	1.99
77095348	07/09/2026	Painter Tape	100 664 410 0291	12.99
77095348	07/09/2026	Painter Tape	100 664 410 0291	12.99
77095348	07/09/2026	Nylon Brush	100 664 410 0291	7.99
77095348	07/09/2026	Paint Brush	100 664 410 0291	1.99
77095349	07/09/2026	Silicone	100 664 410 0000	4.99
77096885	07/13/2026	Masking Tape	100 664 410 0096	15.98
77096974	07/13/2026	Window Box	100 664 410 0497	16.99
77097599	07/15/2026	Manifold	100 664 410 0000	34.99
77097703	07/15/2026	Manifold Kit	100 664 410 0000	(34.99)
77097703	07/15/2026	Ball Valve	100 664 410 0000	10.99
77097703	07/15/2026	Tee Insert	100 664 410 0000	2.69
77097703	07/15/2026	Hose Clamp	100 664 410 0000	9.95
77097703	07/15/2026	Hose	100 664 410 0000	1.49

Check Number: 6100 Check Type: Check Check Date: 07/29/2026 Vendor: BRYSONSALE BRYSON SALES & SERVICE INC Check Total: 73.66

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
215158	07/22/2026		Gas Spring	100 681 425 0000	73.66

Check Number: 6101 Check Type: Check Check Date: 07/29/2026 Vendor: CDWGOVERNM CDW GOVERNMENT INC Check Total: 38,629.80

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AJ7FV5X	06/12/2026	Tech PO 07-27	Teachers Laptops (60)	245 623 410 0000	38,629.80

Check Number: 6102 Check Type: Check Check Date: 07/29/2026 Vendor: CHEMSEARCH CHEMSEARCH Check Total: 1,038.66

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9715846	07/27/2026		Contract Water Treatment Program	100 664 410 0096	1,038.66

Check Number: 6103 Check Type: Check Check Date: 07/29/2026 Vendor: CONSOLIDAT CONSOLIDATED ELECTRICAL DIST. Check Total: 51.52

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4205-1099210	07/16/2026		LED Panel Light Fixture	100 664 410 0497	51.52

Check Number: 6104 Check Type: Check Check Date: 07/29/2026 Vendor: DOWNSJONI Joni Downs Check Total: 300.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
072726	07/27/2026		Commercial Photoshoot	100 632 310 0000	300.00

Check Number: 6105 Check Type: Check Check Date: 07/29/2026 Vendor: ELITEMECHA ELITE MECHANICAL Check Total: 8,847.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount

Checking Account: 1 GENERAL CHECKING

4276	07/27/2026	Mini Split	100 664 410 0499	6,950.00	
4276	07/27/2026	Electrical	100 664 410 0499	1,500.00	
4277	07/27/2026	Service Call	100 664 410 0497	125.00	
4277	07/27/2026	Additional Labor	100 664 410 0497	62.50	
4277	07/27/2026	Capacitor	100 664 410 0497	85.00	
4278	07/27/2026	East Classrooms Pioneer	100 664 410 0499	125.00	

Check Number: 6106 Check Type: Check Check Date: 07/29/2026 Vendor: HANSONJANI HANSON JANITORIAL SUPPLY Check Total: 1,121.77

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
795821-1	07/17/2026		Finish Applicator 5x24	100 664 410 8844	13.46
795838-1	07/17/2026		Squeaky Wood Floor Cleaner	100 661 410 0096	87.54
795983	07/21/2026		v300 PMF Valve	100 661 410 0291	70.47
796743	07/17/2026		Encap Oxy Extraction	100 664 410 8844	40.14
796743	07/17/2026		Cleaner 1 Gl Sponge Amazing	100 664 410 8844	5.98
796743	07/17/2026		Red 40 D Buffing Pad	100 664 410 8844	13.28
796743	07/17/2026		Hard As Nails	100 664 410 8844	59.10
796986	07/17/2026		Squeegee Off	100 661 410 0096	19.64
796986	07/17/2026		ReLintless Wet Mop Medium	100 661 410 0096	67.50
796987	07/17/2026		Omniguard Urinal Cleaner	100 661 410 0096	134.52
797091	07/17/2026		Nitrile Black Medium PF Glove	100 661 410 0096	239.50
797365	07/17/2026		Stix 20% Phosphoric Thick	100 664 410 0096	132.36
797380	07/17/2026		Speedex Concentrate	100 661 410 0497	248.67
797444	07/17/2026		Finish Applicator	100 664 410 0096	(100.80)
797532	07/20/2026		Finish Applicator	100 664 410 0096	55.48
797532	07/20/2026		Polish Pad	100 664 410 0096	34.93

Check Number: 6107 Check Type: Check Check Date: 07/29/2026 Vendor: HATCHFLOOR HATCH FLOORING LLC Check Total: 17,768.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3110	06/01/2026		Aladdin Scholarship 2 Tiles	100 664 410 0499	11,359.30
3110	06/01/2026		Carpet Adhesive	100 664 410 0499	1,920.50
3110	06/01/2026		Freight	100 664 410 0499	1,278.20
3110	06/01/2026		Floor Patch	100 664 410 0499	135.00
3110	06/01/2026		Flatbar Silver	100 664 410 0499	75.00
3110	06/01/2026		Underslung Reducer Coil	100 664 410 0499	72.00
3110	06/01/2026		Carpet Tile Install	100 664 410 0499	2,556.40
3110	06/01/2026		Floor Preparations	100 664 410 0499	349.60
3233	07/22/2026		Rubber Base Adhesive	100 664 410 0499	22.00

Check Number: 6108 Check Type: Check Check Date: 07/29/2026 Vendor: INTERSTATE INTERSTATE BATTERIES OF SNAKE RIVER Check Total: 153.96

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20260727	06/08/2026		52717PC	100 681 425 0000	153.96

Checking Account: 1 GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
6109	Check	07/29/2026	LAWSONPROD	LAWSON PRODUCTS INC	416.69

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9313632928	07/15/2026		Aerosol Quickpeel Organic Solvent	100 681 426 0000	56.97
9313632928	07/15/2026		Tapered Nozzle	100 681 426 0000	8.50
9313632928	07/15/2026		18-14 Ga Scotchlok Elec Term	100 681 426 0000	27.13
9313632928	07/15/2026		Red 22-18 Sctchlk Instauto	100 681 426 0000	12.83
9313632928	07/15/2026		ZEP TNT 5 gal	100 681 426 0000	180.95
9313632928	07/15/2026		15 Gal .7 Milo-Dens BLK Liner	100 681 426 0000	64.21
9313644284	07/20/2026		Flap Disc. 4 1/2 Zirc	100 664 410 0000	66.10

Check Number	Check Type	Check Date	Vendor		Check Total
6110	Check	07/29/2026	NCSPEARSON	NCS PEARSON	4,995.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31982620	07/02/2026	DO-072026	Aimswebplus Unlimited	100 512 310 0000 312	4,995.00

Check Number	Check Type	Check Date	Vendor		Check Total
6111	Check	07/29/2026	PRACTSPORT	Practice Sports	3,299.62

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
338549	07/29/2026	521001	Track Pit Covers	100 532 410 0000	3,299.62

Check Number	Check Type	Check Date	Vendor		Check Total
6112	Check	07/29/2026	PRESTONAUT	PRESTON AUTO PARTS	36.55

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6546-314633	07/20/2026		ATF Dex/Mer	100 681 426 0000	20.58
6546-314633	07/20/2026		Power Steering Fluid	100 681 426 0000	15.97

Check Number	Check Type	Check Date	Vendor		Check Total
6113	Check	07/29/2026	RSDISTRIBU	R & S DISTRIBUTING	683.10

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
126652	07/22/2026		Preserve Roll Towl	100 661 410 0096	331.02
126665	07/23/2026		Soap Aff Pink Lotion	100 661 410 0291	352.08

Check Number	Check Type	Check Date	Vendor		Check Total
6114	Check	07/29/2026	SOUTHFORKH	SOUTH FORK HARDWARE	53.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
545627	07/21/2026		Box 8x 1 1/4 Int Saber	100 665 410 0000	11.59
545627	07/21/2026		Lumber/Drywall/Polyplastic	100 665 410 0000	18.32
545995	07/28/2026		Portland Cement	100 665 410 0000	19.49
546030	07/28/2026		Nuts, Bolts, Screws, Nails	100 661 410 0096	3.60

Check Number	Check Type	Check Date	Vendor		Check Total
6115	Check	07/29/2026	STANDARDPL	STANDARD PLUMBING SUPPLY CO	92.53

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AWT173	07/16/2026		Box GRN Dura	100 665 410 0000	36.99
AWT173	07/16/2026		10 RND VLV Box GRN	100 665 410 0000	17.99
AXH396	07/21/2026		O-Ring	100 664 410 0497	1.58
AXYH26	07/27/2026		Roller	100 664 410 0000	5.98
AXYH26	07/27/2026		RSTP Oil Enam PRMGRY	100 664 410 0000	29.99

Check Number	Check Type	Check Date	Vendor		Check Total
6116	Check	07/29/2026	STATEDEPAR	STATE DEPARTMENT OF EDUCATION	100.00

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
072926	07/29/2026		Alternate Authorization- Gregersen, J	100 632 314 0000	100.00

Check Number: 6117 Check Type: Check Check Date: 07/29/2026 Vendor: STATEDEPTO STATE DEPT. OF EDUCATION Check Total: 128.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
072926	07/29/2026		Employment - Bryce, G	100 632 410 0000	32.00
072926	07/29/2026		Employment - Hyde, N	100 632 410 0000	32.00
072926	07/29/2026		Employment - Parker, S	100 632 410 0000	32.00
072926	07/29/2026		Employment - Gregersen, J	100 632 410 0000	32.00

Check Number: 6118 Check Type: Check Check Date: 07/29/2026 Vendor: STATEINSUR STATE INSURANCE FUND Check Total: 9,673.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31221502	07/13/2026		Installment Premium Workers Compensation	100 632 270 0000	9,673.00

Check Number: 6119 Check Type: Check Check Date: 07/29/2026 Vendor: STOKESMARK STOKES MARKET PLACE Check Total: 250.37

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
03-270590	07/28/2026		Pinesol Cleaner	100 661 410 0291	61.49
03-270590	07/28/2026		Magic Erasor	100 661 410 0291	14.58
03-270590	07/28/2026		Fabuloso Cleaner	100 661 410 0291	10.38
66-735639	07/27/2026		Slv Dr Sweep (6)	100 661 410 0096	137.94
66-735685	07/27/2026		And Valve	100 661 410 0096	25.98

Check Number: 6120 Check Type: Check Check Date: 07/29/2026 Vendor: TURNITINLL TURNITIN LLC Check Total: 2,912.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
IN-TII-78024	07/20/2026		Originality Check Integrity Essentials	100 622 430 0096	2,912.50

Check Number: 17426 Check Type: Direct Deposit Check Date: 07/21/2026 Vendor: KUNZCRAI Craig Kunz Check Total: 69.34

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2607-261212	07/02/2026		SCH40 Span Coupling	100 665 410 0000	42.16
2607-261212	07/02/2026		2-1/2" Comp PVC Coupling	100 665 410 0000	22.49
2607-261212	07/02/2026		Tax	100 665 410 0000	4.69

Check Number: 17427 Check Type: Direct Deposit Check Date: 07/21/2026 Vendor: MCKENSHEL Shelby McKenna Check Total: 74.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
062626	06/26/2026		IASBO Meal Reimbursement	100 632 380 0000	74.00

Check Number: 17428 Check Type: Direct Deposit Check Date: 07/21/2026 Vendor: PORTENATA Natasha Porter Check Total: 20.05

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
071926	07/19/2026		Gas Reimbursement	245 623 410 0000	20.05

Check Number: 17720 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: HAMBLINKAY HAMBLIN KAYLYNN Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17721 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: ATKINDAKO Dakota Atkinson Check Total: 75.00

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0291	75.00

Check Number: 17722 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: GARNEBRAD Brady Garner Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17723 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: HARRITAMA Tamara Harris Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17724 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: HEWARJACL Jaclyn Heward Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0096	75.00

Check Number: 17725 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: KEELEAARO Aaron Keele Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17726 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: KUNZCRAI Craig Kunz Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17727 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: MCKENSHEL Shelby McKenna Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17728 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: NATEJEFF Jeffrey Nate Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17729 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: PEERYCLIN Clint Peery Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0096	75.00

Check Number: 17730 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: SCHMITHOM Thomas Schmidt Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0291	75.00

Check Number: 17731 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: SMITHCYNT Cynthia Smith-Murray Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 17732 Check Type: Direct Deposit Check Date: 07/27/2026 Vendor: THOMAGARY Gary Thomas Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	07/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Checking Account: 1 GENERAL CHECKING

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 616,446.90

Checking Account: 2 CHILD NUTRITION CHECKING

Check Number: 53 Check Type: Automatic Payment Check Date: 07/21/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 4,772.96

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
34KQ	06/16/2026		Milk Cooler	290 710 410 0497	4,772.96

Check Number: 1583 Check Type: Check Check Date: 07/21/2026 Vendor: DFADAIRYBR DFA DAIRY BRANDS - MEADOW GOLD DAIRY Check Total: 3,240.10

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31689178	06/22/2026		Milk Purchases Oakwood	290 710 450 0497 710	530.19
31689653	06/29/2026		Milk Purchases Oakwood	290 710 450 0497 710	2,709.91

Check Number: 1584 Check Type: Check Check Date: 07/21/2026 Vendor: NICHOLASCO NICHOLAS & COMPANY Check Total: 2,245.29

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1000067167	06/16/2026		Food Purchases Oakwood	290 710 450 0497	401.21
1000091726	06/30/2026		Food Purchases Oakwood	290 710 450 0497	746.62
1000105074	07/07/2026		Food Purchases Oakwood	290 710 450 0497	1,097.46

Check Number: 1585 Check Type: Check Check Date: 07/21/2026 Vendor: TARBECOLE COLE TARBET Check Total: 200.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2348	07/01/2026		Free/Reduced Online Application	290 710 390 0096	200.00

Check Number: 1586 Check Type: Check Check Date: 07/29/2026 Vendor: PRESTONSC5 PRESTON SCHOOL DISTRICT 201 Check Total: 446.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
072326	07/23/2026		Envelopes with stamps (1)	290 416100	446.00

*Denotes Expensed Invoice Item

Checking Account ID: 2 Total without Voids: 10,904.35

Preston Joint School District No. 201

Personnel Report

Recommended Hires

Name	Position	Department	Location	FTE
Hammon, Stephani	Elementary Teacher	2nd Grade	Pioneer	1
Babb, Sariah	Elementary Teacher	1st Grade	Pioneer	1

Recommended Acceptance of Resignation/Termination/Retirement

Name	Position	Department	Location	Resign/Retire	FTE
Marlow, Stephanie	Secondary Teacher	English	PJH	Resign	1
Jensen, Amy	School Nurse	Special Services	District	Resign	1

Recommended Acceptance of Change of Assignment

Name	Current Position	Current Location	New Position	New Location	FTE
Rose, Christina	2nd Grade	Pioneer	Englsih	PJH	1

Policy 5295 – Professional Employee Representation for Purposes of Negotiations

In accordance with the applicable provisions of Idaho Code, in order for the District to engage in negotiations with an authorized local education association (LEA), upon Board request, the LEA shall be required to demonstrate to the District that it has been duly chosen and selected by 50% plus one of the professional employees of the District, excluding administrative personnel, as their representative LEA for negotiations.

Any efforts to demonstrate the association represents a majority of certified employees or to otherwise engage in association activities must follow Policy 5296.

Starting Negotiations

A party that wants to start negotiation shall provide the other party notice of such interest, in writing.

If the Board is interested in starting negotiations, it shall provide written notification to all representative education associations for which membership is known to exist at the District (i.e. local IEA, AFT, NWPEA etc. affiliate). If the District is not aware of any membership, the District has no obligation to provide notice. However, if the District is aware that an association has 50% plus one dues paying members, the District need only contact this one LEA about starting negotiations.

If an association is interested in starting negotiations, a written letter shall be advanced by the association to the Board's Clerk. An association interested in starting negotiations need not be a formal association with any ties to any state or national entity. The association may be entirely comprised of a local group of professional employees of the District, with no affiliation to any outside association.

Identification of the Number of Professional Employees Required for Negotiations

Upon notification of interest in starting negotiations, whether the notice is from the District or by an association, the District shall prepare a list of all professional employees of the District currently on contract, excluding those serving as administrative personnel.

District personnel shall ascertain from this list how many individuals the association must represent to obtain LEA status for the purpose of negotiations pursuant to the 50% plus one statutory requirement. If there is only one education association active in the District, and the Board is confident it represents 50% plus one of the eligible employees, the Board may, at its option, waive the requirement for the association to demonstrate they represent 50% plus one of the eligible employees.

The District shall notify the association of the representation number necessary to meet the 50% plus one statutory requirement. This notification shall be in writing or via electronic communication to maintain a record of the communication.

If an employee is a partial administrative FTE and a partial teaching FTE, and is counted as such on the District's State reporting, the District may include the partial teaching FTE, only to the extent of the percentage of the partial teaching FTE, in the listing and calculation for representative status.

If there is any question about the number of professional employees required to reach the 50% plus one representative status, a meeting shall be held between one or more District representatives and representation of the association to review the manner in which the figure was reached.

Obtaining Authorization and Representative Status

The association process for obtaining authorization for representative status for the purposes of negotiations must include the following:
Representation authority for the purpose of negotiations must be documented in writing.

Representation authority for the purpose of negotiations must be associated with the current or immediate previous school year in question, even if the authority is contended to be continuing or rolling. The current or immediate previous school year's representation authority status shall be noted on the written authorization from the professional employee.

For representation status for the purpose of negotiations, the subject employee need not be a member, dues paying or otherwise, of any official labor organization, association, or union.
Both parties shall comply with the requirements of the Code of Ethics for Idaho Professional Educators, and the Idaho Right to Work Laws, and IC 33-1272 et seq. as well as the requirements set out in Policy 5296.

Neutral Party Selection

The District shall create a list of three neutral individuals from which one will be selected by the parties to serve as the "Neutral Party", the individual responsible for reviewing and determining if the association has met the representative status of 50% plus one as required by statute.

This list shall be prepared in writing, and all individuals on the list shall have been contacted to confirm their willingness and ability to perform these duties and to confirm:

The neutral individual is not and has never been an employee with the District, and they do not have a spouse, parent, child, or grandchild who is or was an employee of the District.

The neutral individual is not and has never been a member of any LEA.

The neutral individual list shall be generated from a review of local current and/or former public officials and public citizens who serve the community. Examples may include, but are not limited to local city council members or employees, local mayors or mayor's office employees, local legislators, employees of the State Department of Education, employees of the State Board of Education, local judges or county clerk's, officials or officers at a local banking institution, etc.
A meeting shall be held between one or more District representatives and representatives of the association seeking to obtain LEA status. At the meeting, the written list of neutral individuals will be provided and discussed. If the parties cannot mutually agree to select one of the individuals from the list, the parties shall take alternative turns, each striking one individual from the list to leave a final selection, with the association seeking to obtain representative status having the first option to strike a name. The final name left after each side has had the chance to strike one will serve as the neutral party responsible for determining if the association has met the representative status of 50% plus one as required by statute.

After selection of the neutral party, both the District and association shall sign written notification of the selection, and neither party shall have communications, directly or indirectly, with the neutral party unlessboth parties consent to the communications and participates in them.

Neutral Party Review

Jointly, the District and the association shall provide the neutral narty with the following information to ascertain representative status:
The District shall provide, in writing, to the neutral party, the list of certified employees on contract, excluding administrative personnel, prepared as described above.

The association shall provide to the neutral party, in writing, authorization documentation from each certified employee who has signed such, documenting authority to act as a representative for the purpose of negotiations. This documentation must be no more than two years old.

The association is not required to provide the current authorization documentation to the District or its administration, but it may choose to do so.

The District shall provide a copy of this policy as well as a copy of Section 33-1272, Idaho Code.

The neutral party shall then compare the list provided by the District and the current authorizations from the association. Any authorizations that are older than two years shall not be counted in the establishment of representative status. Upon completion of the comparison, the neutral party shall prepare a written letter indicating the exact percentage of District certified employees, to the second decimal, that have provided written authorization to the association to serve as a representative for negotiations purposes. This letter shall be notarized and jointly provided to the District and the association seeking representation status for the purpose of negotiations.

Final Steps

If representative status of 50% plus one has been obtained, the District and the now-determined LEA may start the negotiation process. If such representative status has not been met due to failure to meet the statutory required levels, negotiations shall not commence.

If no new association seeks to obtain representative status for the purpose of negotiations and to be deemed the LEA, the District's Board may establish compensation and benefits and other working conditions as it deems appropriate in due course.

Legal References	Description
33-1275	Terms of Agreements
33-1279	Released Time for Service on State Committees And Commission
IC § 33-1216, et seq.	Teachers - Sick and Other Leave
IC § 33-1271	School Districts – Professional Employees – Negotiation Agreements
IC § 33-1272	Teachers - Definitions
IC § 33-513	Professional Personnel
IC § 44-2001	Right to Work - Declaration of Public Policy
IC § 44-2003	Right to Work - Freedom of Choice Guaranteed, Discrimination Prohibited
IC § 44-2004	Right to Work - Voluntary Deductions Protected
IC § 44-2006	Right to Work - Coercion and Intimidation Prohibited
IC 33-1277	Taxpayer Funding of Teachers Unions Prohibited
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators

Other References	Description

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
5296	Limits on Local Education Association Activities
5296-P(1)	Limits on Local Education Association Activities - LEA Activity Personal Leave Bank
7600	Declaration of Financial Emergency
7600-P(1)	Declaration of Financial Emergency - Financial Emergency Declaration Requirements
7600-F(1)	Declaration of Financial Emergency - Declaration of Financial Emergency Resolution
7600-F(2)	Declaration of Financial Emergency - Declaration of Financial Emergency Resolution

Adopted:
Revised:
Reviewed:

Policy 5296 – Limits on Local Education Association Activities

Prohibited Activities

Idaho Code prohibits the District from doing any of the following:

1. Deducting dues, fees, assessments, fines, or contributions from the pay of a certified employee on behalf of a local education association (LEA). For the purposes of this policy, a LEA means a teachers union or its affiliate as defined in IC 33-1272, and it may include, but is not limited to, the Idaho Education Association the Northwest Professional Education Association, the American Federation of Teachers, and their local affiliates;

2. Increasing a certified employee's compensation for the purpose of paying LEA dues, fees, assessments, fines, or contributions;

3. Providing certificated employees' personal or contact information to a LEA except for:

    A. Information whose disclosure is required upon a public records request; and
    B. Information whose release has been authorized by the employee.

4. Requiring any certified employee to meet, communicate with, listen to, or otherwise interact with a LEA. This shall include:

    A. Allowing anyone to speak at a staff meeting or other work activity in their capacity as a representative of the LEA or to promote membership in the LEA;
    B. Seeking signatures for membership cards during work hours;

This shall not include such activities outside of work hours at events held on District property when used by the LEA as described in Policy ~~4210 Community Use of Facilities~~. Any use of a school facility by a LEA or for a LEA activity must be done through this process for community use of facilities, and the LEA shall be treated in the same way as other community groups seeking to use District facilities. Such activities may only take place outside of work hours.

5. Distributing communications or membership solicitations on behalf of a LEA. This shall include providing such materials in the following ways:

    A. Via District email or devices;
    B. Using staff mailboxes unless such mailboxes are made available to distribute communications by other community groups; and
    C. Using any District bulletin boards unless such boards are made available to publicize communications by other community groups.

LEA activities shall not be conducted by the District, employees, or representatives of the LEA using District email.

5. Contributing funds to, or expending funds on behalf of a LEA.

6. Providing any compensation or paid leave to a certified employee, directly or indirectly, for the purpose of engaging in LEA activities, except the following:

    A. A leave of absence which the Board may grant a certified employee for up to one year of service to a LEA of which they are a member and have been elected president as described in IC 33-1216.
    B. Released time for a certified employee to serve on a committee or commission established by the State of Idaho, the State Legislature, or by a department or agency of the State of Idaho as described in IC 33-1279. Such leave shall be provided for up to five days, and more time may be provided at the Board's discretion.

Local Education Association Activities

For the purposes of this policy, LEA activities include any of the following if done at the direction of, on behalf of, or to advance the purposes of a LEA:

1. Supporting or opposing any candidate for federal, state, or local public office;
2. Influencing the passage or defeat of any federal or state legislation or regulation or any local ordinance or ballot measure;
3. Promoting or soliciting membership or participation in, or financial support of a LEA;
4. Seeking to become the exclusive representative of all professional employees in a district;
5. Participating in the administration, business, or internal governance of a LEA;
6. Preparing, conducting, or attending LEA events, conferences, conventions, meetings, or trainings, unless the training is directly related to their performance of their job duties;
7. Distributing LEA communications;
8. Representing or speaking on behalf of a LEA in any setting, venue, or procedure in which the District is not a participant;
9. Representational activities, which shall mean:

    A. Preparing, filing, or pursuing grievances;
    B. Representing professional employees in investigatory interviews, disciplinary proceedings, appeals, or other administrative or legal proceedings;
    C. Engaging in negotiations and any related mediation;
    D. Administering a negotiation agreement; or
    E. Participating in labor-management committees.

Permissible Practices

Employees may only engage in LEA activities outside of work hours as described in Policy 5210 or under one of the following circumstances, provided the current negotiated agreement provides for the following.

1. The District may grant a certified employee time off without pay or benefits to engage in LEA activities. The LEA may compensate the employee for these activities.

2. The District may allow a certified employee to use their own compensated personal leave ~~**[OPTIONAL: or leave donated as described in Procedure 5296-P(1) Donated Leave for LEA Activities**~~ to engage in LEA activities. This leave can only be used if the employee can freely choose how to use the leave and if the leave used is accrued at the same rate by similarly situated certified employees regardless of LEA membership or participation.

3. In the case of representational activities as described above, a certified employee may engage in the activity while on duty without loss of pay or benefits if:

    A. The LEA reports to the District the amount of time the employee spent on representational activities. The report must be provided at least twice per year and indicate how much time each employee spent on these activities and on which days. The amount of time must be reported to the nearest quarter hour.
    B. The District calculates the pro rata value of compensation, including wages and benefits, paid or accruing to a professional employee for time spent engaged in representational activities and provides an invoice for this amount to the LEA at least twice per year; and
    C. Upon receipt of the invoice from the District, the LEA provides full payment to the District within 30 days.

If the District has a negotiated agreement with an LEA, the agreement shall state whether representational activities may take place during work hours through one of the processes listed above permitting such activities. Whenever feasible, representational activities shall be conducted outside of work hours. When an allowable method of conducting such activities during work hours is used, the District shall maintain records to document that the appropriate process has been followed.

Other LEA Restrictions

The District and its employees shall comply with the requirements of the Code of Ethics for Idaho Professional Educators and the Idaho Right to Work Laws. These include, but are not limited to, the following requirements:

1. They shall refrain from unethical conduct, which includes willfully interfering with the free participation of colleagues in education associations.

2. No person shall be required, as a condition of employment or continuation of employment, to:

    A. Resign or refrain from voluntary membership in, voluntary affiliation with, or voluntary financial support of a labor organization, including an LEA; or
    B. Become or remain a member of a labor organization, including an LEA; or

C. Pay any dues, fees, assessments, or other charges of any kind or amount to a labor organization, including an LEA; or
D. To pay to any charity or other third party, in lieu of such payments, any amount equivalent to or a pro-rata portion of dues, fees, assessments, or other charges regularly required of members of a labor organization, including an LEA; or
E. To be recommended, approved, referred, or cleared by or through a labor organization, including the LEA.

3. It is unlawful for any person, by any threatened or actual intimidation or by any damage or threatened damage to the property of an employee or prospective employee or the family of an employee or prospective employee, to compel or attempt to compel an employee to join, affiliate, or financially support a labor organization, including the LEA, or to refrain from doing so.

4. It is unlawful to cause or attempt to cause an employee to be denied employment or discharged from employment because of support or nonsupport of a labor organization, including the LEA, by inducing or attempting to induce any other person to refuse to work with an employee.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5325 – Employee Use of Social Media Sites, Including Personal Site

Because of the unique nature of social media sites, such as Facebook and Twitter, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

Protect Confidential and Proprietary Information

Employees shall not post confidential or proprietary information about the District, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by State or federal law.

Do Not Use the District's Name, Logos, or Images

Employees shall not use the District logos, images, iconography, etc. on personal social media sites. Nor shall employees use the District name to promote a product, cause, political party, or political candidate. Nor shall employees use personal images of students, names, or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

Respect District Time and Property

~~**[CHOOSE ONE OF THE FOLLOWING OPTIONS]**~~

~~**Option 1: No Use of Social Media during Work Hours or on District Equipment**~~

~~District computers and time on the job are reserved for District-related business. Employees shall not use District time or property on personal e-mail or social media sites~~.

Option 2: Limited Use of Social Media on District Equipment Permitted

Employees will use e-mail and social media for personal purposes only during non-work times, such as during lunch or before or after school. Employees are prohibited from downloading the TikTok app or visiting the TikTok website on any District device or using internet access provided by the District. Any use of permissible social media sites must occur during times and places that the use will not interfere with job duties, negatively impact job performance, or otherwise be disruptive to the school environment or its operation.

On Personal Sites

If you identify yourself as a District employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the District, its Board, employees, or agents.

Opinions expressed by staff on a social networking website have the potential to be

disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment

Keep Personal and Professional Accounts Separate

Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Use of District email for this purpose is prohibited and will be considered a violation of District policy that may result in disciplinary action.

Contact with Students

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. Excessive informal or social involvement with students is therefore prohibited. This includes:

1. Listing current students as "friends" on networking sites wherein personal information is shared or available for review which results in the certificated professional employee not maintaining the Code of Ethics requiring professional relationships with students both inside and outside the classroom;

2. Contacting students through electronic means other than the District's email and telephone system;

3. Coaches electronically contacting a team member or members without including ~~all team members~~ an administrator in the communication;

4. Giving private cell phone or home phone numbers to students without prior approval of the District; and

5. Inappropriate contact of any kind including via electronic media.

Nothing in this policy prohibits District staff and students from the use of education websites or use of social networking websites created for curricular, co-curricular, or extracurricular purposes where the professional relationship is maintained with the student.

Failure to maintain a professional relationship with students, both inside and outside of a

classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or any other electronic methods will result in the required reporting of such conduct to the Professional Standards Commission by the District's Administration.

~~Rules Concerning District-Sponsored Social Media Activity~~

~~If an employee wishes to use Facebook, Twitter, or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, the employee must also comply with the following rules:~~

1. ~~The employee must set up the club, activity, etc. as a group list which will be "closed and moderated";~~
2. ~~The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means;~~
3. ~~Members will not be established as "friends" but as members of the group list;~~
4. ~~Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee. Persons desiring to access the page may join only after the employee invites them and allows them to join;~~
5. ~~Parents shall be permitted to access any site that their child has been invited to join **[Optional: and at least one parent or guardian of each student who is a group member must also be a member of the group]**. Parents shall report any communications by students or school personnel they believe to be inappropriate to District administration;~~
6. ~~Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team;~~
7. ~~The employee responsible for the site will monitor it regularly;~~
8. ~~The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose;~~
9. ~~Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and~~

~~employees' personal social media profiles and pages;~~

10. ~~Postings made to the site must comply with the District's Policy 5335 Employee Use of Electronic Communications Devices; and~~

11. ~~The Superintendent reserves the right to shut down or discontinue the group if they believe it is in the best overall interest of the students.~~

Legal References:

Legal References	Description
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
Idaho Executive Order	2022-06
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
1405	School Board Use of Email and Social Media
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
4170	District or School Operated Social Media
5275	Adult Sexual Misconduct
5330	Employee Electronic Mail and Online Services Usage
5330-F(1)	Employee Electronic Mail and Online Services Usage - Employee Electronic Mail and Online Services Use Policy Acknowledgment
5335	Employee Use of Electronic Communications Devices (Alternatives)
5335-F(1)	Employee Use of Electronic Communications Devices (Alternatives) - MOBILE COMPUTING DEVICE AGREEMENT

Adopted:

Revised:

Reviewed:

Policy 5750 – Employing Retired Teachers and Administrators

One of the Board's personnel goals is to recruit, select, and employ the best qualified personnel to staff the schools within the District. As such, retired employees who leave the District in good standing may be re-employed as a "Return to Work" employee according to the following guidelines:

1. The District may employ a person previously employed as a school district or charter school instructional, pupil service, or other certificated staff member, certificated teacher or administrator who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individual was not promised "rehire" by the District before their retirement was in effect. These employees are referred to below as "retiree" or "retirees".

   In addition, effective until June 30, 2026, the District may hire individuals who retired from any PERSI-eligible employer, so long as the individual retired on or after age 55, and so long as the individual acknowledges they may not accrue additional retirement benefits. All such employment under Idaho 59-1356(5) must end on or before June 30, 2026.

   These employees are considered to be employed "at-will" and in accordance with the Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction and which expires at the end of every school year.

2. Any employment contract between the District and retirees shall be separate and apart from the collective bargaining agreement or master agreement between the District and the local teachers association.

3. Retirees employed consistent with this policy and State law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by a retired employee under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.

4. The District may ~~[will OR will not]~~ provide health insurance and life insurance benefits for retirees hired consistent with this policy.

5. The District shall not employ certificated teachers and administrators who receive or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.

6. Retirees who qualify to be rehired are those who:

   A. Have reached the Rule of 90;

   B. Are not participating in the early retirement program;

   C. Are retired at or after 60 years of age;

   D. Have never received a “promise of rehire” before their retirement date;

   E. Have received at least one payment from their PERSI retirement account; and

   F. Meet all conditions and requirements of PERSI to qualify for this program, as such may change from time to time.

7. Any year in which a retired teacher or administrator is hired, the Superintendent shall sign a form to be retained by the District in the employee’s personnel file attesting that:

   A. Any retired teachers or administrators have been employed using the standard retired teacher or retired administrator contract, as appropriate;

   B. The length of any such contract is one year; and

   C. Rehire was not agreed to between the teacher or administrator and the District prior to retirement

Legal References:

Legal References	Description
IC § 18-1356	Gifts To Public Servants By Persons Subject To Their Jurisdiction
IC § 33-1004H	Employing Retired Teachers and Administrators
IC § 33-1228	Teachers - Severance Allowance at Retirement
IC § 33-513	Professional Personnel
IC § 59-1302	Definitions
IC § 59-1356	Reemployment of Retired Members

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
5100	Hiring Process and Criteria
5100-P(1)	Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants
5100-P(2)	Hiring Process and Criteria - Veteran's Preference
5100-F(1)	Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers
5100-F(2)	Hiring Process and Criteria - Request to Employer
5100-F(3)	Hiring Process and Criteria - Request for Verification of Certificate Status

Adopted:

Revised:

Reviewed:

Policy 5900 – Prohibition on Staff Support of Social Transitions

Any staff member who receives a request from a student for the following shall report the request to the building principal immediately. :

1. A request to be referred to by a pronoun or title that does not traditionally correspond to the sex identified on the student's official school record unless their parent/guardian has granted permission for this as described in Policy 3297;
2. A request to be referred to using a name other than their legal name, a nickname, or a derivative of their legal name or nickname, or a name for which the parent/guardian has provided permission as described in Policy 3297;
3. A request to use restrooms, locker rooms, changing rooms, or overnight lodging designated for a sex other than that indicated on their official school record. Such requests shall be addressed as described in Policy ~~9605~~;
4. A request to participate in an athletic team or other sex-separated school activity designated for a sex other than that indicated on their official school record.

The building principal or their designee will inform the student's parent/guardian of the request within 72 hours.

The Board may direct the Superintendent to develop procedures consistent with this policy.

Legal References:

Legal References	Description
IC 32-1016	Pediatric Secretive Transitions Parental Rights Act

Cross References

Code	Description
3297	Names, Pronouns, and Titles
9605	Facilities Separated by Sex

Adopted:

Revised:

Reviewed:

Policy 6000 – Goals – Administration

[NOTE: This policy provides an opportunity for the Board to describe what is important to it and what the Trustees will strive to keep in mind when adopting, reviewing, and editing the other policies in Section 4000. Considering and customizing this policy is intended to act as a focal point for discussion by the Board. Because this policy is not based closely on any section of state or federal law or administrative rules, the Board has a great deal of freedom to edit it to reflect what is important to it, including the District's strategic plan.]

The Superintendent of Schools is the executive officer of the Board of Trustees and the administrative head of all divisions and departments of the District. The Superintendent is directly responsible to the Board for implementing its policies, ensuring the faithful and efficient observance of District rules by all employees, and enforcing all provisions of law relating to the operation of the schools.

The Board adopts policies on District and school administrators and administration. In doing so, the Board prioritizes the following principles, aims, and values:

[SELECT, REVISE, ADD TO, AND DELETE THE FOLLOWING AS APPROPRIATE FOR THE BOARD:

The primary function of the administrative staff is to manage the District and to facilitate the implementation of a high quality educational program;

1. Administrators should provide for efficient and responsible supervision, implementation, evaluation, and improvement of the instructional program, consistent with Board policies;
2. Effective and responsive communication with staff, students, parents, and other citizens are important administrator responsibilities;
3. The administration should foster staff initiative and open communication;
4. The District's administrative organization shall be designed so that all divisions and departments of the District are part of a single system guided by Board policies which are implemented through the Superintendent;
5. Principals and other administrators are expected to administer their facilities in accordance with Board policy and the Superintendent's rules and procedures;

6. Administrators, via the Superintendent, shall keep the board informed about concerns, accomplishments, and other matters impacting the District;
7. The Board shall concern itself with the governance of the District and refrain from involvement in day-to-day administrative matters.

Legal Reference:

Adopted:

Revised:

Reviewed:

Policy 6100 – Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and State and federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. When a written procedure is developed, the Superintendent or designee shall submit it to the Board as an information item. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

[Optional: The Board hereby delegates authority to the Superintendent to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the Board in the designated period of time.**]**

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent's endorsement.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent using standards and objectives developed by the Superintendent and the Board which are consistent with the District's mission and goal statements. The Board shall include progress towards the targets for student outcomes found in the Annual Strategic Plan in the evaluation by using relevant data to measure growth.

A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses in the year immediately preceding the evaluation, as well as performance areas needing improvement.
A portion of the evaluation must include multiple objective measures of student growth

in achievement as defined in Section 33-1001, Idaho Code.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.

Legal Reference:

Legal References	Description
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions
IC § 33-320	Strategic Performance Plans and Training
IC § 33-513	Professional Personnel
IDAPA 08.02.02.120	Local District Evaluation Policy
No. CV-04-537-E-BLW, 2006 U.S. Dist. Ct.	Hancock v. Idaho Falls School District No. 91, LEXIS 52243

Cross References

Code	Description
1315	District Planning
1320	Management Rights
1410	Board/Superintendent Relationship
5105	Certificated Personnel Employment
5220	Assignments, Reassignments, Transfers

Adopted:

Revised:

Reviewed:

Policy 6100-P1 – Superintendent – Board/Superintendent Relations

The Board shall:	The Superintendent shall:
Select the Superintendent and delegate to him or her all necessary administrative powers	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures that implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment; direct and assign teachers and other employees of the schools under his or her supervision; organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for construction, remodeling, or major maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.

The Board shall:	**The Superintendent shall:**
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of ad hoc citizens' committees.
Conduct regular and special meetings.	As necessary attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer all criticisms, complaints, and suggestions called to its attention to the Superintendent.	Respond and take action on all criticism, complaints, and suggestions as appropriate.
Authorize the ongoing professional enrichment of its administrative leader as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

*** A copy of the Superintendent's evaluation may be included.**

Legal Reference:

Legal References	Description
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions
IC § 33-320	Strategic Performance Plans and Training
IC § 33-513	Professional Personnel
IDAPA 08.02.02.120	Local District Evaluation Policy
No. CV-04-537-E-BLW, 2006 U.S. Dist. Ct.	Hancock v. Idaho Falls School District No. 91, LEXIS 52243

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
1315	District Planning
1320	Management Rights
1410	Board/Superintendent Relationship
5105	Certificated Personnel Employment
5220	Assignments, Reassignments, Transfers

Adopted:

Revised:

Reviewed:

Policy 6200 – District Organization

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances. Unless otherwise approved by the Superintendent, or (in the case of a Superintendent's relationship), by the Board, no supervisory status shall exist when the supervisor and subordinate maintain a romantic relationship.

The organization of District positions of employment for purposes of supervision, services, leadership, administration of Board policy, and all other operational tasks shall be on a "line and staff" basis. District personnel occupying these positions of employment shall carry out their duties and responsibilities on the basis of line and staff organization.

Legal Reference:

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/
Cross References	
Code	**Description**
5220	Assignments, Reassignments, Transfers

Adopted:

Revised:

Reviewed:

Policy 6300 – Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

As authorized by the Superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the District and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position.

Qualifications

All administrative personnel shall have a valid certificate and appropriate endorsements issued by the State Board of Education, and other qualifications as specified in the position's job description.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction.

Legal Reference:

Legal References	**Description**
IC § 33-513	Professional Personnel

Cross References

Code	**Description**
6320	Evaluation of Administrative Staff

Adopted:
Revised:
Reviewed:

Policy 6310 – Employment Restrictions for Administrative Personnel

Time taken from the regularly assigned work schedule for such paid activities as consulting, college teaching, lecturing, etc., shall be subject to prior approval by the Superintendent.

The amount of time lost to the District will be, but is not restricted to be:

1. Deducted from personal or vacation leave when applicable. ~~time;~~
2. Granted as additional personal leave as specified by Board policy; or
3. Prorated to a dollar amount and that amount deducted from the next regularly scheduled pay period.

Time taken from the regularly assigned work schedule for non-paid activities shall follow the format established above.

Legal Reference:

Adopted:

Revised:

Reviewed:

Policy 6320 – Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of their assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. Measures of growth in student achievement as determined by the Board may be included as an optional measure on the evaluation.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report on the conference and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within seven (7) days following the conference.

Legal Reference:

Legal References	Description
IC § 33-513	Professional Personnel
IC § 33-518	Employee Personnel Files

Cross References

Code	Description
6300	Duties and Qualifications of Administrative Staff Other Than Superintendent

Adopted:

Revised:

Reviewed:

Policy 6330 – Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the needs of the District. Each year, the Superintendent should develop an administrative in-service program based upon the needs of the District, as well as the needs of individual administrators.

Administrative staff are encouraged to be members of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Legal Reference:

Adopted:
Revised:
Reviewed:

Policy 6400 – Principals

Principals are the chief administrators of their assigned schools. The primary responsibility of principals is to supervise the operation and management of their assigned schools. They shall be under the direct supervision of the Superintendent. The majority of the principals' time shall be spent on curriculum and staff development through formal and informal activities establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents, students, and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community.

Evaluation of Principals

Each principal shall receive at least one written evaluation to be completed no later than June 1st for each annual contract year of employment. Each principal evaluation shall use multiple measures that are research based and aligned to the State minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards and include proof of proficiency in conducting teacher evaluations using the State's adopted model, the *Charlotte Danielson Framework for Teaching Second Edition.*

The process of developing criteria and procedures for principal evaluations will allow opportunities for input from stakeholders, including the Board, administrators, teachers, and parents/guardians.

Evaluation Objectives

The District's Principal Evaluation Program is designed to:

1. Maintain or improve each principal's job satisfaction and morale by letting him or her know that the Superintendent is interested in his or her job progress and personal development;

2. Serve as a systematic guide for planning each principal's further training and professional development;

3. Assure considered opinion of a principal's performance and focus maximum attention on achievement of assigned duties;

4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;

5. Assist in planning personnel moves and placements that will best utilize each principal's capabilities;

6. Provide an opportunity for each principal to discuss job problems and interests with the Superintendent; and

7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Superintendent shall have the responsibility for administrating and monitoring the District's Principal Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Creating and implementing a plan for ongoing training and professional development and the funding thereof for principals in the District's Performance Evaluation Program, including evaluation standards, forms, procedures, and processes and a plan for collecting and using data gathered from evaluation;

2. Creating a plan for ongoing review of the District's Principal Evaluation Program that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties;

3. Creating a procedure for remediation for principals that receive evaluations indicating that remediation would be an appropriate course of action;

4. Creating an individualized evaluation rating system for how principal evaluations will be used to identify proficiency and record growth over time with a minimum of four rankings used to differentiate performance of principals including:

    A. Unsatisfactory being equal to a rating of 1;
    B. Basic being equal to a rating of 2;
    C. Proficient being equal to a rating of 3; and
    D. Distinguished being equal to a rating of 4.

5. Completing Principal Evaluation annually, ensuring proper safeguards, and filing completed evaluations.

The individuals assigned this responsibility shall have received training in administrator evaluations based on the statewide framework for evaluations.

Written Evaluation

A written summative evaluation will be completed for each principal by the Superintendent no later than June 1st for each annual contract year of employment. A

copy will be given to the principal. The original will be retained by the Superintendent. The evaluation shall be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Superintendent and the principal as to the job description and major performance objectives.

The evaluation will identify the sources of data used in conducting the evaluation. Proficiency in conducting observations and evaluating effective teacher performance shall be included as one source of data.

Evaluation Measures and Criteria

Professional Practice: Principals must receive an evaluation in which a majority of the summative evaluation results are based on Professional Practice. All measures within the Professional Practice portion of the evaluation must be aligned at a minimum to the following Domains and Components based upon the Idaho Standards for Effective Principals.

Domain 1: School Climate: The principal promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development. The principal articulates and promotes high expectations for teaching and learning while responding to diverse community interests and needs.

1. **School Culture:** The principal establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors;

2. **Communication:** The principal is proactive in communicating the vision and goals of the school or District, the plans for the future, and the successes and challenges to all stakeholders; and

3. **Advocacy:** The principal advocates for education, the District and school, teachers, parents, and students and engenders school support and involvement.

Domain 2: Collaborative Leadership: The principal promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. In collaboration with others, he or she uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. The principal uses research and/or best practices in student achievement, instructional programs, and improving the education program.

1. **Shared Leadership:** The principal fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates

professional growth;

2. **Priority Management:** The principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities;

3. **Transparency:** The principal seeks input from stakeholders and takes all perspectives into consideration when making decisions;

4. **Leadership Renewal:** The principal strives to continuously improve leadership skills through professional development, self-reflection, and utilization of input from others; and

5. **Accountability:** The principal establishes high standards for professional, legal, ethical, and fiscal accountability for self and others.

Domain 3: Instructional Leadership: The principal promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. The principal provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.

1. **Innovation:** The principal seeks and implements innovative and effective solutions that comply with general and special education law;

2. **Instructional Vision:** The principal ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn;

3. **High Expectations:** The principal sets high expectation for all students academically, behaviorally, and in all aspects of student well-being;

4. **Continuous Improvement of Instruction:** The principal has proof of proficiency in assessing teacher performance based upon the Charlotte Danielson Framework for Teaching Second Edition and aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision;

5. **Evaluation:** The principal uses teacher/principal evaluation and other formative feedback mechanisms to continuously improve teacher/principal effectiveness; and

6. **Recruitment and Retention:** The principal recruits and maintains a high quality staff.

The evaluation will also include at least one of the following as a measure to inform the Professional Practice portion:

1. Input received from parents or guardians;
2. Input received from students;
3. Input received from teachers; and/or
4. Portfolios.

The District ~~has chosen _____ **[choose: 1, 2, 3, or 4]**~~ will allow the administrator to choose an option from above as its measure(s) to inform the Professional Practice portion. Survey input questions will be created at the District level. The ~~Board~~ Superintendent shall determine the manner and weight of parental input, student input, teacher input, and/or portfolios on the evaluation.

Student Achievement: Part of the evaluation must be based on multiple objective measures of growth in measurable student achievement as defined in Section 33-1001, Idaho Code. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one or both years of data. Growth in student achievement may be considered as an optional measure for all other school-based and District-based administrators, as determined by the Board.

Proof of Proficiency in Teacher Evaluations

Proof of proficiency in evaluating teacher performance shall be required of all individuals assigned the responsibility for appraising, observing, or evaluating certificated personnel performance. The individuals assigned this responsibility shall have received training in administrator evaluations based on the statewide framework for evaluations.

Communicating Evaluation Results

Each evaluation shall include a meeting between the Superintendent and principal wherein the Superintendent will:

1. Discuss the evaluation with the principal, emphasizing strong and weak points in job performance. Commend the principal for a job well done if applicable and discuss specific corrective action if warranted. Recommendations should specifically state methods to correct weaknesses. Set mutual goals for the principal to reach before the next performance evaluation.

2. Allow the principal to make any written comments he or she desires. Inform the principal that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven days and outline the process for rebuttal/appeal. Have the principal sign the evaluation indicating that he or she has been given a copy.

Rebuttal/Appeal

Within seven (7) days from the date of the evaluation meeting with the Superintendent the principal may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the principal disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the Superintendent within seven (7) days, the Superintendent shall provide the principal with a written response within ten (10) working days either amending the evaluation as requested by the principal or stating the reason(s) why the Superintendent will not be amending the evaluation as requested.

If the Superintendent chooses to amend the evaluation as requested by the principal then the amended copy of the evaluation will be provided to, and signed by, the principal and retained in the principal's personnel file.

If the Superintendent chooses not to amend the evaluation as requested by the principal then the evaluation along with the written rebuttal/appeal, and the Superintendent's response, if any, will be retained in the principal's personnel file.

Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew a principal's contract the District will comply with the requirements and procedures established by State law.

Records

Permanent records of each principal evaluation will be maintained in the principal's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting

Any subsequent changes to the District's evaluation plan shall be resubmitted to the State Department of Education for approval. The District shall report the rankings of individual principal evaluations annually to the State Department of Education.

Legal Reference:

Legal References	Description
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions
IC § 33-513	Professional Personnel
IC § 33-518	Employee Personnel Files
IDAPA 08.02.02.121	Local District Evaluation Policy – School Principal

Adopted:
Revised:
Reviewed:

Policy 3000 – Student Policy Guiding Principles

Every student has a basic right to attend school. The primary purpose of attending school is to engage in learning, and each student's cooperation, dedication, and personal responsibility are fundamental to obtaining a quality education.

The Board of Trustees adopts policies governing student rights and responsibilities and is committed to protecting the rights of every student while promoting the welfare of the entire student body. In doing so, the Board is guided by the following principles:

• Foster an educational environment that encourages learning and high levels of student achievement;
• Provide a safe, orderly, and supportive environment for all students, including appropriate emergency preparedness, student health, and discipline;
• Respect the rights and dignity of every student at all times;
• Encourage meaningful communication and involvement with parents and guardians regarding matters affecting their child;
• Enrich the educational experience through curricular and extracurricular opportunities whenever feasible;
• Promote the development of interpersonal, social, emotional, and responsible citizenship skills;
• Ensure that disciplinary actions are fair, educationally appropriate, and designed to minimize disruption to learning while addressing student behavior constructively.

These student policies are intended to facilitate a high-quality educational experience in all District programs and activities. Each student should have the opportunity to develop the knowledge, skills, and character necessary to become a productive, responsible citizen.

Students attending Preston School District shall meet the residency and enrollment requirements established by District policy and Idaho law.

Legal Reference

Idaho Code § 33-506

Adopted:

Revised:

Reviewed:

Policy 3005 – Entrance, Placement, and Transfer

Entrance, Date, and Age

No pupil may be enrolled in kindergarten or first grade whose fifth or sixth birthday respectively does not occur on or before the first day of September of the school year in which the child registers to enter school. Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to all District schools (subject to provisions of the McKinney Homeless Assistance Act). Communication of the requirement for immunization records or exemptions shall comply with District Policy 3525.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that they must provide within 30 days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested 30 days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that they have an additional ten days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports.

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

Consistent with Policy 3340, the Board has the authority to deny enrollment to any

student if they were expelled from a previous school in any state, including if they were disenrolled in lieu of discipline. The Board may also deny enrollment if the student has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions and adjudications are required to be disclosed by the student's parent/guardian at the time of initial enrollment, and failure to disclose will result in a denial of enrollment to the student.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

Advanced Enrollment For Military Dependents

Any member of the United States Armed forces who has received transfer orders to a location in Idaho and will, upon such transfer, reside in the District's attendance boundary may enroll their child in the District regardless of where the child resides at the time of enrollment.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks.

Should any doubt exist with their teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-week probationary period, the student will be subject to observation by

their teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or career and technical instruction);
5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Transfer from Persistently Dangerous Schools

If any school within the District is found to be persistently dangerous in accordance with federal law or the State Department of Education's definition of persistently dangerous, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous. The transfer may be either permanent or temporary and may last until the school of origin is no longer designated as persistently dangerous. Parents/guardians of students shall be notified that the school has been designated as persistently dangerous within ten days of being so designated. Within 20 days of receiving such notification, students may be transferred to another school within the District.

Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school within the District.

Legal Reference:

Legal References	Description
20 USC § 6313	Eligible School Attendance Areas
20 USC § 7912	Unsafe School Choice Option
20-525A(5)	Expungement of Record - Exceptions
42 USC § 11432	Grants for State and Local Activities for the Education of Homeless Children and Youths

Legal References	Description
IC § 18-4511	School Duties — Records of Missing Child — Identification Upon Enrollment — Transfer of Student Records
IC § 33-201	Attendance at Schools - School Age
IC § 33-209	Attendance at Schools —Transfer of Student Records — Duties
IC § 33-525	Advance Enrollment for Military Dependents
IC § 39-4801	Immunization - Exemptions
IC § 39-4801	Immunization - Exemptions
Id. Const. art. IX, § 9	Compulsory Attendance at School

Cross References

Code	Description
3060	Education of Homeless Children
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment
4160	Parents Right-to-Know Notices

Adopted:

Revised:

Reviewed:

Policy 3010 – Open Enrollment

The Board of Trustees recognizes that some of its patrons may want to enroll their children in a different school than the school that serves the attendance area in which they reside. The Board also recognizes that some out-of-District parents/guardians may want to send their child to a District school. Therefore, this policy is adopted to allow all in-District and out-of-District patrons to choose among this District's schools under specified conditions. In making a decision on a student's open enrollment application, the District shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer and will accept students if capacity allows.

The District will prioritize applications from students who live within the District and may deny students for one or more of the following reasons:

1. The student was expelled, or disenrolled in lieu of discipline, by the previous District;
2. The student has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent or legal guardian at the time of applying for open enrollment, and failure to disclose will result in a denial of open enrollment to the student.
3. The student has a documented history of significant disciplinary issues or history of chronic absenteeism. However, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.
4. The receiving school within the District does not have space available according to the capacity limits set by the Board of Trustees.

The process outlined in this policy is required for admission to any school within the District and shall be initiated again when a change in grade warrants a change in school – such as when the pupil wishes to continue open enrollment into middle school or high school.

Due process for all students remains the same regardless of which school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

<u>Transportation</u>

Parents/guardians of a student accepted under this policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within District boundaries. However, this may not apply to students with disabilities who have transportation identified in their IEP as a related service need.

Sports

Eligibility rules for participating in extracurricular activities shall apply to students who request to attend a different school as described in this policy and any related procedures.
It is recommended that a student who is considering submitting an open enrollment application to this District and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

Applications will be accepted on a form provided by the **[~~SELECT ONE: State Department of Education OR~~ District ~~(which must be substantially similar to the State's form)]~~** until February 1 of each year for enrollment in the subsequent school year. This deadline shall be waived in the case of students who move out of their attendance zone during the school year. The District may also consider other applications submitted after February 1.

At the time of application, the District will provide the student's parent/guardian a list of eligible reasons for denial or revocation of open enrollment.

Maximum Capacity

The District will only accept an open enrollment student if the grade level and/or programs they require are below the capacity limits specified in 3010P. The District shall report, at least four times during the school year, the space available at each grade level, by school, using these capacity limits and will post it prominently on the District website.

The Superintendent shall establish a procedure for:

1. Determining which students are chosen when classroom space allows the admission of some, but not all, qualified applicants;
2. Notifying parents/guardians of the possible reasons for denial or revocation;
3. Notifying parents of the action taken on the open enrollment application, including the reasons for the denial of any application;
4. Removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process; and
5. Notifying parents/guardians of the appeal process available to them in the event their student's application is denied.

Re-enrollment

Open Enrollment students do not need to re-apply to maintain their enrollment at the school in which they're enrolled; However, the parent/guardian shall notify the District of their intention to re-enroll on an annual basis no later than February 1. ~~**[Optional: The District will provide a form for parents/guardians that will serve as a notice of intent to re-enroll.]**~~

Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

Revocation of Open Enrollment

Open enrollment students are required to comply with all District policies. Unacceptable behaviors by a student or false or misleading information on their open enrollment application are grounds for the District to remove an open enrollment student at any time. The District may revoke a student's enrollment if one or more of the following occurs:

1. The student is chronically absent.

2. The student commits repeated, serious disciplinary infractions.

3. The student has been expelled.

4. The student is convicted or adjudicated, or their parent/guardian failed to disclose conviction or adjudication at time of enrollment, of offenses outlined in IC 20-525A(5), or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code.

5. The number of resident students exceeds the capacity limits set in Procedure 3010P. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District shall offer information about other District schools that may be accepting open enrollment students.

Students under consideration of revocation who have a 504 plan or IEP may not have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Student Appeals

If an open enrollment application request is denied or revoked, a parent/guardian may request an administrative review by the Board. The parent/guardian must request the

review within five school days of receiving the written denial notice. The Board shall consider the appeal at its next regularly scheduled meeting, and issue its decision in writing.

Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Preventing or Recruiting Potential Open Enrollment Students

Neither the District nor its employees will take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. The report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Legal Reference:

Legal References	**Description**
20-525A(5)	Expungement of Record - Exceptions
IC § 33-1401	Transfer of Pupils - Definitions
IC § 33-1402	Enrollment Options
IC § 33-1404	Districts to Receive Pupils
IC § 33-1409	Measuring and Reporting Capacity
IC § 33-1410	Student Appeals
IC § 33-2001	Education of Exceptional Children - Definitions
IC § 33-512	District Trustees - Governance of Schools
Other References	**Description**
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	**Description**
2240	Class Size
3080	Nonresident Student Attendance Policy

Adopted:
Revised:
Reviewed:

Policy 3010P1 – Open Enrollment-Procedures

Open Enrollment Application forms are available ~~[on the State Department of Education website OR at any {{Full_District_Name}} school OR~~ **on the District's website]**. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school. The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The District will not admit any student prior to reviewing that student's records from their previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student from another school attendance area or other Idaho school district attends a District school as described in this procedure and the related District policy.

Application for District Students

SELECT ONE:

1. **For students who reside in the District, the parent/guardian completes the Open Enrollment Application form and submits it to the District designee ~~principal of their attendance zone school (home school).~~**

~~2. The home school principal shall send the form to the out-of-attendance area (receiving school) principal. OR For students who reside in the District, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).~~

Application for Out-of-District Students

For students who reside outside the District boundary, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

Decision Regarding Application

Once the receiving school principal receives the application from an in-District or out-of-District parent/guardian, along with the student's file from their home district, the

principal or designee makes a recommendation to approve or not approve the transfer using the criteria set forth in Policy 3010.

The principal sends the form to the Superintendent, who shall:

~~**[OPTION A: form a team of at least three people to consider Open Enrollment Applications. All members of the team must be knowledgeable about:**~~

1. ~~**The student;**~~
2. ~~**The student's disciplinary record;**~~
3. ~~**The student's attendance record ;**~~
4. ~~**The student's disability, if applicable; and**~~
5. ~~**The placement options, given the District's capacity limits.**~~

~~**This team shall include the Superintendent, the principal, or vice-principal of the building the student wishes to attend, and the Superintendent's designee. After reviewing the student's file, the team shall have discretion to review and accept or deny the open enrollment applications on a case by case basis, utilizing and applying the factors noted above.]**~~

[OPTION B: designate an administrator to evaluate data, if any, and/or the placement options. After reviewing the student's file, the designee has discretion to review and accept or deny the open enrollment applications on a case by case basis, considering and applying the factors noted above. The administrator, if possible, should be knowledgeable and/or review the applicable records concerning:

1. **The student;**
2. **The student's disciplinary record;**
3. **The student's attendance record;**
4. **The student's disability, if applicable;**
5. **The placement options, given the student's academic history;**
6. **The student's disability evaluation data, if any; and/or**
7. **The placement options.]**

Applications will normally be considered on a "first-come first-serve" basis. **[**~~**OPTIONAL: (NOTE: Idaho Code does not discuss granting priority like this. It appears to be neither prohibited nor required.)**~~ **However, in situations where openings are limited and applications are received in a similar timely fashion, the Superintendent or designee may give priority if a student:**

1. ~~**Resides in the {{Full_District_Name}} and seeks enrollment in another District school;**~~

2. **Has a brother or sister enrolled at the requested school;**
3. **Has a parent/guardian who is employed by the District;**
4. **Has a unique situation or extraordinary circumstances; or**
5. **Seeks full-time enrollment rather than part-time enrollment.**

Changing order of numbers

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of the homeless child.

The Superintendent will notify the parent/guardian of their decision no later than March 31.

If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial will include information about other schools in the District that are below capacity. All parents/guardians whose open enrollment application for a student is denied shall be provided with notice of the denial and information about their options to appeal the denial.

If the request for open enrollment is approved, the notification will inform the parents of the following:

1. Parents must provide transportation or get student to the nearest District bus stop, if space is available;

2. Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment program;

3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission;

Grounds for Denial of Application

Factors which may cause an Open Enrollment Application to be denied include:

1. A school, grade, or program(s) has lack of available classroom space and/or staff, such as when the current enrollment is at or above the following capacity limits:

Grade	Class Size
~~K-1~~ K-3	~~[20 OR OTHER]~~ 23 students per classroom
~~2-5~~ Grades 4-5	~~[20 OR OTHER]~~ 26 students per classroom
~~4-6~~ Grades 6-8	~~[26 OR OTHER]~~ 23 students per full-time general education teacher
~~7-12~~ Grades 9-12	~~[160 students per teacher per day OR Core classroom of 26 OR OTHER]~~ School Capacity: 700 students
Special Education classroom, Self-Contained	~~[An average of 6 students per teacher OR OTHER]~~ 8 per classroom
~~English Language Learners (ELL)~~	~~[20 per full-time ELL teacher OR OTHER]~~
Alternative Schools	~~[18 students per classroom OR OTHER]~~ 15 students per classroom

2. The student has been suspended or expelled in their home district.

3. The student has a documented history of repeated serious disciplinary infractions. This includes infractions which could be grounds for suspension or expulsion, or if the student has a conviction, or adjudication, of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and failure to disclose will result in a denial of open enrollment to the student.

4. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.

5. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

However, if the student has a 504 plan or IEP and the disciplinary or absenteeism issues are a manifestation of the disability, this shall not be grounds for denial of the application.

Revocation of Open Enrollment

As long as an open enrollment student's parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student the Superintendent shall treat that student as if they reside in that school's attendance area. However, the District reserves the right to remove an open enrollment student if:

1. The student has a documented history of chronic absenteeism;

2. The student has a documented history of repeated serious disciplinary infractions, or has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and the failure to disclose qualifies to revoke open enrollment status;

3. The student has been expelled.

4. The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

If a student's open enrollment is revoked, the parent/guardian may appeal the revocation to the Board within five school days.

The Board of the receiving school must render a decision to the parent/guardian at their next regular meeting, and the Board must issue their decision in writing. The decision of the Board may be appealed to the State Board of Education.

If a student who is a resident of another district applies to this District and is accepted

under the terms of this policy and fails to attend they shall be ineligible to apply again for open; enrollment in this District.

Students with Disabilities

In-district and out-of-district students with disabilities are not treated differently from students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Legal Reference:

Legal References	Description
20-525A(5)	Expungement of Record - Exceptions
IC § 33-1401	Transfer of Pupils - Definitions
IC § 33-1402	Enrollment Options
IC § 33-1404	Districts to Receive Pupils
IC § 33-1409	Measuring and Reporting Capacity
IC § 33-1410	Student Appeals
IC § 33-2001	Education of Exceptional Children - Definitions
IC § 33-512	District Trustees - Governance of Schools

Cross References

Code	Description
2240	Class Size
3080	Nonresident Student Attendance Policy

Adopted:

Revised:

Reviewed:

Policy 3070 – Students of Legal Age

Every student 18 years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and State law.

Admission to School: The residence of an adult student who is not residing with a parent/guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs: Approved forms for participation will be required of all students. The form should indicate whether the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of students signing their own forms.

Absence-Lateness-Truancy: Absence notes, normally signed by parents/guardians, may be signed by adult students. Excessive absences will result in consequences according to Policy 3050 and will be reported on the report card.

Suspension/Expulsion: All suspension and/or expulsion proceedings will conform to the requirements of State statutes. Such suspension or expulsion shall be in accordance with Policy 3340, except that all roles assigned to the student's parent/guardian will be assigned to the student.

Withdrawal from School: Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance.

Permission to Inspect Student Records: Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards: Unless directed otherwise, progress reports will be sent to the student instead of the parent/legal guardian.

Excuses from School: The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Financial Responsibility: Students of legal age can be held financially responsible for damage to school property.

Legal Reference:

Other References	Description

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment

Adopted:
Revised:
Reviewed:

Policy 3255 – Student Dress

Students' clothing may not create a material or substantial disruption to the educational process. Clothing and accessories that are a safety hazard are prohibited. Students shall be allowed to wear clothing and accessories of their choice at school and school-related activities provided they comply with this dress code and with any other applicable procedures or rules. The District shall respect students' First Amendment rights with regard to student apparel that conveys a political or religious message.

~~This dress code shall apply to all student apparel worn at school and at school activities, including:~~
~~Clothing;~~
~~Accessories;~~
~~Cosmetics;~~
~~Jewelry, including piercings;~~
~~Any emblem, badge, button, or symbol; and~~
~~Visible tattoos.~~
~~Different or more specific clothing may be required for some courses and activities, including — but not limited to — PE classes, shop classes and career & technical education courses, field trips, field days, and school dances. The principal or their designee may approve dress codes specific to such courses or activities or may approve exceptions to the dress code as they deem appropriate.~~

~~It shall be the responsibility of the building principal or their designee to communicate this dress code and any other applicable dress codes and exceptions to the students they apply to.~~

~~The District will seek to accommodate cultural, religious, and ethnic differences in dress and grooming as well as differences in dress or grooming based on disability or medical need, provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others. No student shall be required to modify their natural head or facial hair, such as by shaving or straightening through the application of heat or chemicals. Students may dress in a manner consistent with their gender identity or expression. This dress code shall be interpreted and applied in a non-discriminatory manner.~~

~~Required Clothing~~

~~Students must wear clothing made of material that can't be seen through that covers their torso [OPTIONAL: from the armpits down] on all sides of the body, and which covers at least [SELECT ONE: the top three or four inches of the thigh OR down to mid-thigh OR OTHER]. The shirt or other garment covering the torso must have sleeves or straps. Shirts or other garments that expose the midriff [SELECT ONE: are OR are not] permitted.~~

~~Clothing must cover the student's underwear, with the exception of waistbands and the straps of a bra or sleeveless undershirt.~~

~~[SELECT ONE: Students may wear hats and other head coverings provided they don't cover the student's face and provided the student's ears remain visible. Hats that interfere with the student's line of sight or any other person's line of sight are not permitted. OR Students may not wear hats or other head coverings.] An exception to this rule may be made as described above to accommodate medical, cultural, religious, or other attire.~~

~~Students must wear shoes at all times, except when they are changing shoes for PE or a student activity and except when an exception is granted as described above.~~

~~Prohibited Attire~~

~~Attire that depicts or alludes to any of the following by picture, symbol, or word shall be prohibited:~~
~~Illegal acts;~~
~~Drugs, including alcohol, nicotine, and controlled substances;~~
~~Drug paraphernalia;~~
~~The following items, which are considered gang attire: [Specific items that signal affiliation with any gang the building principal has a reasonable belief is present at the school];~~
~~Violence;~~
~~Messages that are threatening or defamatory;~~
~~[OPTIONAL: Messages that denigrate, harass, or discriminate against any individual or class of individual, or create a hostile or intimidating environment on the basis of race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child to the extent that they are substantially and materially disruptive of the educational environment;]~~
~~Profanity;~~
~~Sexually explicit, lewd, or indecent images or messages.~~
~~Attire that poses a safety hazard or that is likely to damage school property is also prohibited.~~

Interpretation and Enforcement of the Dress Code

Teachers and [OTHER APPLICABLE POSITIONS] shall be responsible for referring possible dress code violations to the building principal OR designee ~~OTHER POSITION]~~ to determine whether the attire constitutes a dress code violation. If a

conflict arises in the interpretation of this policy, the interpretation of the building principal or ~~their~~ designee shall be final.

Each school in the District has a dress code. Refer to the school handbook.

~~[OPTIONAL: This policy shall be applied consistently, regardless of body size, type, or maturity and regardless of gender, race, and other protected categories. It should be enforced in a manner that avoids loss of instructional time and avoids shaming students, such as by confronting students about their attire in front of other students.]~~

~~If a student's grooming or clothing violates the school's dress code, the student may be given an opportunity to correct the problem at school, such as by covering, removing, or replacing a problematic item of attire. If the student is unable or unwilling to correct the violation, the student may be subject to disciplinary action, which may include assignment to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent/guardian or other person brings dress code-compliant attire to the school.~~

Legal Reference:

Legal References	Description
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-512(6)	District Trustees - Governance of Schools

Cross References

Code	Description
3281	Gender Identity and Sexual Orientation
3310	Gangs & Gang Activity

Adopted:
Revised:
Reviewed:

Policy 3265 – Student Owned Electronic Communication Devices

The Board adopts this policy to place controls on the use of student-owned electronic devices at school. There has been a rising concern that spending too much time on social media or using cell phones may be detrimental to students' physical and mental health. The Board's priority is that all students are engaged in learning without distraction. Student use of electronic communications devices during school hours in school buildings and on school grounds should be as limited as possible.

By placing limits on the permissible use of such electronic devices, the Board intends to: [SELECT ALL THAT APPLY]:

1. Adopt policy in alignment with State Department of Education guidance on cell phones;
2. Promote student safety;
3. Support staff in maintaining an environment that encourages learning;
4. Reduce distractions in the learning environment;
5. Improve academic focus;
6. Promote responsible technology use;
7. Prevent cyberbullying;
8. Mitigate the privacy concerns posed by personal electronic devices; and
9. ~~[OTHER].~~

This policy shall apply to any electronic device not issued by the District that is capable of accessing the internet or sending an electronic message to another device, such as smart phones, other cell phones, tablets, laptops, e-readers, and smart watches.

~~Restrictions on Time and Location of Use~~

~~Students are prohibited from using cell phones in the following times and places: [SELECT THE OPTIONS THAT BEST DESCRIBE THE DISTRICT'S APPROACH.]~~

1. ~~On District property;~~
2. ~~At any District event;~~
3. ~~During class time;~~
4. ~~During passing periods;~~
5. ~~During lunch;~~
6. ~~At school activities outside of school hours;~~
7. ~~In bathrooms, locker rooms, or changing rooms; and~~
8. ~~[OTHER].~~

~~[INCLUDE ANY PARTS THAT ARE APPLICABLE.] Students are permitted to use cell phones in the following times and places:~~

1. ~~Before and after the school day;~~
2. ~~At school activities outside of school hours;~~

3. During lunch;
4. During passing periods;
5. In class when specifically allowed by the teacher;
6. In class if instruction is not taking place and the student has completed their work; and
7. [OTHER]

Any use of an electronic device required by a student's 504 Plan or Individualized Education Plan (IEP) shall be permitted regardless of whether it would otherwise violate this policy.

Students may use a personal electronic device in the case of an emergency to contact help. In this policy, an emergency is an event that poses an immediate threat to the health or safety of any person or a risk of damage to property. If a student needs to use a personal electronic device in such an emergency, they should ensure they are in as safe a location as is feasible.

If a student's parent/guardian or their designee needs to contact a student in the case of an emergency at a time when student cell phone use is not permitted, the parent/guardian or designee should [SELECT ONE: call the school office and ask staff to relay the message or bring the student to the office to speak with the parent/guardian or designee by phone or in-person OR OTHER.]

Containment of Devices

When use of personal electronic devices is not permitted, such devices must be stored in [SELECT ANY THAT APPLY]:

1. The student's locker or cubby;
2. The student's bag, purse, or pocket and out of sight;
3. A location in the classroom designated by the teacher;
4. A location in the school designated by the principal;
5. A secure bag or other receptacle provided to the student by the [SELECT ONE: teacher OR Principal OR OTHER]; or
6. [OTHER]

The Superintendent may set further procedures and schools may set additional rules to ensure this policy is followed. The District may also make use of technology-based approaches, such as monitoring or blocking internet access.

Students are responsible for safeguarding devices they bring to school. The District shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

Use of Devices

Any use of personal electronic devices at school or at school events shall comply with Procedure 3270P Acceptable Use of Electronic Networks. Student-owned electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

Students may only access the internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices.

Because power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device with such a cord in any classroom, hallway, or any other location that may be a safety concern may be prohibited.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless a certified District employee authorizes the student to do otherwise. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline.

Students shall comply with any additional rules developed by the school and classroom teacher concerning appropriate use of personal electronic devices.

Disciplinary Action

Students violating the provisions of this policy are subject to disciplinary action, which may include losing the privilege of bringing the device onto school property, detention, and/or confiscation of the device until it is retrieved by the student's parent/guardian~~. If a student or a parent/guardian wishes to appeal such disciplinary action, they can do so by submitting a written request for appeal to the building principal within _____ school days. If the decision being appealed was made by the building principal, the appeal may instead be made to the Superintendent.~~

~~Violation of this policy may also result in suspension or expulsion, as described in Policy~~

~~3340 Corrective Actions and Punishment, if appropriate.~~

Implementation & Review of Policy

The Board directs the Superintendent or their designee to inform staff, students, and parents/guardians about this policy and how it will be implemented. The District shall make this policy publicly available on its website. ~~and shall include a link to this policy in a prominent location on the website.~~

The Board also directs the Superintendent or their designee to develop practices that reinforce the importance of and ways of addressing:

1. Digital literacy lessons;
2. The effects of cyberbullying;
3. Privacy concerns; and
4. Online disinformation.

The Superintendent shall report to the Board ~~each year~~ about the effectiveness of this policy and shall recommend changes to it as needed.

Legal Reference:

Legal References	**Description**
Executive Order 2024-11	Phone Free Learning Act
IC § 33-1025	Wireless Technology Standards
IC § 33-132	Local School Boards — Internet Use Policy Required
IC § 33-6801	Definitions
IC § 33-6802	Distraction-Free Learning
Policy Checklist for LEAs	by the Idaho Department of Education
Other References	**Description**
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	**Description**
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment

Adopted:
Revised:
Reviewed:

Policy 3270 – District -Provided Access to Electronic Information, Services and Networks

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the District's educational goals, use the internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Internet Safety

Each District computer with internet access shall have a filtering device as described in Procedure 3270P.

The District shall require that any vendor, person, or entity providing digital or online library resources to the District for use by students verify they have policies and technology protection measures:

1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and

2. Filtering or blocking access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.

The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing material that is inappropriate or harmful to minors, as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with:

1. Educating students on appropriate online behavior;
2. Requiring students review and sign Form 3270F Internet Access Conduct Agreement;
3. Using behavior management practices for which internet access privileges can be earned or lost; and
4. Appropriate supervision, either in person and/or electronically.

The system administrator and/or ~~Internet Safety Coordinator and/or~~ building principal shall monitor student internet access.

~~**[OPTIONAL]**~~

~~Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.~~

~~**[OPTIONAL]**~~

~~The Internet Safety Coordinator shall set a process for reviewing student claims that access has been denied to internet material that is not within the prohibitions of this policy and for unblocking such materials when appropriate.~~

~~Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Superintendent or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.~~

Internet Access Conduct Agreements

Each student and their parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or internet service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event the school initiates an investigation of a user's use of their access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the District's internet system and computers will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. The **[system administrator ~~OR the Internet Safety Coordinator~~ OR the building principal]** will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Superintendent shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the

requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main District webpage of the District's procedures regarding enforcement of this policy and make them available for review at the District office.

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Legal Reference:

Adopted:
Revised:
Reviewed:

Policy 3295 – Hazing, Harassment, Intimidation, Bullying and Inappropriate Online Behavior

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes, but is not limited to, actions on school grounds, school property, school buses, at school bus stops, and at school sponsored events and activities.

Any cyber bullying or other inappropriate online content or behavior, including but not limited to such, that:

1. Harms the reputation, dignity, or safety of any student or school employee; or
2. Contains obscene or discriminatory content directed at any public school employee, student, parent/guardian of a student, or volunteer

shall qualify for investigation and possible discipline regardless of whether it occurred during or outside of school hours or using school property.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Investigation and Notification

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and shall be included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Investigation activities, as appropriate for each allegation or event will be conducted by the District's personnel or designee.

Upon receipt of an allegation of inappropriate online behavior toward a public school employee or other person, the allegation shall be investigated to determine the veracity of the reported claims and the parent/guardian of the student shall be notified about the report. If appropriate, the District shall notify law enforcement.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, a process for mandatory reporting of serious incidents to parents/guardians of alleged offenders and victims, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Review

The Board shall review this policy annually and make required disciplinary reports, where applicable to the appropriate governmental entities.

Legal Reference:

Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance

Legal References	Description
IC § 33-512	District Trustees - Governance of Schools
IC § 67-5909	Commission on Human Rights - Acts Prohibited
IDAPA 08.02.03.160	Safe Environment and Discipline

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
2335	Digital Citizenship and Safety Education
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3281	Gender Identity and Sexual Orientation
3296	Bullying Awareness Week
3297	Names, Pronouns, and Titles
3330	Student Discipline
4300	Conduct on School Property
5265	Employee Responsibilities Regarding Student Harassment
8705	Generative Artificial Intelligence

Adopted:
Revised:
Reviewed:

Policy 3295P1 – Hazing, Harassment, Intimidation, bullying and Inappropriate Online Behavior

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying.

Definitions

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

2. “District” includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non-District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.

3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic

location, familial status, or weight.

5. “Harassment, intimidation, or bullying” means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student’s opportunities or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

    A. Harming a student or damaging a student’s property;
    B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student’s property; or
    C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.

6. “Cyber bullying”, which for purposes of this definition includes "inappropriate online behavior". It also includes, but is not limited to posting or sharing content to harass, tease, intimidate, threaten, terrorize, or engage in any other behavior that harms the reputation, dignity, or safety of another person. This includes behaviors targeting any student, school employee, parent/guardian, volunteer, or other person. This includes sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, regardless of whether this is done through personal devices and networks or through a District device or network.Any such behavior that is brought to the attention of school officials shall be referred for investigation. The administration may, at their discretion, contact local law enforcement.

7. “Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

Retaliation/False Charges

Retaliation against any person who reports or is thought to have reported, filed a complaint, or otherwise participated in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. When an act of alleged inappropriate online behavior is received, the parent/guardian of the students involved will receive notice of the report. When incidents reach the level of suspension or more serious disciplinary action for any student involved, the District will notify parents/guardians of the offenders and victims that their student was involved in an incident of harassment, hazing, intimidation, bullying, or cyberbullying. All reasonable steps will be taken to ensure that all inquiries and complaints are dealt with in a manner that allows for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and report, where appropriate. Depending upon the circumstances, law enforcement may be notified.

Policy Distribution

Information about this policy must be distributed to the school community annually, including to parents, students, and all school personnel. Information about the District's policies and procedures will be included in student orientation material and in the student handbook.

Complaint Procedures

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, and cyber bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels they have been a victim of hazing, harassment, intimidation, or cyber bullying, in violation of this policy shall immediately report their concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I: Any hazing, harassment, intimidation, bullying, or cyber bullying, information (complaints, rumors, etc.) shall be presented to the building principal or Superintendent. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II: The District official receiving the complaint shall promptly investigate or refer the

complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or their designee.

Step III: If the complainant is not satisfied with the decision at Step II, they may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

Step IV: If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the District's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within ten working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records.

Legal Reference:

Adopted:

Revised:

Reviewed:

Policy 3297 – Names, Pronouns and Titles

The District shall strive to create a safe and welcoming environment for all students while also complying with IC 67-5909B.

No student or staff member shall be disciplined for any of the following:

1. Declining to identify the pronouns they prefer to be addressed by;
2. Declining to refer to another person by:

    A. Any pronoun or gendered title that is not traditionally associated with the individual's sex as indicated on the birth certificate provided to the District;
    B. A name other than the individual's legal name or a derivative of it.

However, consistent with the District's obligations to its students, nothing in this policy shall override IC 18-917A and Policy 3295 Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying.

For the purposes of this policy, a student's legal name is the official name provided on a student's registration form, and as identified on the student's birth certificate or applicable court order received by the District identifying the student's legal name.

If any teacher is unwilling to use the parent-authorized name or pronouns of a student in their class:

1. The teacher shall notify the building principal.

2. The building principal or their designee shall notify the Superintendent.

3. The building principal shall notify the student's parent/guardian to discuss any options available to the student, such as transferring to the same class taught by another teacher or transferring to a different class. Depending upon the age of the student and the desires of the parent/guardian, the student in question may be part of these discussions.

4. If no resolution acceptable to the District, teacher, and parent/guardian can be reached, the parent/guardian of the student will be offered reasonable academic accommodation as described in Policy ~~2425 Parental Rights~~.

5. If a resolution acceptable to the District, teacher, and parent/guardian is reached, such resolution shall be documented by the District. Such documentation shall include the resolution reached and shall affirmatively detail the agreement of the parties to the resolution.

<u>Parental Permission</u>

Permission shall not be required for a student to use their first, middle, or last name or a derivative of that name. For the purposes of this policy, a derivative of a name includes a shortened or modified name that is typically used as a nickname for the person's legal name. It also includes a person's initials.

A student's parent/guardian must provide written permission for District employees to use the following when referring to a student:

1. Any pronoun or gendered title that is not traditionally associated with the individual's sex as indicated on the birth certificate provided to the District;
2. A name other than the individual's legal name or a derivative of it.

A parent/guardian may provide such written permission when submitting a signed registration form for their student if the form contains a field for a chosen name or name the student commonly uses and/or a field where the parent can provide the pronouns the student uses. The Superintendent or their designee shall create a process for parents/guardians to provide such permission at other times of the school year or if such information is not collected on the registration form.

If there is disagreement or uncertainty about whether the name a student uses is a derivative of their legal name, the matter shall be brought to the building principal. If the principal determines that there is uncertainty about whether the name is a derivative of the student's legal name or determines the name is not a derivative of the legal name, the principal shall direct the student to the process for the student's parent/guardian to provide permission if they wish to proceed with using the name in question.

Legal Reference:

Legal References	Description
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 67-5909B	Compulsory Gender Language Prohibited

Cross References

Code	Description
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students

Code	Description
3295	Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior - COMPLAINT FORM
5900	Prohibition on Staff Support of Social Transitions

Adopted:
Revised:
Reviewed:

Policy 3330 – Student Discipline

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

1. Habitual truancy;

2. Incorrigibility;

3. Academic dishonesty;

4. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District;

5. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils;

6. Using, possessing, distributing, purchasing, or selling tobacco products;

7. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and shall be treated as though they had alcohol in their possession;

8. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and shall be treated as though they had drugs in their possession;

9. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy;

10. Using, possessing, controlling, or transferring a weapon in violation of Policy 3331;

11. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon;

12. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct;

13. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property;

15. Engaging in any activity that constitutes disorderly conduct or an interference with school purposes or an educational function or which is disruptive to the educational environment;

16. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;

17. Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in Idaho Code;

18. Initiations;

19. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school;

20. Harassment, intimidation, cyber bullying, inappropriate online behavior, or bullying as defined in Idaho Code and District policy.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to and from school or a school activity, function, or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the education environment. The District's prohibitions of cyber bullying and

inappropriate online behavior include, but are not limited to online behavior that contains obscene or discriminatory content against an employee, student, or other person or that harms the reputation, dignity, or safety of a public school employee or other person apply to conduct regardless of whether it occurs on or off school property, networks, or devices.

Traditional Disciplinary Measures

Traditional disciplinary measures include, but are not limited to:

1. Restitution for damages to school property;
2. Meeting with the student and the student's parents;
3. Temporary removal from the classroom;
4. Notification to juvenile authorities and/or police;
5. Loss of bus privileges;
6. Loss of student privileges;
7. Clean-up duty;
8. Detention, including Saturdays;
9. Suspension; and
10. Expulsion.

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Alternative Disciplinary Measure

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

Alternative discipline includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
3. Counseling;
4. Anger management;

5. Health counseling or intervention;
6. Mental health counseling;
7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
8. Diversion or use of juvenile specialty courts;
9. Behavioral management plan;
10. Corrective instruction or other relevant learning or service experience;
11. Community service;
12. In-school detention or suspension which may take place during lunchtime, after school, or on weekends; and
13. An online behavior awareness program.

Consequences for Harassment, Intimidation, and Bullying

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials. When incidents of harassment, intimidation and bullying have reached the level of school suspension or more serious disciplinary action, the District shall notify the parents/guardians of the alleged victim and offender in a manner that complies with all applicable privacy laws.

Disciplining Students on Individual Education or Section 504 Plans

The District shall comply with the procedural safeguards enumerated in State and federal law and rule when disciplining students with individualized education plans or 504 plans.

Delegation of Authority

Each teacher, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment, or in-school suspension) which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Nondiscrimination

The District will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the District will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child;

2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students' personal characteristics;

3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or

4. Discipline of any student when it is motivated by intentional discrimination.

Notification

A summarized version of this policy shall be provided in writing at the beginning of each school year to the school personnel, parents, and students in the District. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

The Board shall review this policy annually.

Legal Reference:

Legal References	Description
18 USC § 921	Firearms - Definitions
18 USC § 930	Possession of Firearms and Dangerous Weapons in Federal Facilities
20 USC § 7961	Gun-Free Requirements
29 USC § 701, et seq.	Section 504 of the Rehabilitation Act of 1973

Legal References	Description
IC § 18-3302D	Possessing Weapons or Firearms on School Property
IC § 18-3302I	Threatening Violence on School Grounds
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1224	Powers and Duties of Teachers
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance
IDAPA 08.02.03.109.05	Special Education
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3200	Student Rights and Responsibilities
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3295	Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior - COMPLAINT FORM
3300	Drug Free School Zone
3305	Prohibition of Tobacco Possession and Use

Code	Description
3320	Substance and Alcohol Abuse
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment
4140	Visitors to the Schools
4300	Conduct on School Property
4320	Disruption of School Operations
5265	Employee Responsibilities Regarding Student Harassment
8140	Student Conduct on Buses

Adopted:

Revised:

Reviewed:

Policy 3331 – Weapons at School

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be or look like a firearm, shall be expelled for at least one calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is has a disability, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Board policy.

Possession of a Weapon on School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium, or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this State or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program, or event regardless of location.

As used in this section of this policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in United States Code. This term does not include a pocket knife with a blade of less than 2½ inches in length. and
2. "Firearm" means any firearm as defined in United States Code.

Any person who possesses, carries, or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess carry or store a weapon in a school building.

This section of this policy does not apply to:

1. Law enforcement personnel;

2. Any adult over 18 years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in their vehicle in an unobtrusive, nonthreatening manner;

3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students, or school employees to and from school or a school activity; or

4. A person or an employee of the school or District who is authorized to carry a firearm with the permission of the Board of Trustees.

Legal Reference:

Legal References	Description
18 USC § 921	Firearms - Definitions
18 USC § 930	Possession of Firearms and Dangerous Weapons in Federal Facilities
20 USC § 7961	Gun-Free Requirements
29 USC § 701, et seq.	Section 504 of the Rehabilitation Act of 1973
IC § 18-3302D	Possessing Weapons or Firearms on School Property
IC § 18-3302I	Threatening Violence on School Grounds
IC § 33-1224	Powers and Duties of Teachers
IC § 33-205	Denial of School Attendance
IDAPA 08.02.03.109.05	Special Education
IDAPA 08.02.03.160.01.a	Safe Environment and Discipline

Adopted:
Revised:
Reviewed:

Policy 3440 – Student Fees, fines, and Charges/Return of Property

The District shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extracurricular activity, student activity, or membership in a voluntary club or association. The Board may waive the fee in cases of financial hardship.

Additional fees may be charged for "enhanced programming and materials" which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade). This includes online enrollment when solely a matter of preference.

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. If school property in a student's possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

SELECT ONE: The District may require, as a condition of participation in graduation or issuance of a diploma or certificate that a student return all property of the District.

~~**OR**~~

~~**The District may require, as condition of graduation or issuance of a diploma or certificate that all lawful indebtedness incurred by a student be satisfied and/or that all books or other instructional materials, uniforms, athletic equipment, advances on loans or other personal property of the District be returned**~~

Legal Reference:

Legal References	Description
IC § 33-603	Payment of Fees or Returning of Property

Cross References

Code	Description
2325	Driver Training Education
2470	Self-Directed Learners
2470-P(1)	Self-Directed Learners - Procedure

Code	Description
2470-F(1)	Self-Directed Learners - Application for Self-Directed Learner Status
7500	New Fees or Increase of Fees

Adopted:
Revised:
Reviewed:

Policy 3500 – Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. At the start of the school year, each District school shall notify parent/guardians of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. The consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Additionally, if a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy ~~2425~~.

The District will not furnish health care services or solicit to furnish health care services to a student without parent/guardian consent to do so or by court order, except for non-emergency first aide, unless a medical emergency exists and:

1. Furnishing the health care service is necessary to prevent death or address a serious bodily harm to the minor child; or
2. The health care provider can't contact the parent/guardian despite a reasonably diligent effort and the health care service is furnished to prevent loss of life or serious physical illness or injury to the minor child.

Nonemergency first aid includes dressing minor wounds, applying topical agents, providing fluids or ice, and performing checks to identify minor illnesses.

Parents/guardians may be given the option to provide blanket consent to the District furnishing health care services or soliciting to furnish health care services to a student. No parent/guardian shall be required to sign a blanket consent.

If a parent/guardian declines to consent to a health care service for their student, the staff member responsible for seeking such consent shall document their efforts to contact the parent/guardian to obtain their consent and shall also document the parent/guardian's refusal of such consent or failure to respond. If such health service was offered because the student is suspected of having a health problem, the

parent/guardian will be notified of this suspicion according to Procedure. ~~2425P Parent Rights — Parent/Guardian Notification of Changes in Student Health and Well-being.~~

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.
All parents will be notified of the requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Testing for Sexually Transmitted Infections

If the District provides testing for sexually transmitted infections, the District shall also provide information explaining current adoption practices and where to find resources and support in the State of Idaho.

Abortion-Related Counseling and Referrals Prohibited

All staff are prohibited from providing the following services to any person during working hours or in the course of their work:

1. Providing or performing an abortion;
2. Counseling in favor of abortion;
3. Referring for abortion; or
4. Dispensing emergency contraception, except in the case of rape.

Legal Reference:

Legal References	Description
20 USC § 1232(h)	FERPA: Protection of Pupil Rights

Legal References	Description
IC § 18-8701, et seq.	No Public Funds for Abortion Act
IC § 32-1015	Parental Rights in Medical Decision-Making
IC § 33-142	Adoption Education
IC § 33-6001	Parental Rights
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
2140	Student and Family Privacy Rights
2140-F(1)	Student and Family Privacy Rights - Consent Form
2425	Parental Rights
2425-P(1)	Parental Rights - Parent/Guardian Notification of Changes in Health and Well-being
2425-F(1)	Parental Rights - Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being
3516	District-Provided Epinephrine
3523	Head Lice (Pediculosis)
3540	Emergency Treatment

Adopted:
Revised:
Reviewed:

{{Full_District_Heading}}

STUDENTS **3500F**

Blanket Consent Form for Health Care Services for Minor Children

Providing blanket consent is optional and may, instead, be given on a case-by-case basis.

[Note: This title must be in bold, 30-point font and the sub-header must be in bold, 24-point font.]

[REQUIRED ITEM: A law or administrative rule requires boards to have a form on at least one of the topics addressed here.]

[NOTE: This form is to be provided to students' parents/guardians at the beginning of each school year.]

Dear parent or guardian,

The purpose of this form and the attached copy of the District's policy on Student Health/Physical Screenings/Examinations is to provide notice of all health services offered or made available through the school by the District or by any private organizations and to provide notice of the District's policy on physical examinations and screening of students and to obtain parent/guardian consent for these services.

The District will provide, under reasonable circumstances, nonemergency first aid services to a child appearing or representing to be sick or injured, such as dressing minor wounds, applying topical agents, providing fluids or ice, and performing checks to identify minor illnesses.

The District may also provide health care services without parent/guardian consent if District staff reasonably determines that a medical emergency exists and:

1. Furnishing the health care service is necessary to prevent death or address a serious bodily harm to the minor child; or

2. District staff can't contact the parent/guardian despite a reasonably diligent effort and the health care service is furnished to prevent loss of life or serious physical illness or injury to the minor child.

The District will provide the following additional health services or examinations which can only be provided with parental permission or in the event of an emergency as described above:

Health Service or Exam		Initial to Indicate **Permission** to Conduct the Health Service or Exam
Preventative health and wellness services and screenings as described in Policy 3500		
Administering or assisting with the administration of medication as described in Policy 3510		
Emergency care as described in Policy 3540		
Appropriate management of all health conditions with parental consent		
Any health services the District deems appropriate		

Parent Emergency Contact Information

Parent 1: Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Emergency Contact Email Address: _____

Parent 2: Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Emergency Contact Email Address: _____

Please select one of the following options:

_____ I hereby designate the following emergency contact for my child and grant them authority to consent to health care services provided by the school in the absence of the school's ability to reach me.

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Emergency Contact Email Address: _____

_____ I do NOT wish to designate an emergency contact to consent to health care services provided by the school in the absence of the school's ability to reach me.

_____
Student Name

_____ _____
Parent Signature Date

_____
Parent Name

Policy 3516 – District-Provided Epinephrine

The District may choose to keep stocks of epinephrine at its schools to be used in emergencies for students with unknown allergies who develop an anaphylactic response and/or for those students with known allergies if their personal emergency medication is found to be flawed or is unavailable. This epinephrine may be kept in a place that is accessible at all hours when school is in session.

The Superintendent is directed to develop written procedures to:

1. Establish a method to lawfully obtain epinephrine sufficient to meet the District's needs and to replace doses that are used or reach their expiration date;
2. Determine all locations where school-stocked epinephrine will be kept and ensure it is always available there
3. Ensure all epinephrine is current and is not outdated or maintained beyond its expiration date as well as a protocol for disposal of outdated epinephrine
4. Ensure the epinephrine is stored in a secure location that meets all storage requirements suggested by the manufacturer;
5. Develop training protocols for school personnel and assure that such training protocols are implemented with fidelity; and
6. Too assure documentation is maintained for all of the above activities.

If a student has previously been identified as having severe allergies that may warrant the administration of epinephrine as described in Policies 3510 and 3515 and the student's personal dose of epinephrine is flawed or not available, District-stocked epinephrine may be administered to or self-administered by the student as described in Policies 3510 and 3515.

If a student who is not known to have a severe allergy is believed to be having an allergic reaction that requires epinephrine, the school's nurse shall determine whether it is appropriate to administer epinephrine and administer the epinephrine when appropriate.

For sites where a school nurse is not available, the Superintendent shall ensure that at least one willing staff member has received training from a doctor, nurse, or other appropriate medical professional in how to administer epinephrine and how to determine whether it is appropriate to do so. This staff member shall be responsible for these tasks.

In accordance with Policy 3500, epinephrine shall only be administered if:

1. The District has parental consent to do so; or
2. Doing so is necessary to prevent death or imminent, irreparable physical injury; or

3. The District can’t contact the parent/guardian despite a reasonably diligent effort and the student's life or health would be seriously endangered by further delay in the furnishing of health care services.

Any student who receives epinephrine at school must be immediately transported to a hospital for evaluation by a licensed healthcare provider and further observation or immediately released into the care and custody of their parent/guardian.

Legal Reference:

Cross References

Code	Description
3500	Student Health/Physical Screenings/Examinations
3500-F(1)	Student Health/Physical Screenings/Examinations - Notice of Health Services
3510	Student Medicines
3510-F(1)	Student Medicines - Authorization for Self-Administered Medication
3510-F(2)	Student Medicines - Indemnification/Hold Harmless Agreement
3515	Food Allergy Management
3515-B(1)	Food Allergy Management - Background
3515-P(1)	Food Allergy Management - Medical Plans of Care
3515-F(1)	Food Allergy Management - Emergency Care Plan

Adopted:
Revised:
Reviewed:

Policy 3518 – Treatment of Opioid Overdoses

The District's Board of Trustees wishes to prevent opiate-related overdose deaths. For this reason, The Board authorizes the District Superintendent to **[OPTIONAL: work with the District's health supervisor ~~school nurses~~ to]** make available in any schools the Superintendent deems appropriate either naloxone, sometimes marketed as Narcan, or any other opioid antagonist permitted by Idaho Code. If the Superintendent elects to make opioid antagonists available in District schools, the Superintendent or their designee shall establish procedures for the acquisition, storage, and administration of opioid antagonists and for the training of staff members in how to administer them. This procedure shall also provide a process for ensuring there is an adequate supply of opioid antagonists at each school designated to have a supply, ensuring that the medication has not expired, and replacing the medication as needed.

The Superintendent or their designee may obtain opioid antagonists from a licensed health professional authorized to prescribe and dispense them by Idaho law.

Documentation that the opioid antagonist was prescribed and dispensed in accordance with State law shall be maintained in the Superintendent's office, and copies of any directions provided with the opioid antagonist shall be kept with the medication.

Administration of an opioid antagonist shall not be required in circumstances of unavailability of the medication, unavailability of an employee trained to administer it, and/or uncertainty as to whether an opioid overdose is occurring, among other reasons. This policy shall not create a duty on the part of the District and/or its personnel to administer opioid antagonists.

Training

Before any District employee may administer an opioid antagonist under this policy, the employee must successfully complete training on recognizing opioid-related overdoses, administering the opioid antagonist provided by the District, promptly seeking medical attention for drug overdoses, and on this policy. Employees shall be trained **~~[SELECT ONE: every year OR~~ every other year** on these topics.

Evidence that such training has been completed shall be placed in the employee's personnel file. A list of District employees who successfully completed such training shall be maintained, updated, and kept in the **[OPTIONAL: health supervisor's ~~school nurse's~~ office ~~and in the]~~** ~~District office.~~

[INCLUDE IF APPLICABLE] If the District's School Resource Officer does not already carry an opioid antagonist which they are trained and authorized to use, they may also be trained to administer opioid antagonists and provided with

access to the schools' supplies of the medication in the same manner as trained District staff.

Students shall be encouraged to immediately report medical emergencies to school officials to ensure medical assistance can be immediately provided.

Storage of Opioid Antagonists

If the Superintendent directs for opioid antagonists to be kept at a school, the medication shall be stored in a safe location in compliance with the drug manufacturer's instructions. The opioid antagonist shall be readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be made aware of exactly where naloxone is being stored.

Administration of Opioid Antagonist

These protocols shall be followed when administering an opioid antagonist to respond to a suspected drug overdose:

1. The employee shall immediately ensure that someone calls 911 for emergency medical service personnel to be dispatched to respond to a suspected drug overdose.

2. The employee shall administer the opioid antagonist in accordance with the training they have received and take any further measures directed by their training.

3. The employee shall fully cooperate with emergency medical service personnel responding to the scene and shall not interfere with or impede the administration of emergency medical services to the individual suffering the suspected drug overdose.

4. The employee shall notify the building administrator of the incident as soon as possible.

5. The employee shall provide a written report describing the facts and circumstances surrounding the event.

The Principal shall provide a copy of the report to the Superintendent or designee. ~~**[OPTIONAL: and to the school nurse]**~~.

Indemnification

Any person who administers an opioid antagonist provided under this policy to another person who appears to be experiencing an opiate-related overdose and who:

1. Acts in good faith and exercises reasonable care; and
2. Contacts emergency medical services as soon as possible

will not be liable in a civil or administrative action or subject to criminal prosecution for such acts, as described in IC 54-1735.

Parental Notification

The District shall notify all parents/guardians of students of this policy once each school year through methods which may include providing it in the student handbook.

A student's parent/guardian, as well as law enforcement, shall be notified of any incident in which their student is believed to have been under the influence of alcohol or controlled substances in accordance with Policy 3320. The student's parent/guardian shall be notified of any health emergency they experience, as described in Policy 3540.

Non-Employee Administration of Opioid Antagonists

Nothing in this policy is intended to regulate, restrict, or otherwise deter any emergency medical technician from administering their own supply of an opioid antagonist when responding in good faith to a suspected drug overdose occurring on District property.

Legal Reference:

Legal References	Description
IC 54-1704	Definitions
IC 54-1733	Validity of Prescription Drug Orders
IC 54-1735	Emergency Medications
IDAPA 08.02.03.160.01.a	Safe Environment and Discipline

Cross References

Code	Description
3320	Substance and Alcohol Abuse
3540	Emergency Treatment

Adopted:

Revised:

Reviewed:

Policy 3525 – Immunization Requirements

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by Idaho Code or has previously contracted the disease. The parent/guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child, or provide the appropriate exemption information described under "Exemptions."

Summary of Immunization Requirements		
Immunization Requirement	**Child born after September 1, 2005**	**Child born after September 1, 1999 through September 1, 2005**
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses
Diphtheria, Tetanus, Pertussis	5 doses	5 doses
Polio	4 doses	3 doses
Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	0 doses
Varicella	2 doses	0 doses

Summary of Seventh Grade Immunization Requirements	
Immunization Requirement	**Number of Doses**
Diphtheria, Tetanus, Pertussis	1 dose
Meningococcal	1 dose

Summary of Twelfth Grade Immunization Requirements		
Immunization Requirement	**Child admitted to 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine at 16 years of age or older, or if student has never**	**Child admitted to the 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine before the age of 16**

	received a dose.	
Meningococcal	1 dose	2 doses

Immunization Certification

The immunization record must be signed by a physician, physician's representative, or another licensed health care professional including an osteopath, nurse practitioner, physician's assistant, licensed professional nurse, registered nurse, or pharmacist stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent/guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child's parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements;

2. Any minor child whose parent/guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements. The parent/guardian can use a form provided by the District or submit a written, signed statement that the District will attach to the form. Students of majority age may exempt themselves using a written, signed statement; and

3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease; and

4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

Communication of Immunization Requirements and Exemptions

In accordance with Idaho law, all communication to parents/guardians regarding immunization requirements shall also describe the exemptions and make reference to 39-4801, Idaho Code. For purposes of this section, 'communication' includes physical or digital letters, mailers, phone calls, registration packets, etc.

Reporting

The District shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the school, District, and county;
3. Grade being reported and total number of children enrolled in the grade;
4. Name and title of the person completing the report form;
5. Number of children who have had all of the required immunizations listed in the tables above;
6. Number of children who have not had all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
7. Number of children who claimed exemption to the required immunizations listed in the tables above.

Legal Reference:

Legal References	Description
IC § 39-4801	Immunization - Exemptions

Legal References	Description
IC § 39-4801	Immunization - Exemptions
IDAPA 16.02.15	Immunization Requirements for Idaho School Children

Cross References

Code	Description
2385	English Learners Program
2705	Military Compact Waiver
3030	Part-Time Attendance/Dual Enrollment
3060	Education of Homeless Children

Adopted:

Revised:

Reviewed:

Policy 3540 – Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent/guardian.

Each parent/guardian must provide an emergency telephone number where they and their designated emergency contact can be reached. The District recommends that parents/guardians regularly check and update the emergency contact information they've provided to the District. They must also provide a completed Form 3500F indicating student health services, if any, to which they consent. If a student does not have a completed Form 3500F, the District shall presume there is no consent to provide any healthcare services other than nonemergency first aid, such as dressing minor wounds, applying topical agents, providing fluids or ice, and performing checks to identify minor illnesses.

The District may provide emergency treatment to the student if:

1. The parent/guardian already consented to such treatment via Form 3500F or some other means; or

2. District staff reasonably determines that a medical emergency exists and:

    A. Furnishing the health care service is necessary to prevent death or address a serious bodily harm to the minor child; or
    B. District staff can't contact the parent/guardian despite a reasonably diligent effort and the health care service is furnished to prevent loss of life or serious physical illness or injury to the minor child.

When a student is injured or ill, the principal or designated staff member should immediately contact the parent/guardian so that the parent/guardian can arrange for care or treatment of the injured student and consent to providing treatment to the student if they have not already done so.

If a student develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the student immediately from other children in a room or area segregated for that purpose;

2. Inform the parent/guardian as soon as possible about the illness and request that they pick up the student; and

3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event of any medical emergency posing a serious threat to life or health, District staff shall call the local emergency medical service provider.

Legal Reference:

Legal References	Description
IC § 32-1015	Parental Rights in Medical Decision-Making

Cross References

Code	Description
3500	Student Health/Physical Screenings/Examinations
3500-F(1)	Student Health/Physical Screenings/Examinations - Notice of Health Services
3518	Treatment of Opioid Overdoses

Adopted:

Revised:

Reviewed:

Policy 3570 – Student Records

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) directs the school not to release this information.

The Superintendent shall implement this policy consistent with State and federal law and may develop administrative procedures to assure compliance with State and federal law. The Superintendent or ~~a~~ designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Legal Reference:

Legal References	Description
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA
IC § 33-133	Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties
IC § 33-209	Attendance at Schools —Transfer of Student Records — Duties
IC § 33-6001	Parental Rights
IC § 33-717A	Divorce Actions — Parents' Access to Records and Information

Cross References

Code	Description
2500	Library Materials
2500-F(1)	Library Materials
3560	Video Surveillance

Code	Description
3575	Student Data Privacy and Security
3620	Transfer of Student Records
4170	District or School Operated Social Media
4260	Records Available to Public
4260-F(1)	Records Available to Public - Request for Public Records
8605	Retention of District Records
9550	Cybersecurity & Data Breach Response Policy

Adopted:
Revised:
Reviewed:

Policy 3570 F1 – Student Records

STUDENTS **3570F1**

Student Records

Notification to Parents' and Student's of Rights Concerning a Student's School Records

This notification will be distributed annually and may be distributed by any means likely to reach the parent(s)/guardian(s). The District shall effectively notify parents and eligible students who have a disability and those whose primary or home language is not English. To be in compliance, this form must be distributed with a copy of Procedure 3570P Student Records.

The District will maintain a record for each student that shall contain the information listed in the attached copy of Procedure 3570P

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.**

   Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

   The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

   The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

   When the student reaches 18 years of age or meets other criteria specified in Procedure 3570P, all rights and privileges accorded to the parent become exclusively those of the student.

2. **The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

   Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper as described in Procedure 3570P.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or State law authorizes disclosure without consent.**

   Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District safety and security personnel employed by the District); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person to whom disclosure is specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge the records.

   Disclosure is also permitted without consent for research, statistical reporting, or planning purposes as described in Procedure 3070P.

   Disclosure is also permitted without consent to any person named in a court order ordering such release and to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

   Throughout the school year, the District may release directory information regarding students. Directory information is defined in the attached copy of Procedure 3570P

   Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. **The right to request that information not be released to military recruiters and/or institutions of higher education.**

   Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

   Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Legal Reference:

Adopted:
Revised:
Reviewed:

Policy 3570F2 – Students

STUDENTS **3570F2**

Permission to Use Likeness

I hereby authorize {{Full_District_Name}} to use my likeness in a photograph, image, motion picture, video recording, and/or sound recording, for use in any and all of its publications, including website entries, social media or to otherwise publish, circulate and to disseminate said photographs, images, motion pictures, video recordings, and/or sound recordings or any duplication or facsimile thereof for any lawful purpose they deem proper. I recognize and consent that my name may or may not be attached or utilized in relation to the publication of any such photograph, image, motion picture, video recording, and/or sound recording and consent to the same.

By making such authorization, I hereby relinquish and assign to {{Full_District_Name}} all right, title and interest I may have in the photographs, images, motion pictures, video recordings, and/or sound recordings, negatives, reproductions or copies, including, but not limited to, the right to copyright the same used by them. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or voice appears; and waive any right to royalties or other compensation arising or related to the use of such photographs, images, motion pictures, video recordings, and/or sound recordings.

I understand that {{Full_District_Name}} and their employees, agents, officers, and owners cannot warrant or guarantee that any further dissemination of my image and/or voice will be subject to control by {{Full_District_Name}}. I hereby hold harmless and release and forever discharge {{Full_District_Name}} and their employees, agents, officers, and owners, from all claims, demands, damages, and causes of action which I, my heirs, representatives, executors, administrators, or any other person's action on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age and am competent to contract in my own name. I have read this release and assignment before signing below and I fully understand the contents, meaning, and impact of this release.

Signature: _____ Date: _____

Printed Name: _____

If the person signing is under age 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or legal guardian of _____. I have read the foregoing release and assignment before signing below and I fully understand the contents, meaning, and impact of this release, and do hereby sign and authorize said release and

assignment on behalf of the minor child named above and will hold the District harmless for any claim that may be pursued by or on behalf of my child as a result of my entering into this release and assignment.

Parent/Guardian/s Signature: _____

Date: _____

Parent/Guardian's Printed Name: _____

Student's Printed Name: _____

Legal Reference:

Adopted:

Revised:

Reviewed:

Policy 3570P1 – Student Records – Maintenance of School Student Records

The District shall maintain a record for each student that shall contain information, including but not limited to the items listed below, if the District has created or received such information. Items 1 through 7 must be included.

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier issued and assigned by the State Department of Education;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of student's record; and
17. Disciplinary records.

The District has determined that the following documentation shall be permanently maintained:

1. The unique student identifier;
2. Transcript;
3. Graduation date;
4. ~~**[OPTIONAL: OTHER]**~~

Other content of the student record shall be maintained for a period of **[seven years or LONGER PERIOD OF TIME]** after a student graduates or permanently leaves the District, except for those records for which longer retention is required.

~~**[SELECT ONE] Records for a special education student with disabilities who graduates or permanently withdraws from the District, may not be destroyed until such time or when the District has been given written consent from the parent(s) and/or adult former student to destroy the records or transfer the records to the parent(s) or to the student if the student has succeeded to the rights of the**~~

~~parents. Such written records of individual students are confidential and shall be shredded under supervision of the staff member responsible for the records if not released to the parent(s) and/or adult former student. The records manager should maintain a log that documents the date of destruction or release of records.~~

~~OR~~

Special Education Records shall be maintained in accordance with then-applicable special education laws, as such may change from time to time.

Personnel Responsible for Records Maintenance

The District's public records custodian, in conjunction with the Superintendent and their designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law. This includes the provisions of IC 33-133.

2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five school days of the District's receipt of such a request unless state or federal law specifically provides another length of time.

   Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

   A. Academic progress reports or records;
   B. Health reports;
   C. Notices of parent-teacher conferences;

D. School calendars distributed to parents/guardians; and
E. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches 18 years of age or otherwise becomes emancipated, the rights detailed herein for the parent/legal guardian are transferred to the student, unless otherwise addressed by the student, permitted parental access to the student information system, or via court order/guardianship. Additionally, the parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish this right, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived their right of access after being advised of their right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.

4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

   For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative:

   A. Uses the personal information only for the authorized purpose;
   B. Protects the personal information from further unauthorized disclosures or other uses; and

C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be affected by any specified time period set forth in the written agreement.

5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.

6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).

7. The District shall grant access to or release information from any student record as specifically required by federal or state statute.

8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.

10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The length of the exception is limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.

12. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

13. The District may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding the District copy fee schedule.

14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:

    A. Information released or made accessible;
    B. The name and signature of the records custodian;
    C. The name and position of the person requesting the release or access;
    D. The legitimate interests the parties had in requesting or obtaining the information;
    E. The date of the release or grant of access;
    F. A copy of any consent to such release; and
    G. Any additional information required by State or federal law.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name;
2. Grade level;
3. Academic awards, degrees, and honors;
4. Information in relation to school-sponsored activities, organizations, and athletics;
5. Major field of study;
6. Period of attendance in school; and
7. **(OPTIONAL) A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District informational or promotional use on its social media or other publications, or for any yearbook.**

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of their student's records, except for challenges made to the following when a student's school records are being forwarded to another school:

1. Grades; and
2. References to expulsions or out-of-school suspensions

Parents/guardians who wish to challenge a record should write to the school principal or records custodian, clearly identifying the part of the record they want changed or removed, and specifying the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the parent/guardian has the right to request a hearing at which each party has:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal Reference:

Adopted:
Revised:
Reviewed:

Board Policy 7310: Advertising in Schools/Revenue Enhancement

Status: ADOPTED

Original Adopted Date: 04/01/2020 **| Last Reviewed Date:** 04/01/2020

Revenue enhancement through a variety of District-wide and District approved marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc., is a Board-approved venture. These opportunities are subject to certain restrictions as approved by the Board in keeping with the contemporary standards of good taste. Such advertising will seek to model and promote positive values for the students of the District through proactive educational messages and not just traditional advertising of a product. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract at least on an annual basis if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

1. Enhance student achievement;
2. Assist in the maintenance of existing District athletics and activity programs; and
3. Provide scholarships for students participating in athletic, academic, and activity programs who demonstrate financial need and merit.

Appropriate opportunities for these marketing activities include but are not limited to:

1. Fixed signage;
2. Banners;
3. District-level publications;
4. Television and radio broadcasts;
5. Athletic facilities, to include stadiums, high school baseball fields, and high school gymnasiums;
6. District-level projects;
7. Expanded usage of facilities beyond traditional use (i.e., concerts, rallies, etc.);
8. Interior and exterior of a limited number of District buses only if the advertising is associated with student art selected by the District. The only advertising information will note that the student art is sponsored by the participant in the District sponsorship. Maintenance for these buses will include but not exceed normal maintenance costs; and
9. Individual school publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, and corporate-sponsored curriculum materials are subject to the requirements of Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder, or violence;
2. Attack ethnic, racial, sexual orientation, gender identity or expression, or religious groups;
3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender;
4. Be libelous;
5. Inhibit the functioning of the school and/or District;

6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond or budget issues, or any public question submitted at any general, county, municipal, or school election.

7. Be obscene or pornographic as defined by prevailing community standards throughout the District;

8. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns;

9. Promote foods or beverages which do not meet the standards for foods sold at school described in Policy 8250. This restriction shall apply to all advertising, including signage, scoreboards, school stores, cups, packaging, vending machines, trash cans, coolers, menu boards, and food service equipment;

10. Promote any religious or political organization;

11. Use any District or school logo without prior approval; or

12. Use age-inappropriate material.

Exception

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups. Funds received for approved projects involving advertising in said publications may be retained by the school-related group that is sponsoring the activity as a fund-raising event.

Solicitations

Salespersons, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school buildings or on school grounds without prior approval.

Policy 5310 – Tobacco Free Policy

The District maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds, or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Limitations or prohibitions on tobacco use are applicable to all hours.

Definition

For the purposes of this policy, tobacco use shall be defined as the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Legal References:

Legal References	Description
IC § 39-5501 et seq.	Clean Indoor Air Act

Adopted:

Revised:

Reviewed:

Policy 5320- Drug and Alcohol Free Workplace

Purpose

The Preston School District #201 is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

The use of alcohol and illegal drugs, and the misuse of prescription drugs is unacceptable. All District workplaces are hereby declared to be drug- and alcohol-free workplaces. A copy of this policy will be provided to each employee with materials describing the dangers of drug use in the workplace and information on any drug counseling, rehabilitation, or employee assistance programs available.

All employees are prohibited from:

1. Unlawful manufacturing, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia, while on District premises, while performing work for the District, or in attendance at District-approved or school-related functions;

2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or odor from alcohol while on District premises, while performing work for the District, or in attendance at school-approved or school-related functions; and

3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and

2. Notify his or her Superintendent of his or her conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription drugs, or over-the-counter drugs for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

Definitions as Used in This Policy

"Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision of a licensed health care professional.

"Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 Idaho Code.

"Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

Controlled Substance" means any drug or substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

"Substance Abuse" is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

Records that pertain to the District's employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the Superintendent or his or her designee in a secure fashion to ensure confidentiality and privacy and be disclosed only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Idaho law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Pre-Employment Testing

Applicants being considered for employment positions may be required to submit to a urinalysis test for the detection of the illegal use of drugs. Applicants shall be given a copy of this policy in advance of employment. Applicants must acknowledge having read or had this policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Superintendent or designee.

An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the District, and such will be considered as a withdrawal of the individual's application for employment. If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the Superintendent or designee. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its authorized designee, and/or the Superintendent, reasonably suspect that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the District's Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath, saliva, urine, and/or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Superintendent.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board policy and State law.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and State law.

The District's Superintendent or designee, are the only individuals in the District authorized to make the determination that reasonable suspicion or cause exists to order a drug screen. They are the only individuals who may order an employee to submit to a drug screen, which will be at the District's expense.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic cases: Deteriorating job performance or changes in personal traits or characteristics where the use of alcohol or drugs may be reasonably suspected as the cause; and

2. Acute case: Appearing to be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause in a specific incident or observation.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol, and/or the illegal use or sale of prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury; and
5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in District property, or at District-approved or school-related functions.

Post-Accident Testing

Drivers while on school business or operating a school vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for a moving violation to the District employee will be tested for alcohol misuse and controlled substance abuse.

The driver will contact the District at the time of the accident unless he or she is physically impaired as a result of the accident. The District will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be done for alcohol.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results

provided by the District testing laboratory will be accepted.

Failure of an employee to submit to testing for either alcohol or a controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight (8) hours of the time of the accident. Testing for controlled substances must be done within 32 hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight hours following the accident or until he or she submits to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Opportunity to Contest or Explain Test Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Superintendent or his or her designee within five (5) working days after the Superintendent or designee contacts the employee or job applicant and shows him or her the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol shall, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Superintendent or designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Superintendent or designee is to review the conditions of continued employment with the employee prior to the employee returning to work. Any such condition for continued employment shall be given to the employee in writing. This agreement must be signed by the employee before the employee is allowed to return to the job. Prior to the employee coming back on the job, the employee must complete a drug and/or alcohol test which shows negative results.

The Superintendent or designee may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Superintendent or designee more than one (1) time within a 72 hour period. In the event of positive test results, the Superintendent or designee will work out disciplinary procedures, if any, in accordance with Board policy and State law.

Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination in accordance with Board policy and State law.

Inspections

Employees may be assigned District-owned offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of the District and personnel. Employees have no expectation of privacy in any of these locations or any personal belongings which they may place in such areas.

Whenever the Superintendent or designee has a reasonable suspicion that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has sold, purchased, used, or possessed alcohol, drugs, or drug paraphernalia on District premises, the Superintendent or designee may search the employee and the employee's locker, desk, or other District property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable State laws.

District Action Upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program. The fact that an employee has been referred for assistance and his or her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

Should the District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of $5,000 or more, the Superintendent or designee shall notify the appropriate State or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

In determining whether and to what extent an employee will be disciplined or discharged in regard to violating this policy, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the District's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the District's operations; the nature of the criminal offense; the nature of the employee's job with the

District; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the District.

An employee can be discharged for work-related misconduct as provided in IC 72-1366, for the following reasons:

1. A confirmed positive drug and/or alcohol test, with a test result of not less than .02 BAC;
2. The employee refusing to provide a sample for testing purposes;
3. The employee altering or attempting to alter a test sample by adding a foreign substance; or
4. The employee submitted a sample that is not his or her own.

Within 30 days after receiving notice of a conviction, the District will take appropriate disciplinary action

Legal References:

Legal References	Description
29 CFR § 94.205	What Must I Include in my Drug-free Workplace Statement?
34 CFR Subpart B	Requirements for [Financial Assistance] Recipients Other Than Individuals
41 USC § 81	The Drug-Free Workplace Act of 1988
IC § 72-1701, et seq.	Idaho Employer Alcohol and Drug-Free Workplace Act

Adopted:

Revised:

Reviewed:

PERSONNEL **5320F1**

Drug and Alcohol Abuse Testing Acknowledgment

I have read and been informed about the content, procedures, and expectations of the Drug and Alcohol Abuse Testing Policy and Procedures. I have received a copy of the policy and procedures and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy and Procedures, I will consult the Superintendent or his or her designee.

I understand that refusal to sign this document constitutes a refusal to test and the Superintendent will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and State law.

_____
Employee Signature

_____
Employee Printed Name

_____
Date

PERSONNEL **5320F2**

Drug and Alcohol Abuse Testing Agreement

I agree to be tested according to the drug and alcohol testing policy and procedures.

I understand that agreeing to be tested according to the drug and alcohol testing policy and procedures is a condition of employment and continuing employment by the District.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy and Procedures, I will consult the Superintendent or his or her designee.

I understand that refusal to sign this document constitutes a refusal to test and the Superintendent will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and State law.

_____
Employee Signature

_____
Employee Printed Name

_____
Date

Policy 5320-P(1) – Drug and Alcohol Free Workplace – Drug and Alcohol Abuse Testing Program and Procedures

Drug and Alcohol Abuse Testing Program

Purpose: The purpose of this procedure is to establish guidelines to be followed in the drug and alcohol testing of applicants for positions with the District as well as current District employees.

Program Responsibility: The Superintendent or his or her designee has the overall responsibility for this program and will be responsible for reviewing the results of drug tests; reviewing and interpreting each confirmed positive test to determine if there is an alternative medical explanation for the positive result; conducting an interview with the individual testing positive to determine if the positive result was caused by legally prescribed medication; requiring a retest of the original specimen if the Superintendent or designee deems it necessary; and verifying that the laboratory report and the specimen are correct.

If the Superintendent or designee determines that there is a legitimate medical explanation for the positive test other than the use of a prohibited drug, the Superintendent or designee will conclude that the test is negative and will not take any further action.

Any employee or prospective employee who has a positive test result may request that the same sample be retested by a laboratory mutually agreed upon by the employee and the District.

Designation of Laboratory: _____ has been selected to perform the testing on specimens submitted. _____ will be responsible for performing the required drug test. _____ will also be responsible for properly handling specimens for alcohol testing. _____ is a certified lab approved for drug testing. A breath analysis test will be performed by a certified Breath Alcohol Technician.

Collection Site: _____, is the designated collection site for collecting urine specimens.

Authorization for Testing: When the person reports to the collection site, the drug and/or alcohol screening procedure will be explained and the person will be asked to assist in completing any necessary forms. All persons subject to testing for any reason shall be asked to sign the necessary authorization forms which will allow the test to be performed and for the information to be provided to the Superintendent about the required drug and/or alcohol test.

Refusal to Test: The following constitutes refusal to test:

1. Refusing to sign any of the following forms:

    A. Statement that a copy of the alcohol and drug testing procedures and policy has been given and explained; or
    B. Agreement to be tested according to the alcohol and drug testing procedures and policy.

The following constitutes alcohol testing refusals:

1. Refusal by any employee to complete and sign the breath alcohol testing form;
2. Failure to provide adequate breath without a valid medical explanation in writing; or
3. Failure of an employee to remain readily available for testing for eight (8) hours following an accident that requires testing.

The following constitutes drug testing refusals:

1. Failure to provide a urine sample within four hours, without a valid medical explanation in writing; or
2. Conduct that clearly obstructs testing procedures; or
3. Failure of employee to remain readily available for testing for 32 hours following an accident requiring testing

Specimen Retention: The retention of specimens for possible future analysis is the responsibility of _____. _____ will retain all specimens for a minimum period of one week. At such time, negative specimens will be discarded. Positive specimens will be resealed and retained in a separate and secure area for a minimum of one year. Within this one-year period, the person tested or the Superintendent or his or her designee can request in writing that the laboratory retain the sample for an additional reasonable period specified in the request. If no proper written request is received within the one-year period, the sample may be discarded.

Notification and Administrative Processing of Positive Results: All analytical results, negative and positive, will be reported by the laboratory to the Superintendent within an average of five days after receiving the specimens. The Superintendent or his or her designee will interview the person to determine if there is any satisfactory explanation for the positive result. The Superintendent or designee may conduct an additional medical interview with the individual and may require the original specimen to

be reanalyzed if necessary.

Record Retention: Confidential records of drug tests results are recognized to be private and sensitive records, which will be maintained in a secure fashion to ensure confidentiality. Records showing an employee passed a drug test will be kept for at least one year. Records showing that an employee failed a drug test, the type of test (e.g., reasonable suspicion), the illegal drug(s) used by the employee, and the disposition of each employee will be kept for at least five (5) years. These records, or any of them, may be maintained by the Superintendent or his or her designee's discretion for an indefinite period of time beyond the above specified minimums.

Information regarding an individual's drug testing results is confidential and will be released by the Superintendent or designee only upon the written consent of the individual, except that results may be released and relied upon by the District in any administrative or court action by the employee involving the drug test or any discipline resulting from a violation of this policy, including employment and court proceedings.

Collection of Specimens: At least 30 ml of urine will be required to complete the test, or the test will be rejected and must be re-performed. The designated collection site shall have an enclosure within which private urination can occur, a toilet for completion of urination, and a source of water for washing hands. Procedures for collecting urine specimens shall allow individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen. Examples of reasonable cause to believe a specimen will be altered or substituted include the presentation of a urine specimen that falls outside the normal temperature range (90.0 deg. F - 100.0 deg. F) and presentation of a specimen with a specific gravity of less than 1.0003.

Changes to Procedures: This procedure may be amended from time to time to facilitate changes in the District's Drug Free Workplace Substance Abuse Policy as necessary.

~~Drug and Alcohol Abuse Testing Procedures for Job Applicants~~

~~All applicants will be furnished a copy of the Drug Free Workplace Substance Abuse Policy in advance of the drug testing and alcohol testing and will have the screening procedure explained to them.~~

~~Applicants will be asked to sign an authorization for the tests which will release the Superintendent to disclose the results of the drug and alcohol test. In the event an applicant refuses to execute the appropriate authorization or to submit to the drug and alcohol tests, the Superintendent will suspend the procedures at that point.~~

~~The Superintendent or his or her designee will review the analytical results of the drug and alcohol tests, and interview the applicant, either by phone or in person, to~~

~~determine whether there is any satisfactory explanation for a positive result.~~

~~The Superintendent or designee may require the original specimen to be reanalyzed if necessary.~~

~~The Superintendent or designee will advise the applicant that he or she has tested positive and, if requested, will allow the applicant a reasonable period, not to exceed three days, to provide additional medical evidence of a proper prescription for the drug(s) which caused the positive test. Nothing herein shall be construed as requiring the Superintendent or designee to disclose to the applicant the drug(s) for which the applicant tested positive. Rather, it is the duty of the applicant to disclose to the Superintendent or designee and, upon request, to provide the Superintendent or designee with evidence of all drugs taken by prescription.~~

Drug and Alcohol Testing of Current Employees Reasonably Suspected of Drug or Alcohol Abuse

Once the determination has been made that an employee is to be tested based upon reasonable suspicion, the Superintendent or his or her designee should then transport the employee to the collection site or make other appropriate arrangements for transportation. The collection site personnel should be notified that the reason for testing is reasonable suspicion.

Upon arriving at the collection site, the employee will be asked to sign a release for testing and to assist in completing the necessary forms for testing. After the employee has signed the necessary releases for testing, then the standard procedures for drug and alcohol testing should be followed by the collection site personnel.

Once the procedure has been completed, the employee should be transported back to the Superintendent's office where the employee will be placed on administrative leave with pay until the results of the tests are available.

If the employee refuses to sign the release or refuses to be tested ~~by~~ within two (2) hours, the employee should be advised that refusal under Board Policy is insubordination. ~~If the employee continues to refuse, the employee should be transported back to the Superintendent's office~~. The Superintendent or designee will place the employee on administrative leave with pay with instructions to call his or her office before the normal reporting time for that employee on the following workday.

If the Superintendent or designee feels that the employee is in no condition to operate a vehicle, then the employee should be transported home. Under no circumstances should the employee be allowed to drive. If the employee insists, the Superintendent or designee should tell the employee that if he or she gets in a vehicle to drive that he or she will call the police or the Sheriff's Department. ~~and give them the location, license~~

~~plate number, etc.~~

In the event of positive test results, the Superintendent or designee will review other records of the employee and work out proper disciplinary procedures, if any, in accordance with Board policy and State law.

Once the employee has been scheduled for testing, if the employee refuses to be tested, the employee will be considered insubordinate and subject to disciplinary procedures. If an employee has been notified to go for testing and fails to show up for the test, this will be considered the same as refusal to test unless a medical emergency or accident prevents the employee from testing, in which case credible documentation will be required that substantiates the reason for being absent from the testing. If, at the sole discretion of the Superintendent, the employee is allowed to be tested at a later date, the above procedure will be repeated. In no case will an employee be allowed more than one opportunity to be rescheduled for testing.

Employees who refuse to be tested or who do not appear for testing and do not have a documented credible reason for being absent from the testing time will be subject to disciplinary procedures~~. and will cease to be considered a viable candidate for the current position and for any future position openings in this classification until the employee has signed a release for drug testing at the time of submitting any future applications for this classification.~~ The collection site personnel should notify the Superintendent in the event an employee refuses to test or does not arrive for testing. In the event of positive test results, the Superintendent will then review other records of the employee work out proper disciplinary procedures, if any, in accordance with Board policy and State law.

Legal References:

Legal References	Description
29 CFR § 94.205	What Must I Include in my Drug-free Workplace Statement?
34 CFR Subpart B	Requirements for [Financial Assistance] Recipients Other Than Individuals
41 USC § 81	The Drug-Free Workplace Act of 1988
IC § 72-1701, et seq.	Idaho Employer Alcohol and Drug-Free Workplace Act

Adopted:

Revised:

Reviewed:

Policy 5330 – Employee Electronic Mail and Online Services Usage

Internet access and interconnected computer systems may be available to the District's faculty. Electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

Staff may, consistent with the computer use policies of the District and the District's educational goals, use approved internet sites throughout the curriculum.

The District email and internet systems are provided for educational purposes only. The District's electronic network is part of the curriculum and is not a public forum for general use.

Uses

Use for other informal or personal purposes is permissible within reasonable limits provided it does not interfere with work duties and complies with District policy. All email and internet records are considered District records and should be transmitted only to individuals who have a need to receive them and only relating to educational purposes. Staff has no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

Unacceptable Uses of Network

The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

1. Uses that violate the law or encourage others to violate the law including local, State, or federal law; accessing information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;

2. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation; employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading or sharing

another person's communications or personal information; or otherwise using their access to the network or the internet;

3. Uploading a worm, virus, other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or other information. Staff will immediately notify the school's system administrator if they have identified a possible security problem;

4. Downloading the TikTok app or visiting the TikTok website;

5. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying (defined as using a computer, computer system, or computer network to convey a message in any format that is intended to harm another individual);

6. Uses that jeopardize the security of access and of the computer network or other networks on the internet; uses that waste District resources;

7. Uses that are commercial transactions, including commercial or private advertising;

8. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District;

9. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, materials that depict the sexual exploitation of minors, or other inappropriate materials;

10. Sharing one's password with others or allowing them to use one's account;

11. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee;

12. Posting or sending messages anonymously or using a name other than one's own;

13. Attempting to access the internet using means other than the District network while on campus or using District property;

14. Sending unsolicited messages such as advertisements, chain letters, junk mail, and jokes;

15. Sending emails that are libelous, defamatory, offensive, or obscene;

16. Notifying patrons or the public of the occurrence of a school election by providing anything other than factual information associated with the election – such as location, purpose, etc. Such factual information shall not promote one position over another;

17. Forwarding or redistributing the private message of an email sender to third parties or giving the sender's email address to third parties without the permission of the sender; and/or

18. Downloading or disseminating copyrighted or otherwise protected works without permission or license to do so.

Records

District records, including email and internet records may be subject to public records requests, disclosure to law enforcement or government officials, or to other third parties through subpoena or other processes. The Superintendent or their designee may review any and all email of any employee, at any time, with or without cause. Consequently, employees should always ensure that all information contained in email and internet messages is accurate, appropriate, and lawful. When sending student records or other confidential information by email, staff shall be aware of the security risks involved and shall take all steps directed by the Internet Safety Coordinator to reduce such risks.

When communicating with students and parents by email, employees should use their District email rather than a personal email account. Email and internet messages by employees may not necessarily reflect the views of the District. Abuse of the email or internet systems, through excessive and/or inappropriate personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

Privacy

While the District does not intend to regularly review employees' email and internet records, employees have no right or expectation of privacy in their use of email or the internet via devices or internet access provided by the District, and the District may review any and all email of any employee, at any time, with or without cause. Depending upon content, email and internet communications may potentially be disclosed to any member of the public through a public records request.

Internet Access Conduct Agreements

Each staff member will be required to sign the Procedure 5330F Employee Electronic Mail and Online Services Use Policy Acknowledgment upon the adoption of this policy or upon hiring.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its Trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Violations

If any staff member violates this policy, they may be subject to disciplinary action. The system administrator or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

Legal References:

531 P.2d 588 (1975)	Board of County Commissioners v. Idaho Health Fac. Auth.
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
Idaho Executive Order	2022-06

Other References	Description
Idaho Attorney General	Opinion No. 95-07 ("What are the limitations on loaning and/or sharing State of Idaho employees or facilities to or with private charitable foundations?")
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
1405	School Board Use of Email and Social Media
5290	Political Activity - Staff Participation
5325	Employee Use of Social Media Sites, Including Personal Sites
5325-P(1)	Employee Use of Social Media Sites, Including Personal Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites
5335	Employee Use of Electronic Communications Devices (Alternatives)
5335-F(1)	Employee Use of Electronic Communications Devices (Alternatives) - MOBILE COMPUTING DEVICE AGREEMENT
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts

Adopted:

Revised:

Reviewed:

{{Full_District_Heading}}

PERSONNEL **5330F**

Employee Electronic Mail and Online Services Use Policy Acknowledgment

I have read and been informed about the content, procedures, and expectations of the Employee Electronic Mail and Online Services Use Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

_____
Employee Signature

_____
Employee Printed Name

_____
Date

Policy 5340 - Evaluation of Certificated Personnel

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development, in achieving District goals, and to assist with decisions regarding personnel actions. This policy applies to certificated personnel, but the District shall differentiate between non-instructional and pupil instructional personnel. The Superintendent is hereby directed to create procedures that differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the *Charlotte Danielson Framework for Teaching Second Edition* to the extent possible and aligns to the pupil service staff's applicable national standards.

Each certificated staff member shall receive at least one written evaluation to be completed by no later than June 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching Second Edition* domains and components. The evaluation of certificated personnel shall annually include a minimum of two (2) documented observations, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Objectives

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting them know that the supervisor is interested in their job progress and personal development;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities and to align to District goals;
6. Provide an opportunity for each employee to discuss job problems and interests with their supervisor; and

7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Superintendent or their designee shall have the overall responsibility for the administration and monitoring of the performance evaluation System and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;

2. Ensuring completed evaluations are returned for filing by a specified date;

3. Reviewing evaluations for completeness;

4. Identifying discrepancies;

5. Ensuring proper safeguards and filing of completed evaluations;

6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;

7. Creating a plan for ongoing review of the District's performance evaluation system that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties;

8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and

9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of four (4) ratings used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; proficient being equal to a rating of 3; and distinguished being equal to a rating of 4.

The Immediate Supervisor is the employee's evaluator and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st of each year;

2. Holding periodic counseling sessions with each employee to discuss job performance;

3. Completing Performance Evaluations as required; and

The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five years of conducting any evaluations.

Written Evaluation

A written summative evaluation will be completed for each certificated employee by June 1st. A copy will be given to the employee. The record of the evaluation will be kept in the employee's personnel file. The evaluation should be reviewed annually and used to assist in the development of annual goals and objectives. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

Evaluation Measures

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two (2) documented observations annually for certificated personnel, one (1) of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation will include at least one (1) of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios. The District has chosen Portfolios as its measure(s) to inform the Professional Practice portion.

Student Achievement: Instructional staff evaluation ratings must, in part, be based on measurable student achievement as defined in Section 33-1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one or both years' data. Growth in student achievement may be considered as an optional measure for all other school-based and District-based staff, as determined by the Board.

Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition* and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based.

Individuals who hold a Professional or Advanced Professional Endorsement will be evaluated annually.

The District shall evaluate these employees on the basis of all of the domains.

All other instructional or pupil service staff employees must be evaluated across all domains.

1. Planning and Preparation

    A. Demonstrating Knowledge of Content and Pedagogy;
    B. Demonstrating Knowledge of Students;
    C. Setting Instructional Outcomes;
    D. Demonstrating Knowledge of Resources;
    E. Designing Coherent Instruction; and
    F. Designing Student Assessments.

2. Classroom Learning Environment

    A. Creating an Environment of Respect and Rapport;
    B. Establishing a Culture for Learning;
    C. Managing Classroom Procedures;
    D. Managing Student Behavior; and
    E. Organizing Physical Space.

3. Instruction and Use of Assessment

    A. Communicating with Students;
    B. Using Questioning and Discussion Techniques;
    C. Engaging Students in Learning;
    D. Using Assessment in Instruction; and
    E. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

    A. Reflecting on Teaching;
    B. Maintaining Accurate Records;
    C. Communicating with Families;
    D. Participating in a Professional Community;
    E. Growing and Developing Professionally; and
    F. Showing Professionalism.

Meeting with the Employee

Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how they have performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties, progress on goals, and attendance.
Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.

2. Allow the employee to make any written comments they desire. Inform the employee that they may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that they have been given a copy and initial after supervisor's comments.

No earlier than seven days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the evaluation in a confidential manner to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

Individualized Professional Learning Plan

Each certificated staff member shall have an individualized professional development plan based on the Idaho framework for teaching evaluation outlined in IDAPA 08.02.02.120 and developed by the staff member and their evaluator. This plan shall include interventions based on the individual's strengths and areas the staff member and their evaluator seek to emphasize of needed growth.

Rebuttals/Appeal

Within seven (7) days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee then the amended copy of the evaluation will be provided to, and signed by, the employee. The amended evaluation will then be forwarded to the Superintendent, or the designee, for review. The District will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee~~,~~ for review~~.~~ The District will also retain a copy of the completed evaluation including any

rebuttal/appeal and responses.

Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting

Any subsequent changes to the District's evaluation system shall be resubmitted to the State Department of Education for approval. The District shall report annually to the State Department of Education:

1. The summative ratings;
2. The number of components rated as unsatisfactory;
3. The percentage of the certificated personnel's students who met their measurable student achievement or growth targets or student success indicators;
4. The measures that were used; and
5. Whether an individualized professional learning plan is in place for all certificated personnel evaluations.

Legal References:

Legal References	Description
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions

Legal References	Description
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-518	Employee Personnel Files
IDAPA 08.02.02.120	Local District Evaluation Policy

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
5105	Certificated Personnel Employment
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts

Adopted:

Revised:

Reviewed:

Policy 5350 – Certified Personnel Resignation (Release from contract)

Applicants for teaching positions with Preston School District #201 who are issued a contract and employees who are on contract should recognize that their contract with the District carries responsibilities. Certified personnel will generally be expected to fulfill the terms of their contract unless:

1. There are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and
2. Until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Employees, including those employees who have just signed their first contract, will not be released from contract during the school year or within 45 days of the start of the school year unless a suitable replacement can be found. The Board may make exceptions to this rule for serious health problems or if a replacement can be found to fill the position being vacated.

The employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the District offices so that a search for a suitable replacement can be initiated. The request for release will be submitted to the Board at the time specified by the employee. If finding a replacement is not imminent, the District offices will advise the person submitting the request that the administration will recommend to the Board that the request be denied. The District offices will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would then be submitted to the Board. If no time is specified for the request to be submitted to the Board, it will be submitted when the administration feels that finding a suitable replacement is imminent. The person making the request will be advised of that action.

A determination of availability of a suitable replacement, approved by the building principal as per Idaho Code, will be made by the administration before recommendation will be made to the Board that the employee be released from contract. If, in the judgment of the administration, there is not a suitable replacement, and/or if retention of a new employee is not approved by the building principal, recommendation will be made that the Board NOT release the employee from contract.

Should any certificated employee abandon the contract of employment with the District without the prior written release from the contract by the Board, the Board of Trustees will report such event to the Professional Standards Commission, alleging that the certificated employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators.

In addition, should any certificated employee abandon a contract of employment with the District without the prior written release from the contract by the Board, the District and/or Board may, in its discretion, pursue any and all available legal remedies, including damages to recoup all losses caused by such breach of contract, including without limitation costs for substitutes, recruiting, loss of State funding, and legal fees.

Classified Personnel

Classified employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Any classified personnel who, without approval or without taking leave, does not show up for work for more than three (3) consecutive days will be considered to have abandoned his or her position, and shall be deemed to have resigned.

Legal References:

Legal References	Description
IC § 33-524	Principals to Determine New Staffing
IC § 72-1366	Employment Security Law - Personal Eligibility Conditions
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators

Adopted:

Revised:

Reviewed:

Policy 5360 – Staff Dress and Appearance

Employee dress shall be professional, consistent with their work environment, and within prevailing expectations for dress in such environments. Attire must not pose a hazard to the employee or others, in light of the employee's duties, and must not be disruptive to the educational environment.

All requirements for student dress set out in District policy shall also apply to staff.

Violation of this policy may result in disciplinary action. The Superintendent or building principal or their designee shall determine whether a violation of this policy has occurred.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5370 – Nonschool Employment by Professional Staff Members

A staff member's outside work or self-employment is of concern to the Board insofar as it may:

1. Prevent the employee from performing assigned responsibilities in an effective manner;

2. Be prejudicial to proper effectiveness in the position or compromise the District; or

3. Raise a question of conflict of interest – for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.

Therefore a regular, full-time employee's position in the District shall take precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District assigned duties.

In addition, an employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Except by prior written authorization from the Superintendent, school buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5380 – Professional Research and Publishing

The Board considers that the school system has proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board also recognizes the importance of encouraging its professionals' writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the school system will have sole rights in matters of publication or reproduction; however, the identity of the employee(s) who created the materials will be clearly recognized and noted.

In situations where the proprietary rights to material is in doubt—as, for example, when original instructional materials have been developed partially during working time or as part of a paid assignment, and partially during the staff member's own time—arrangements will be made for the appropriate assignment of rights and any profits.

However, a staff member may use his or her background knowledge of programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent school system policy will be cleared by the Superintendent who may, if the subject warrants, seek Board approval before they are released.

Legal References:

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
4250	Educational Research in District Schools

Adopted:

Revised:

Reviewed:

Policy 5390 – Employment Referrals and Prevention of Sexual Abuse

All employees, contractors, and agents of the District are prohibited from providing any recommendation for employment or otherwise helping an employee, contractor, or agent of the District in obtaining a job if they know or have probable cause to believe the individual has engaged in sexual misconduct with a student or minor in violation of the law.

This prohibition does not include following routine procedures regarding the transmission of administrative or personnel files.

These prohibitions shall not apply to cases in which the alleged misconduct was properly reported to law enforcement and any other authorities required by federal, state, or local law; and

1. The matter was officially closed;

2. The prosecutor or police with jurisdiction over the case investigated the allegations and notified District officials that there is insufficient information to establish probable cause that individual engaged in sexual misconduct with a minor or student in violation of the law;

3. The individual alleged to have engaged in sexual misconduct with a student or minor has been charged with and acquitted or otherwise exonerated of the sexual misconduct; or

4. The case or investigation has remained open and no indictment or other charges have been brought within four years of the date on which the information was provided to law enforcement

Legal References:

Legal References	Description
20 USC § 7926	Prohibition on Aiding and Abetting Sexual Abuse

Adopted:

Revised:

Reviewed:

Policy 5395 – Whistleblowing

The Board of Trustees expects employees of the District to be trustworthy and to conduct themselves in an honorable manner, abiding by all District policies and procedures and by all applicable State and federal laws and administrative rules.

When District employees know or have reasonable cause to believe that wrongful conduct has occurred, they should report such wrongful conduct to the Superintendent or designee.

For the purposes of this policy, the term “wrongful conduct” shall mean:

1. Theft or misuse of District funds, property, or resources;
2. Fraud;
3. Violation of federal and state laws or administrative rules; and/or
4. Material violation of District policy or procedure aimed at protecting the health and safety of staff and students.

Disclosure and Investigation

Employees who know or have reasonable cause to believe that wrongful conduct has occurred shall report such activity to the Superintendent or designee. Upon receiving a report of wrongful conduct, the Superintendent or designee shall take immediate steps to conduct an investigation.

If the person alleged to have committed the wrongful conduct is the designee, the Superintendent shall conduct the investigation. If the person alleged to have committed the wrongful conduct is the Superintendent, the investigation shall be addressed in accordance with District policy.

The Superintendent or designee shall maintain a written record of the allegation; conduct an investigation, refer the matter to law enforcement or other appropriate authorities, if applicable; and notify the Board of the allegation and of the results of the investigation.

The Superintendent or designee shall attempt to protect the identity of a whistleblower, provided that doing so does not interfere with the investigation of the allegations or with the taking corrective action.

Complaints of Retaliation

The District shall not take adverse employment action against an employee who has notified the District of wrongdoing, allowing the District the opportunity to investigate and correct the misconduct. The District shall not take adverse action against an employee who has reported misconduct to another government agency or who has cooperated with an investigation of wrongful conduct. Likewise, District employees are prohibited from retaliating against an individual for these actions.

There shall be no adverse employment action or retaliation against an individual who refuses to carry out a directive which he or she believes constitutes a violation of state or federal law or administrative rule.

An employee who alleges they have been subject to retaliation in the form of adverse employment action may contest the action as specified in the appropriate employee grievance policy. The District shall investigate any complaints of such retaliation and take immediate steps to stop any retaliation.

District employees who have engaged in retaliation shall be subject to discipline, which may include dismissal.

These protections do not apply to cases in which an employee knew or reasonably ought to have known that the report is malicious, false or frivolous.

Nothing in this policy is intended to interfere with legitimate employment decisions.

The Superintendent or designee shall establish any procedures necessary to implement this policy.

This policy and any related procedures may be published in employee handbooks, posted in employee lounges, and/or given to all employees on an annual basis.

Legal References:

Legal References	Description
IC § 6-2101, et seq.	Protection of Public Employees

Cross References

Code	Description

Code	Description
5250	Certificated Staff Grievances
5800	Classified Employment, Assignment, and Grievance
5800-P(1)	Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure
7225	Financial Fraud and Theft Prevention

Adopted:

Revised:

Reviewed:

Policy 5405 – Proof of Illness for Sick Leave

The Superintendent or designee may require proof of illness in a form adequate to protect the District from any employee abusing sick leave through such actions as malingering or false claims of illness.

If the Superintendent or designee makes such a request of any employee, the employee shall provide written documentation from a provider of the healing arts as to the illness and/or necessity of the employee to be absent from work to the District's Administrative Office.

Legal References:

Legal References	Description
IC § 33-1216, et seq.	Teachers - Sick and Other Leave

Adopted:

Revised:

Reviewed:

Policy 5412 – Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the Preston School District #201 supports this important role in our society. Upon receipt of the initial official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the District office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his or her assignment the next regular workday.

Jury duty leave is paid for up to twelve (12) workdays. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5413 – Witness for Court Appearance Leave

Preston School District #201 employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the workday, of days required, for their appearance as a witness. Employees are required to receive prior approval from their immediate supervisor. The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the District office as soon as possible.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5420 – Long-Term Illness/Temporary Disability

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave and family medical leave the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability shall be required.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth, and recovery therefrom.

Leave without pay arising out of any long-term illness or temporary disability, including pregnancy, miscarriage, childbirth, and recovery therefrom, shall commence only after sick leave and family medical leave have been exhausted.

Legal References:

Legal References	Description
29 CFR § 1604.10	Pregnancy Discrimination Act Employment Policies Relating to Pregnancy and Childbirth
29 CFR Part 825	Implementing the Family Medical Leave Act of 1993
Pub. L. 103–3	Family Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181	National Defense Authorization Act (NDAA) for FY 2008

Cross References

Code	Description
5410	Family Medical Leave
5410-P(1)	Family Medical Leave - Family and Medical Leave Procedure

Adopted:

Revised:

Reviewed:

Policy 5420-P(1)- Long- Term Illness/Temporary Disability Procedure

The following procedures will be used when an employee has a long-term illness or temporary disability.

1. When any illness or temporarily disabling condition is “prolonged”, an employee will be asked by the administration to produce a written statement from a physician stating that the employee is temporarily disabled and is unable to perform the duties of his or her position, but at some point in the future will be able to return to work.

2. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician unless complications develop which are further certified by a physician.

3. Maternity leave will be treated as any other disability. As a disabling condition, maternity leave is not available to fathers.

Legal References:

Legal References	Description
29 CFR § 1604.10	Pregnancy Discrimination Act Employment Policies Relating to Pregnancy and Childbirth
29 CFR Part 825	Implementing the Family Medical Leave Act of 1993
Pub. L. 103–3	Family Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181	National Defense Authorization Act (NDAA) for FY 2008

Adopted:

Revised:

Reviewed:

Policy 5430 - Insurance Benefits for Employees

Newly hired certified employees will be eligible for insurance benefits offered by the District consistent with the terms of the current negotiated agreement, if applicable.

Classified employees who work 30 hours or more per week shall be entitled to the same group health insurance benefits applicable to certified personnel.

Legal References:

Legal References	Description
IC § 33-517A	School Districts – Non-Certificated Employees – Group Health Insurance
IC § 67-5763	Governmental Body Authorized to Make Contracts for Group Insurance for Officers and Employees

Adopted:

Revised:

Reviewed:

Policy 5440 – School Holidays

The District designates the following days as school holidays:

1. New Year's Day;
2. Memorial Day;
3. Independence Day;
4. Labor Day;
5. Thanksgiving Day; and
6. Christmas Day.

In those cases where an employee, as defined in policy, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave

Legal References:

Legal References	Description
IC § 33-512	District Trustees - Governance of Schools
IC § 73-108	Construction of Statutes - Holidays Enumerated

Adopted:

Revised:

Reviewed:

Policy 5460 – Worker's Compensation Benefits

All employees and volunteers of the District are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the District's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District's Worker's Compensation insurance policy.
   Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should communicate with the school's Human Relations Director with regard to seeking out medical attention at one of the designated Occupational Health Clinics.

2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.

3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.

4. The employee shall complete the District's Worker's Compensation report of injury forms with the District's Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).

5. On behalf of the employee, the District's Human Resources Department shall immediately report the injury and claim to the District's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.

6. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the District's Worker's Compensation insurance policy.

The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.

An employee who is injured in an accident may be eligible for Workers' Compensation benefits.

Upon receipt of a report of an accident, the District shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and
2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the District's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Legal References:

Legal References	Description
IC § 72-101, et seq.	Workers' Compensation Act

Adopted:

Revised:

Reviewed:

Policy 5470 – Leaves of Absence – Military Leave

All District employees, other than those who are employed on a temporary basis who are not qualifying temporary employees, are entitled to military leave of absence when:

1. Ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces; or
2. Ordered by the governor, adjutant general, or other lawful authority to active duty, training, or other duty as members of the National Guard/State-recognized militia of the State of Idaho or any other state.

Employees shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

The District shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA)or under IC 33-527 of their rights, benefits, and obligations under USERRA and under IC 33-527 and those of the District.

Notice to District

All employees should provide either written or oral notice of upcoming military leave to the District as soon as reasonably practical. The employee or an appropriate officer of the branch of the military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders or other official documentation from the appropriate military authority to the Superintendent. Notice of leave for military training shall include date of departure and date of return for purposes of military service 90 days prior to the date of departure. The Superintendent shall authorize the employee's military leave when the employee submits a copy of this documentation. Such leave shall begin on the date of departure indicated on the documentation.

Military Leave for Training or Short Term Duty

Employees who are required to attend active duty, inactive-duty training, funeral honors duty, or field or coast defense training as a Reserve of the armed forces or member of the National Guard shall not suffer any loss of salary, seniority, or efficiency rating during the first 15 work days of such absence in any fiscal year. Leave will be without loss of benefits.

In the case of a part-time employee, military leave for training or short-term duty shall accrue at a rate of 15 days per year multiplied by a percentage determined by dividing by 40 the number of hours in the regularly scheduled workweek of that employee during

that fiscal year. Unused leave shall accumulate until it totals 15 days.

Completion of Military Training

Upon completion of military training, the employee shall immediately give evidence of their satisfactory completion of such training. The employee shall be restored to their previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. The employee shall continue to accrue seniority during such period of absence.

Benefits for Uniformed Service Personnel on Active Duty

Compensation

Any employee who is a member of the uniformed services, the reserve components, or the National Guard/State-recognized militia of this state or any other state, and who is ordered to active duty, training, or other performance of duty requiring absence from work shall be entitled to ten (10) days of paid military leave each school year.

Any employee with available annual or vacation leave may take this leave concurrently with any unpaid military leave.

Pension and Retirement Plans

Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for 90 days or fewer. If the employee has been absent for military service for 91 days or more, the District may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance

Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 24 months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the District for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. The District's obligation to provide health benefits ends once an employee's military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had they not been absent for military service.

Reporting to District Once Military Leave is Complete

The standard military service length and reporting times are:

1 to 30 Days of Military Service: The employee reports to the District by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.

31 to 180 Days of Military Service: The employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when the District's offices are not open or available to accept a reemployment application, the time extends to the next business day.

181 Days or More of Military Service: The employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.

Cases of Disability: Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.

Disqualification From Returning to Work

There are four conditions that disqualify an employee from exercising their right to reemployment after military service:

1. A dishonorable or bad conduct discharge;
2. Separation from the service under "other than honorable conditions";
3. A commissioned officer's dismissal via court martial or by order of the President; and
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and will be

entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and
2. They must report to claim reinstatement within the timelines specified under "Reporting to District Once Military Leave is Complete" above.

After an employee has been absent for 31 days or more of military service, the District may ask the employee or the employee's military unit for documentation showing that:

1. The employee submitted a timely application for reemployment;
2. The employee's length of military service has not exceeded the five year limitation; and
3. The employee's separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held, or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the District will make reasonable efforts to accommodate the disability.

Legal References:

Legal References	Description
38 USC §§ 4301–35	Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
5 USC § 6323	Military Leave; Reserves and National Guardsmen
IC § 33-527	Military Leave
IC § 46-224	Militia and Military Affairs/Entitled to Restoration of Position After Leave of Absence for Military Training
IC § 46-225	Militia and Military Affairs/Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave
IC § 46-407	Militia and Military Affairs/Reemployment Rights

Adopted:

Revised:

Reviewed:

Policy 5500 – Personnel Records

The District maintains a complete personnel record for every employee, certificated and classified. Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, principal, supervisor, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho Code for hiring.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4260 Records Available to the Public.

In accordance with state law, not later than 20 days after receiving a request from another Idaho public school, the District shall release information regarding job performance or job related conduct, as defined by Idaho Code, to school districts requesting such information for hiring purposes. The District shall also release materials as required by IC 33-145. See Policy 5100 Hiring Process and Criteria and Procedure 5100P Procedures for Obtaining Personnel Records for Applicants.

The District shall maintain official District files for employees.

An employee's official file shall be kept in the District administrative office. It should, at a minimum, contain the following records:

1. Application materials;
2. Contracts of employment;
3. Communications from the administration;
4. Performance evaluations;
5. Rebuttals to performance evaluations;
6. Written reprimands, directives, commendations, or awards;
7. Original statements and releases to and from hiring school districts;
8. A copy of the employee's job description signed by the employee;
9. A signed acknowledgment that the employee has received a copy of the District's sexual harassment policy;
10. A signed acknowledgment that the employee has received a copy of the District's email and internet use policy;

11. Documentation of additional training received, course work completed, in-services attended, etc.;
12. Documentation of fingerprints and background checks;
13. Documentation of record and reference checks pursuant to Idaho Code 33-1210;
14. Rebuttal documents;
15. Copies of certifications from the Office of the Superintendent of Public Instruction;
16. Transcripts of credits earned for credit review purposes;
17. Salary schedule placement; and
18. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Superintendent or a separate, sealed portion of the personnel file. Personal notes of supervisors should be placed in the personnel file, if they are relevant to the evaluation of the employee.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file, with the exception of letters of recommendation, and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time; name of the person requesting access; description of the records copied, if any; and the initials of the person providing the access and/or copies requested.

Other Files upon Separation

Idaho law recognizes that other files may be kept about employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten (10) days of placement in the personnel file and written notice of their inclusion in the file shall be provided by sending such to the employee's last known address via certified mail, return receipt requested. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:

    A. Name in full (same name as used for Social Security);
    B. Employee's home address, including zip code;
    C. Date of birth if under the age of 19;
    D. Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.);
    E. Time of day and day of week on which the employee's work week begins;
    F. Basis on which wages are paid (such as $5/hour, $200/week, etc.);
    G. Any payment made which is not counted as part of the "regular rate";
    H. Total wages paid each pay period; and
    I. I-9.

2. Additional records required for non-exempt employees:

    A. Regular hourly rate of pay during any week when overtime is worked;
    B. Hours worked in any work day, meaning a consecutive 24 hour period;
    C. Hours worked in any work week, or work period in case of 207[k]);
    D. Total daily or weekly straight-time earnings, including payment for hours in excess of 40 per week, but excluding premium pay for overtime;
    E. Total overtime premium pay for a work week;
    F. Date of payment and the pay period covered;
    G. Total deductions from or additions to wages each pay period;
    H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
    I. Number of hours of compensatory time earned each pay period;
    J. Number of hours of compensatory time used each pay period;
    K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments;

In no case will attorney communications be placed in the employee file or produced to the employee.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5500 P(1) – Personnel records – Procedures for Releasing Personnel Records to Hiring Districts

1. No later than 20 days after receiving a request from a hiring school district under the provisions of I. C. § 33-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. *[NOTE: The District may provide records in electronic format.]*

   Pursuant to State law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:

   A. All annual evaluations;
   B. Letters of reprimand;
   C. Letters of direction;
   D. Letters of commendation or award;
   E. Disciplinary actions and documentation of disciplinary investigations;
   F. Recommendations for probation;
   G. Notices of probation and notices of removal from probation;
   H. Recommendations for termination or nonrenewal;
   I. Notices of termination or nonrenewal;
   J. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
   K. Any rebuttal documentation filed by the employee relative to any of the above documents.

      In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a request for documentation under I.C. § 33-1210. Names of students or fellow employee complainants, other than the employee's administrative evaluator or other administrative authors of communication to the employee, shall be redacted from information provided in response to a request.

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.

3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee's personnel file relating to alleged verbal or physical abuse or sexual misconduct that has not been substantiated.

4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee or former employee's file as well as any medical documentation.

5. No District employee who, in good faith, discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5600 – Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The District may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a 30 day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time, and temporary part-time drivers, shall be required to have a satisfactory medical examination prior to employment.

Contagious or Infectious Diseases

If a staff person has a contagious or infectious disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the building administrator that he or she has a contagious or infectious disease which could be life threatening to an immune compromised person. The building administrator and superintendent or designee must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety.

An employee with a contagious or infectious disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a contagious or infectious disease capable of being readily transmitted in the school setting (i.e. airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

Confidentiality

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know, such as those persons with a direct responsibility for the care of or for determining workplace accommodation for the staff person, will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal References:

Legal References	Description
29 CFR §1630.14(c)	Medical Examinations and Inquiries Specifically Permitted - Examination of Employees
29 USC § 794	Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination under Federal Grants and Programs
42 USC §§ 12101, et seq., & 12131, et seq.	The Americans with Disabilities Act of 1990

Adopted:

Revised:

Reviewed:

Policy 5610 – Prevention of Disease Transmission

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff, and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5620 – Safety Management Program and District Personnel

It is the policy of this district to promote a safe work environment for all employees and to take reasonable preventative measures to avoid accidents or injuries to employees. To that end, this policy directs the Board to create and adopt a detailed Safety Management Program compliant with the material requirements of the Occupational Safety and Health Act of 1970 (OSHA). District personnel are required, as a condition of their employment, to read, understand, and abide by all provisions of the District's Safety Management Program.

While the District will take steps reasonably necessary to implement the Safety Management Program, the Board recognizes that the employees are the "first line of defense" against safety violations, and requires them to use their best judgement to prevent the kinds of avoidable or reasonably foreseeable accidents contemplated by the Safety Management Policy.

Finally, the Board (by way of this policy and Safety Program) shall interpret any violation of the Safety Management Policy by any employee as necessarily and categorically outside the course and scope of the violating employee's employment with the District.

<u>All District Employees</u>

Inclusive of the provisions of the Safety Management Program, all District employees are required to use reasonable caution and analyze all work assignments and the work environment for potential hazards. Employees shall:

1. Follow specific safety instructions described in the District Safety Management Program;
2. Utilize their best judgement when evaluating potential safety concerns posed by any instructions that may be given to them by their supervisor;
3. Act safely in daily activities and at no time do anything they reasonably expect could result in an accident or injury to themselves or others;
4. Be responsible for their own safe conduct and do everything reasonably possible to safeguard others, unless doing so would unreasonably place the employee in peril;
5. Be alert to any potentially unsafe conditions and report them immediately to their supervisor or the building principal.
6. Use all articles of safety equipment provided in a way that strictly complies with the manufacturers' instructions, suggested uses, and/or established industry best practices;
7. Take good care of any tools, equipment, or vehicles and report any needed repair or replacement necessary for safe use;

8. Not attempt to operate, repair, or otherwise use tools, equipment, machinery, vehicles without specific authorization, and not attempt any of the same without the requisite expertise and training necessary for competent use of that article or tool;
9. Not tamper with, attempt to tamper with, or alter any tool, equipment, vehicle, or other piece of machinery in a way contrary to or likely to be contrary to its intended use.

Maintenance and Food Service Employees

All maintenance, transportation, and food service employees shall comply with the following, additional safety standards as well as any others outlined in the District Safety Program:

1. Dress appropriately for the job, for instance, by wearing closed toe, non-slip shoes and refraining from wearing lose fitting clothing or jewelry;
2. Wear appropriate personal protection equipment as instructed;
3. When handling or moving heavy objects, take precautions to avoid injury, including but not limited to using proper lifting techniques;
4. Use chemicals and other products in strict compliance with manufacturer's instructions;
5. Comply with state and federal requirements regarding food safety.

Supervisors

Supervisors are required to provide a safe work environment for employees and to enforce standards as set forth in this policy. Supervisors shall:

1. Ensure that all employees understand and observe safe work practices and procedures;
2. Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them;
3. Inspect work areas; observe employees performing daily tasks; and determine unsafe work habits, conditions, and general housekeeping in the work area;
4. Report immediately to the administration any unsafe conditions beyond their ability to correct or cure, or which they suspect could develop into an unsafe condition beyond their ability to correct or cure;
5. Investigate and submit a complete report of any accident or injury within 24-hours;
6. Determine the cause of each accident and take corrective action;
7. Evaluate employee performance for the ability to correct workplace safety issues.

Disciplinary Action

Supervisors shall take necessary disciplinary measures to ensure safety rules and safe work practices and procedures are not violated. In any situation constituting a potential or foreseeable threat to health and safety, or comprising an actual violation of the District's building safety policy, any employee responsible shall be made aware that the District will not tolerate nor be held liable for unsafe conduct by an employee. Situations necessitating supervisor intervention under this policy section may include, but are not limited to:

1. Accidents resulting from failure to abide by the provisions of the District Safety Program;
2. Failure to use available personal protective equipment;
3. Failure to use proper lifting techniques;
4. Failure to observe hazardous footing conditions; and
5. Misuse of equipment.

In situations where there is a willful, reckless, or negligent disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action will be undertaken, up to and including termination of employment.

Legal References:

Legal References	Description
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-512	District Trustees - Governance of Schools
Occupational Safety and Health Act	Occupational Safety and Health Act

Cross References

Code	Description
9400	Safety Program

Adopted:

Revised:

Reviewed:

Policy 5700 – Substitutes

The term “substitute teacher” as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one day or more during a school year.

The State Department of Education shall maintain a statewide list of substitute teachers.

To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years.

The Board authorizes the use of substitutes as necessary to replace teachers and classified employees who are temporarily absent. The employee shall use the district approved time off system to arrange for a substitute. Under no condition is an employee to select or arrange for a private substitute.

The Board annually establishes an hourly rate of pay for substitute teachers. No fringe benefits are given to substitute teachers.

Substitutes will be paid by the hour.

Legal References:

Legal References	Description
IC § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512(15)	Governance of Schools – Background Checks

Cross References

Code	Description
5110	Criminal History/Background Checks

Adopted:

Revised:

Reviewed:

Policy 5710 - Paraprofessionals, Teachers' Aides, and Para-Educators

Teachers' aides and paraeducators, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Under federal law, a paraprofessional, also known as a "paraeducator," an "education assistant" or an "instructional assistant," is defined as an individual who is employed in a preschool, elementary school, or secondary school under the supervision of a certificated or licensed teacher, and includes persons employed in language instruction educational programs, special education programs, and migrant education programs.

Paraeducators are employed by the District mainly to assist the teacher. A paraeducator is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and is responsible for the control and welfare of the students.

In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties that are newly hired in a Title I school-wide program to have a high school diploma or general equivalency diploma (GED) **and**:

1. Demonstrate through a state approved academic assessment knowledge of and the ability to assist in instructing or preparing students to be instructed as applicable to the academic areas they are providing support in; or

2. Have completed at least two years of study at an accredited postsecondary educational institution; or

3. Obtained an associate degree or higher level degree;

It is the responsibility of each principal and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first 30 days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraeducator to assist in reading, writing, and mathematics instruction.

The Superintendent or designee shall develop and implement procedures for an annual evaluation of teachers' aides and paraeducators. Evaluation results shall be a factor in future employment decisions.

Legal References:

Legal References	Description
20 USC § 6312	Basic Program Requirements - Local Education Agency Plans
20 USC § 6314	School-wide Programs
20 USC § 7801	Definitions
IDAPA 08.02.02.007.14	Paraprofessional Defined

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
1315	District Planning

Adopted:

Revised:

Reviewed:

Policy 5725 – Private Service Providers/Consultants

The District encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the District. The District, through the Superintendent as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students.

Services provided by a private service provider/consultant (hereinafter referred to as "PSP"), and the frequency and duration of such services, shall be pursuant to the terms of the contract between the PSP and the District. Any contract the District enters into with the PSP shall provide the responsibility for eligibility determination, choice of educational methodology, and other determinations of educational services and programs which shall be retained at all times by the District.

Prior to being hired, the PSP shall undergo a background check in the same manner as any new employee or volunteer of the District. The same requirements shall apply to the PSP employee's. The PSP shall insure background checks are done before services are provided.

The Superintendent or designee shall conduct periodic reviews of the services of the PSP. The Board may request that the Superintendent or designee provide the Board with the review findings of the PSP.

Consultants shall exercise no authority over the work of District employees, but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.

Compensation

PSP compensation shall be approved by the District prior to invitation and arrangement for visitation by such person or persons to the District except when such compensation is within the amount specifically budgeted. If reimbursement is obtained through Medicaid, the PSP shall agree in the contract that those services will not exceed the approved Medicaid rate.

Confidentiality

The PSP shall at all times maintain confidentiality pursuant to the Family Educational Records and Privacy Act (FERPA) of all records of services, including, but not limited to, identifying information regarding the student and services, observations, evaluations, and assessments.

Definition

Private service provider or consultant means a person, group, agency, or organization that meets the following conditions:

1. Is not an employee of the District or a public agency with legal jurisdiction over the circumstances related to the provider/consultant's involvement with the student; and
2. Is paid for services provided to the student.

Examples of private service providers include psychologist, counselor, targeted service provider, behavioral therapist, speech therapist, occupational therapist, physical therapist, social worker, and psychosocial rehabilitation specialist.

Examples of consultants include attorney, auditor, architect, agents of record, and others with technical skills or professional training.

Legal References:

Legal References	Description
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA
IC § 33-512	District Trustees - Governance of Schools

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
4420	Visits to District Property by Sex Offenders
4420-F(1)	Visits to District Property by Sex Offenders - LETTER TO PARENTS
4420-F(2)	Visits to District Property by Sex Offenders - LETTER TO EMPLOYERS & CONTRACTORS
4600	Volunteer Assistance
4600-P(1)	Volunteer Assistance - Volunteer Assistance Procedures
4600-F(1)	Volunteer Assistance - VOLUNTEER APPLICATION
4600-F(2)	Volunteer Assistance - Request for Public Records
4600-F(3)	Volunteer Assistance - Authorization to Release Information
5110	Criminal History/Background Checks

Adopted:

Revised:

Reviewed:

Policy 5740 – Reduction in Force

The Board has the responsibility to maintain good public elementary and secondary schools and to strive to meet the educational interest of the State, consistent with State and federal educational requirements, including continuous improvement plans, accreditation requirements, and other school-based issues. However, sometimes the District must eliminate certificated staff positions. The Board adopts this policy to provide a fair and orderly process should such elimination of positions become necessary.

The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to eliminate certified staff positions consistent with the provisions of State law. A reduction of certified employees may occur as a result of, but not be limited to, the following examples or from other conditions necessitating reductions:

1. Decreases in student enrollment;
2. Changes in curriculum or programs
3. Staffing limitations of the District; or
4. Negative changes in the financial conditions of the District.

The need for implementation of a reduction in force or the elimination of certificated positions is left to the sole discretion of the Board. However, no such decision shall be made until after completion of the written evaluation for each certificated staff member, and the decision as to which employee(s) will be subject to the reduction in force shall not be based solely on consideration of seniority or contract status.

The Board may choose to implement a reduction in force through the elimination of:

1. An entire program or portions of programs;
2. Positions in certain grade levels only;
3. Positions by category;
4. Positions in an overall review of the District;
5. A portion or percentage of a position or positions; or

6. Any combination of the above.

Legal References:

Legal References	Description
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-522	Financial Emergency
IC § 33-522A	District Trustees - Reduction in Force

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
5100	Hiring Process and Criteria
5100-P(1)	Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants
5100-P(2)	Hiring Process and Criteria - Veteran's Preference
5100-F(1)	Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers
5100-F(2)	Hiring Process and Criteria - Request to Employer
5100-F(3)	Hiring Process and Criteria - Request for Verification of Certificate Status

Adopted:

Revised:

Reviewed:

Policy 5751 – Employing Retired School Resource Officers and Bus Drivers

Retired employees who leave a District in good standing and are qualified as a school resource officer or bus driver may be rehired.

1. The District may employ a school resource officer or bus driver, who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individuals were not promised "rehire" by the District before their retirement was in effect. Said employees are hereinafter referred to as "retiree" or "retirees".

2. These employees are considered to be employed "at-will."

3. Retirees employed consistent with this policy and State law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by retired employees under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.

4. The District may provide health insurance and life insurance benefits for retirees hired consistent with this policy.

5. The District shall not employ any school resource officer or bus driver who receives or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.

6. Retirees who qualify to be rehired are those who:

    A. Have reached the Rule of 90;

    B. Are not participating in the early retirement program;

    C. Are retired at or after 60 years of age;

    D. Have never received a "promise of rehire" before their retirement date; and

    E. Have received at least one payment from their PERSI retirement account; and

F. Meet all conditions and requirements of PERSI to qualify for this program, as such may change from time to time.

Legal References:

Legal References	Description
IC § 18-1356	Gifts To Public Servants By Persons Subject To Their Jurisdiction
IC § 33-1004H	Employing Retired Teachers and Administrators
IC § 33-1228	Teachers - Severance Allowance at Retirement
IC § 33-513	Professional Personnel

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
5100	Hiring Process and Criteria
5100-P(1)	Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants
5100-P(2)	Hiring Process and Criteria - Veteran's Preference
5100-F(1)	Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers
5100-F(2)	Hiring Process and Criteria - Request to Employer
5100-F(3)	Hiring Process and Criteria - Request for Verification of Certificate Status

Adopted:

Revised:

Reviewed:

Policy 5800 – Classified Employment, Assignment, and Grievance

Classified employees are those noncertificated employees who are employed by the District or personnel hired in positions which do not require certification.

With the exception of those classified employees specifically hired by the Board as holding a status of not at-will, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason, so long as the same does not violate public policy or violate any other provision of law. Such at-will designation will be included in all job descriptions and related written documentation, should the same be implemented by the District. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District’s Board. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor, or grade.

The District shall determine the salary and wages for classified personnel with Board approval.

The grievance procedure for classified employees shall be the procedure set forth in Idaho Code. Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Legal References:

Legal References	Description

Legal References	Description
778 P.2d 744 (Idaho 1989)	Metcalf v. Intermountain Gas Co.
IC § 33-1201	Teachers - Certificate Required
IC § 33-517	Non-Certificated Personnel

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
4110	Public Complaints
5395	Whistleblowing
5825	Evaluation of School Bus Drivers

Adopted:

Revised:

Reviewed:

Policy 5800-(P)-1 Classified employee Grievance Procedure

Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training in strict accordance with the procedure set forth herein. For the purposes of this procedure current, written District policy means the policy in place and approved by the Board as of the date of the incident giving rise to the grievance and not any previous or subsequent policy.

Neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

A classified employee filing a grievance pursuant to this procedure shall be entitled to a representative of their choosing at each step of the grievance process outlined herein. Additionally, the person against whom the grievance is filed and the Superintendent or his or her designee shall be entitled to a representative at each step of the grievance process outlined herein. None of these individuals will be qualified to sit on the advisory grievance panel.

Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party in interest. The employee filing a grievance shall not take any reprisals regarding the course of the outcome of the grievance nor take any reprisals against any party or witness participating in the grievance.

Level 1: Informal

A classified employee with a complaint is encouraged to first discuss it with his or her immediate supervisor with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be addresses as described in Policy 3085 and Procedure 3085P.

Level 2: Administration

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance; and

2. The remedy requested.

It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the District's human resources administrator within six (6) working days of the event or incident giving rise to the grievance.
Within six (6) working days of receipt of the grievance, the District's human resources administrator shall schedule an informal grievance meeting with the grievant, the employee against whom the grievance is filed, any known advocates, as well as a District administrator who will not be involved in the statutory grievance process. The purpose of the meeting shall be to attempt to find a resolution to the employee grievance.

If the complaint alleges a violation of Title IX, Title II, or Section 504 of the Rehabilitation Act, or sexual harassment that is found to not fall within the scope of Policy 3085 and Procedure 3085P, the person who received the written grievance shall turn the complaint over to the nondiscrimination coordinator who shall investigate the complaint. The District has appointed nondiscrimination coordinators to assist in the handling of discrimination complaints. The coordinator will complete the investigation and file the report with the Superintendent or designee within 30 days after receipt of the written grievance. The coordinator may hire an outside investigator if necessary. If the Superintendent or designee agrees with the recommendation of the coordinator, the recommendation shall be implemented. If the Superintendent or designee rejects the recommendation of the coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the coordinator to the Board for a hearing.

Level 3: Superintendent

If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed shall file a written response to the employee grievance within six (6) working days after the conclusion of the informal grievance meeting. Thereafter, the employee may appeal the grievance to the Superintendent or designee within six (6) working days of the receipt of the written response or within six (6) working days from the date the written response was due if the classified employee received no written response. Within six (6) working days of an appeal, the Superintendent or designee shall provide a written response to the employee.

Level 4: Hearing Panel

If the classified employee is not satisfied with the decision of the Superintendent or designee or there is no response from the Superintendent or designee, the employee may request a review of the grievance by a hearing panel within six (6) working days of the response or lack thereof. A written appeal must be submitted to the Board and within ten (10) working days of receiving the appeal the Board shall convene a hearing panel consisting of three persons; one to be selected by the Board, one to be selected by the employee and one to be mutually agreed upon by the two appointed members of the panel. The panel shall submit its decision in writing to the employee, the Superintendent, and the Board within ten (10) working days of completing its review.

Level 5: The Board

The panel's decision shall be final unless the Board overturns the panel's decision by resolution at the Board's next regularly scheduled public meeting. The decision of the Board will be final, unless appealed within 42 calendar days of the Board's resolution to overturn the panel's decision in the district court in the county in which the School District is located.

Legal References:

Legal References	Description
778 P.2d 744 (Idaho 1989)	Metcalf v. Intermountain Gas Co.
IC § 33-1201	Teachers - Certificate Required
IC § 33-517	Non-Certificated Personnel

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy -

Code	Description
	Reporting Form for Students
4110	Public Complaints
5395	Whistleblowing
5825	Evaluation of School Bus Drivers

Adopted:

Revised:

Reviewed:

Policy 5810 – Compensatory Time and Overtime/Classified Employees

Classified employees who work more than 40 hours in a given work week may receive overtime pay of one and one-half times the normal hourly rate unless the District and the employee agree to the provision of compensation time at a rate of one and one-half times all hours worked in excess of 40 hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Superintendent, except as the Superintendent shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

A general notice from the Department of Labor explaining the explaining the Fair Labor Standards Act, as prescribed by the Department's Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks. No notification of rights under the Fair Labor Standards Act or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

NOTE: Please be advised that comp time is not required. If a district adopts a comp time policy, there are basically two types of employees: 1) Those who are covered before the policy was adopted need to be treated on a case-by-case basis, and the agreement to allow comp time must be entered into before the work is performed; and 2) Those hired after the policy is in place.

Legal References:

Legal References	Description
29 CFR § 516.4	Records to be Kept by Employers - Posting of Notices
29 USC § 201 et seq.	The Fair Labor Standards Act of 1985

Cross References

Code	Description
5210	Workday

Adopted:

Revised:

Reviewed:

Policy 5815 – Employee Compensation Non-Annualized Election

The Preston School District #201 does not offer its employees an annualized election. For the purposes of this policy, an annualized election means that an employee is allowed to choose between being paid only during the school year and being paid over a 12 month period.

Legal References:

Adopted:

Revised:

Reviewed:

Policy 5820 – Evaluation of Non-Certificated Staff

Each noncertified staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled evaluations on forms applicable to the job classification and description, and day-to-day appraisals.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the District. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the District. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

This policy shall be made available to any District employee or person seeking employment with the District.

Legal References:

Legal References	Description
IC § 33-517	Non-Certificated Personnel
IC § 33-518	Employee Personnel Files

Cross References

Code	Description
5205	Job Descriptions
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts
5825	Evaluation of School Bus Drivers

Adopted:

Revised:

Reviewed:

Policy 5825 - Evaluation of School Bus Drivers

Each school bus driver shall be evaluated annually by the transportation supervisor or the District's school bus driver trainer for the purpose of assessing driver performance. This evaluation shall be conducted in accordance with Policy 5820, and may use the model driver evaluation procedure and form provided by the State Department of Education's Transportation Department.

The completed evaluation and any rebuttal attached by the driver shall be retained in the driver's personnel file.

Legal References:

Legal References	Description
IC § 33-517	Non-Certificated Personnel
IC § 33-518	Employee Personnel Files

Other References	Description
Idaho State Department of Education	Standards for Idaho School Buses and Operations

Cross References

Code	Description
5205	Job Descriptions
5800	Classified Employment, Assignment, and Grievance
5800-P(1)	Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure
5820	Evaluation of Non-Certificated Staff

Adopted:

Revised:

Reviewed:

Policy 5830 – Drug and Alcohol Testing for Drivers

The District shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The District shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

Legal References:

Legal References	Description
49 CFR Part 382	Controlled Substances and Alcohol Use and Testing
49 CFR Part 395	Hours of Service of Drivers
49 CFR Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing Programs
49 USC § 31306	Commercial Vehicle Operations - Alcohol and Controlled Substances Testing
49 USC § 5331	Alcohol and Controlled Substances Testing
Pub. L. 102-143	Omnibus Transportation Employee Testing Act of 1991

Adopted:

Revised:

Reviewed:

Policy 5830-P1 – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he or she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under State or local law for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.
No such driver shall use alcohol for eight (8) hours after the accident, or until after he or she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two (2) hours or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, State, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his or her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he or she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he or she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's

drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his or her use of drugs or alcohol, including any records pertaining to his or her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. The person designated by the District to answer driver questions about the materials;

2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;

3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;

4. Specific information concerning driver conduct that is prohibited by Part 382;

5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;

6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;

7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;

8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;

9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;

10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and

11. Information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the

driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he or she has received a copy of the above materials. This statement shall be retained by the District.

Before any driver operates a commercial motor vehicle, the District shall provide him or her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his or her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his or her ability to safely operate a commercial motor vehicle.

Legal References:

Legal References	Description
49 CFR Part 382	Controlled Substances and Alcohol Use and Testing
49 CFR Part 395	Hours of Service of Drivers

Legal References	Description
49 CFR Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing Programs
49 USC § 31306	Commercial Vehicle Operations - Alcohol and Controlled Substances Testing
49 USC § 5331	Alcohol and Controlled Substances Testing
Pub. L. 102-143	Omnibus Transportation Employee Testing Act of 1991

Adopted:

Revised:

Reviewed:

New Policy	Old Policy
2nd Reading 08/19/26	
Policy 5310- Tobacco Free Policy	
Policy 5320- Drug and Alcohol Free Workplace	**403** Employee Drug and Alcohol Use **403.50** Employee Drug and alcohol Testing
Policy 5330- Employee Electronic Mail and Online Services Usage	**490** Employee Use of Electronic Communication and Entertainment Devices **491** Acceptable Use of Internet, Computer and Network Resources for Employees
Policy 5340- Evaluation of Certificated Personnel	**443** Certificated Employee Evaluations **443** Addendum
Policy 5350- Certified Personnel Resignation (Release from Contract)	**449** Release from contract of Certicated Employees
Policy 5360- Staff Dress and Appearance	
Policy 5370- Nonschool Employment by Professional Staff Members	**492** Outside Employment
Policy 5380- Professional Research and Publishing	
Policy 5390- Employment Referrals and Prevention of Sexual Abuse	**404** Employer Recommendations
Policy 5395- Whistleblowing	**416** Whistle Blower
Policy 5405- Proof of Illness for Sick Leave	
Policy 5412- Jury Duty	**408** Jury Duty
Policy 5413- Witness for Court Appearance Leave	
Policy 5420- Longterm Illness Temporary Disability	
Policy 5430- Insurance Benefits for Employees/Trustees	
Policy 5460- Worker's Compensation Benefits	**419** Supplementation of Worker's Compensation Benefits
Policy 5470- Leaves of Absence Military Leave	**409** Military Leave
Policy 5500- Personnel Records	**411** Personnel Files
Policy 5600- Staff Health	
Policy 5610- Prevention of Disease Transmission	
Policy 5620- Saftey Management Program and District Personnel	**421** Safety Management Program
Policy 5700- Substitutes	
Policy 5710- Paraprofessionals, Teachers' Aides, and Para-Educators	
Policy 5725- Private Service Providers/Consultants	**857.5** Contracted Educational Services
Policy 5740- Reduction in Force	**448** Reduction in Force Regarding Certificated Employees
Policy 5751- Employing Retired School Resource Officers and Bus Drivers	**465** Employing Retired Teachers
Policy 5800- Classified Employment, Assignment and Grievance	**470** Non-Certified or Classified Personnel
Policy 5810- Compensatory Time and Overtime/Classified Employees	**417** Employee Volunteers **475** FLSA Non-Exempt Employeees and Overtime Requirements
Policy 5815- Employee Compensation	
Policy 5820- Evaluation of Non-Certificated Staff	**474** Evaluation of Noncertificated Employees
Policy 5825- Evaluation of School Bus Drivers	**738** School Bus Drivers

Policy 5830- Drug and Alcohol Testing for Drivers	**744** Bus Driver Drug and alcohol Testing Program
Previously Approved Policy	
5110 Criminal History Background Checks	**402.5** Reporting of Criminal Offense
	404.5 Information on Past Job Performance
	440 Definitions of Certificated Employee
5100 Hiring Process and Criteria	**447** Recruitment of Certificated Employees
5285 Solicitations	**405** Employee Gifts and Solicitations
	412 General Personnel Regulations
5270 Personal Conduct	**422** Code of Ethics for Certificated Employees
5290 Political Activity Staff Participation	**413** Political Activities
	415 Staff Protection
	420 Line and Staff Relations
	445 Evaluation and Probation of Certificated
5295 & 5296 in 1st Reading	446 Negotiated Agreement Terms
	450 Release Time for Certificated Employees
	452 Suspension of Teaching Certificate
	453 Support Programs
	454 Discharge of Certificated employees
	455 Master Teachers
	456 Reading Programs In-Service Training
	457 Extra Duty Assignment for Advisors Coaches
	458 Student Teachers
	459 Reassignment of Administrative Employees
	462 Staffing Patterns
	464 FSLA Exempt Employees
	466 Leadership Premiums for Instructional Employees