Preston Joint School District #201
Board of Education

Regular Meeting

Wednesday, September 16, 2026
6:00 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
2. Pledge of Allegiance
3. Approve/Amend Agenda - Action Item
4. Consent Agenda - Action Item
   - 4.A. Minutes of Regular Board Meeting - August 19, 2026
   - 4.B. Financial Summary - August 2026
   - 4.C. Monthly Expenditures - August 2026
   - 4.D. Personnel Report - August 2026
5. Reports - Communication/Follow-up
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.
7. Informational Items
   - 7.A. Superintendent Report
8. Action Items
   - 8.A. Surplus - MIDAS Venus 240 Sound Board
   - 8.B. Floor Sponsorship
   - 8.C. Uniform Guidance for Federal Awards
9. Policy - Action Item
   - 9.A. Policy 1st Reading
   - 9.B. Policy 2nd Reading
   - 9.C. Rescind Policies
10. Board Meeting Summary and Assignment Review
11. Adjourn

Preston Joint School District #201
Board of Education

Regular Meeting

Wednesday, August 19, 2026
6:00 PM

District Office
105 East 2nd South
Preston, ID 83263

1. Call to Order
   Meeting called to order by Chairman Chris Jones at 6:00pm.
2. Pledge of Allegiance
3. Approve/Amend Agenda - Action Item
   Motion to approve the agenda. This motion, made by Launa Moser (Zone 1 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
4. Consent Agenda - Action Item
   Move to approve the consent agenda as presented. This motion, made by Rachel Randall (Zone 5 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
   4.A. Minutes of Regular Board Meeting - July 15, 2026
   4.B. Financial Summary - July 2026
   Board member Launa Moser had a question on pg 21 of the Balance Sheet. Business Manager, Shelby McKenna, explained where this is the beginning of the fiscal year it includes the budgeted revenue under other assets. Next month the report will go back to the actual numbers.
   4.C. Monthly Expenditures - July 2026
   In the Monthly Expenditures report, clarification was given that the IRS expense should be the final penalty for previous filings from the 1st quarter of 2026. The board also had questions about the Eluma bill for $137,700 for speech therapy supervision. The district is required to provide speech therapy services and where we don't have a Speech Language Pathologist on staff we contract through Eluma.
   4.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.
   No requests for public comment were received. Chairman Chris Jones reminded people that board meetings now start at 6:00pm for anyone listening through the zoom link.
6. Informational Items
   6.A. Superintendent Report
   Superintendent Gary Thomas updated the board that we have heard back from the IRS on the fees/penalty that have been paid and they denied our request to remove the penalties. The one approved in the monthly expenditures for 2026 1st quarter, should be the final one since we have updated the way we process payroll. During

the summer cleaning there were some really old lights that have been stored in the auditorium that they have requested to dispose of. Their value is less than $500 so we will just dispose of them. We also have a 1999 Chevy Pickup that has been used as a plow truck that is no longer being used that we will be disposing of. We believe its value is over $500 so it will be listed as surplus and up for bid.
Mr. Thomas also reported it is our first week back with teachers. He presented Monday morning to all of them and introduced the book 7 Steps to a Language-Rich Interactive Classroom and why he has asked their Principals to lead them through it this year. He has also posted his first Superintendent newsletter on the new District website. It is under the News & Announcements section of the website which is PSD201.org. We are fully staffed with our certified positions and ready for students to return next week. There are still a couple of classified positions that we are still filling, primarily paraprofessionals. The board asked if we had filled the Nurse and PJH Librarian positions and Mr.Thomas reported that we have.
Idaho Code 33-1639 Moment of Silence went into effect on July 1, 2026. We are required by law to have a minimum of 60 seconds of silence and to notify parents to instruct their students what to do during this time. Mr. Thomas did send out an email through PowerSchool to all parents of the Districts intent to observe this at the start of the day. We also have listed a flyer with information on the website under the Parents & Students section under Frequently Asked Questions that parents may use for more information.
The Idaho Report Card data was released today. He shared a little bit of information with the board but will plan to go more in-depth next month. The K-3rd IRI data can't be compared to previous years because they are using a new assessment tool but what we can do is compare ours to the state. The state came in at 70.4% and ours came in at 83% at grade level. We can compare our initial fall assessment to our end of school year assessment and see how we did. K-3 fall assessment started at 64.1% and finished at 83%. Kindergarten fall assessment started at 58% and finished at 92.9%. 1st grade started at 68.9% and finished at 83.1%. 2nd grade started at 75.5% and finished at 82.4%. 3rd grade started at 55% and finished at 74.4%. In 3rd grade it is a completely different assessment, there is always some summer slide but the lower beginning number reflects the change in the test at that age.

7. Action Items

The college that we offer our dual enrollment classes through, chooses the textbook that will be used for the class. In order to receive college credit, we have to use the curriculum.

- Psychology in Everyday Life
- Essential Communications

We are switching from ISU to CSI and CSI uses Essential Communications for their course.
The Psychology in Everday Life we are currently using the 4th edition and they are currently on a 7th edition that we need to update too.
Text books cost around $159 per book and we are looking at approximately 20 books per class.

Motion to approve Psychology in Everyday Life and Essential Communications as textbooks for our dual enrollment classes. 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

8. Policy - Action Item

8.A. Policy 1st Reading

Policy 5325 -Employee Use of Social Media Sites, Including Personal Site - the question was asked by Geniel Lyons about monitoring and do we really mean they can't respond to a personal email. The District could monitor, but it is more a

reminder to employees that they shouldn't be using social media during contract hours. Most employees have or may need to respond to something personal during their workday, but we hope it is more for emergency situations. Launa Moser wanted clarification on when we strikeout something and leave OPTION 2 for policy if we will remove the verbiage OPTION 2. The board clerk clarified that those will be removed for the 2nd reading, but during the 1st reading, everything is left so you can see what was chosen and what will be removed.
Policy 5296 -Limits Local Education Association Activities- Launa Moser asked why the policy name was removed but the word policy was left. Mason Jensen, who is also a member of the policy committee, explained that until the policy named within the policy is approved we will remove the ISBA policy name and # since we have a current policy on the subject that has a different name and number. Once we have made it through all the ISBA model policy we can go back and update the policy name and number within.
Policy 6000 - Goals - Administration - there is clarification that the yellow notes will be removed in the 2nd reading.
Policy 6310 - Employment Restrictions for Administrative Personnel - there was clarification between personal or vacation leave on bullet point #1. Not all employees have vacation leave
Policy 6400 -Principals - on page 5 the paragraph with red highlight may/or may not need a little more clarification. The words "its measure(s)" was discussed.
Procedure 3010P1 - Open Enrollment Procedures - discussion was had on how the District came up with numbers allowed. Dr. Brady Garner is over open enrollment so he shared with the board. It is based off funding, for example in K-3 we are funded an FTE for every 20 students so it was set at 23. On an average there are 3 students absent so by setting it at 23 we still have 20 students in attendance. This pattern was also used for Grades 4-5. In the junior high grades, 6-8 they looked at the core classes and looked at past capacity numbers. The funding changes in 7th grade to 18.5 but they felt 23 was a good number for overall. In the high school they chose to go with school capacity instead of grade level. You could have a math class that has a student from each grade level. Previously, we had to set a capacity per grade. The school may have been over for the junior class and under for the other 3 but if someone applied that was a junior we would have had to say no, even though we have room in the high school as a whole. The student #'s within the table in the policy have been updated to reflect our school needs.
Policy 3255 -Student Dress - the policy committee will look at line 4 in the first paragraph and decide if the word "this" dress code needs to be changed where the policy as a whole refers to each school handbook.
Policy 3265 - Student Owned Electronic Communication Devices - this policy needs to be corrected, the policy committee did not strike out the section of when students are permitted to use their cell phones #'s 1 through 5 should have been left. Add that each school can have more restrictive rules.
Policy 3440 -Student Fees, Fines and Charges/Return of Property - change in the first paragraph from the Board waiving the fees to Superintendent or designee
Policy 3295 -Hazing, Harassment, Intimidation, Bullying and Inappropriate Online Behavior - the committee feels it needs more work. It will be replacing 4 policies and we need to make sure it has everything we need in it. Some of the 3295 Procedure we may want to put into the policy.

Motion to move the following policies to a 2nd reading 5295, 5296, 5325, 5750, 5900, 6000, 6100, 6200, 6300, 6310, 6320, 6330, 6400, 3000, 3005, 3010, 3070, 3255, 3265, 3270, 3297, 3330, 3331, 3440, 3500, 3516, 3518, 3525, 3540, 3570, 7310 with the changes

discussed. This motion, made by Rachel Randall (Zone 5 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
Motion to table policy 3295. 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

8.B. Policy 2nd Reading

Motion to adopt these policies to board 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. 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

8.C. Rescind Policies

Motion to rescind policies 403, 403.50, 490, 443, 443 addendum, 449, 491, 492, 404, 416, 408, 419, 409, 411, 421, 857.5, 448, 465, 470, 417, 475, 474, 738, 744, 402.5, 404.5, 440, 447, 405, 412, 422, 413. 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

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

Entered executive session at 7:18pm per roll call vote. Employee B resignation, request to be released from contract.

Resumed open session at 7:22pm

Motion to move into executive session. 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
Motion to resume open session. 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

10. Resume Open Session - Action Item

Motion was made to accept the resignation of Employee B with extended thanks for all they have done for the students of Preston School District. 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

11. Board Meeting Summary and Assignment Review

Reminder for any patrons watching by zoom the school board meetings are at 6:00pm.

The policy committee has direction for policy 7310 and policy 3295 to bring back to next meeting.

12. Adjourn

    Meeting was adjourned at 7:25pm.

Motion 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	(225,431.17)	(706,043.20)	(931,474.37)
100 111400	ZIONS BANK ACCOUNT - #4410	1,187,765.67	0.00	1,187,765.67
100 112100	STATE TREAS - GENERAL FUND	8,981,418.86	0.00	8,981,418.86
	Current Assets Subtotal:	9,943,958.95	(706,043.20)	9,237,915.75
Other Assets				
100 113000	TAXES RECEIVABLE - GENERAL FUND	18,490.69	0.00	18,490.69
100 114100	STATE SUPPORT RECEIVABLE	508,389.60	0.00	508,389.60
	Other Assets Subtotal:	526,880.29	0.00	526,880.29
	Total Assets and Deferred Outflows of Resources:	10,470,839.24	(706,043.20)	9,764,796.04
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	(40.92)	0.00	(40.92)
	Other Liabilities Subtotal:	(40.92)	0.00	(40.92)
Fund Balance				
100 320100	FUND BALANCE	8,820,038.97	(706,043.20)	8,113,995.77
	Fund Balance Subtotal:	8,820,038.97	(706,043.20)	8,113,995.77
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	10,470,839.24	(706,043.20)	9,764,796.04

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
	Total Assets and Deferred Outflows of Resources:	254,315.05	0.00	254,315.05
Fund Balance				
220 320200	Undesignated/Unreserved Fund Balance	254,315.05	0.00	254,315.05
	Fund Balance Subtotal:	254,315.05	0.00	254,315.05
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	254,315.05	0.00	254,315.05

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 238	**STUDENT ACTIVITY FUND**			
Current Assets				
238 111100 106	CASH IN BANK - OAKWOOD ELEMENTARY	14,160.01	0.00	14,160.01
238 111100 116	CASH IN BANK - PIONEER ELEMENTARY	63,157.50	0.00	63,157.50
238 111100 201	CASH IN BANK - PRESTON JUNIOR HIGH	120,562.91	0.00	120,562.91
238 111100 401	CASH IN BANK - PRESTON HIGH SCHOOL	793,560.75	0.00	793,560.75
238 111100 700	CASH IN BANK - FRANKLIN COUNTY HIGH SCHOOL	7,122.99	0.00	7,122.99
	Current Assets Subtotal:	998,564.16	0.00	998,564.16
	Total Assets and Deferred Outflows of Resources:	998,564.16	0.00	998,564.16
Fund Balance				
238 320100	FUND BALANCE - STUDENT ACTIVITY	998,564.16	0.00	998,564.16
	Fund Balance Subtotal:	998,564.16	0.00	998,564.16
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	998,564.16	0.00	998,564.16

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 241	**DRIVERS ED FUND**			
Current Assets				
241 111100	Cash in Bank	(28,618.81)	(7,839.55)	(36,458.36)
	Current Assets Subtotal:	(28,618.81)	(7,839.55)	(36,458.36)
Other Assets				
241 114000	ACCOUNTS RECEIVABLE - DRIVER ED	12,066.84	0.00	12,066.84
	Other Assets Subtotal:	12,066.84	0.00	12,066.84
	Total Assets and Deferred Outflows of Resources:	(16,551.97)	(7,839.55)	(24,391.52)
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
Fund Balance				
241 320100	Designated Fund Balance	(16,554.77)	(7,839.55)	(24,394.32)
	Fund Balance Subtotal:	(16,554.77)	(7,839.55)	(24,394.32)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(16,551.97)	(7,839.55)	(24,391.52)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 243	**PROFESSIONAL TECHNICAL FUND**			
Current Assets				
243 111100	Cash in Bank	17,340.18	(3,145.19)	14,194.99
	Current Assets Subtotal:	17,340.18	(3,145.19)	14,194.99
	Total Assets and Deferred Outflows of Resources:	17,340.18	(3,145.19)	14,194.99
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
Fund Balance				
243 320100	Designated Fund Balance	17,242.79	(3,145.19)	14,097.60
	Fund Balance Subtotal:	17,242.79	(3,145.19)	14,097.60
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	17,340.18	(3,145.19)	14,194.99

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 245	**TECHNOLOGY FUND**			
Current Assets				
245 111100	Cash in Bank	(55,764.13)	(50,153.69)	(105,917.82)
	Current Assets Subtotal:	(55,764.13)	(50,153.69)	(105,917.82)
	Total Assets and Deferred Outflows of Resources:	(55,764.13)	(50,153.69)	(105,917.82)
Fund Balance				
245 320100	Designated Fund Balance	(55,764.13)	(50,153.69)	(105,917.82)
	Fund Balance Subtotal:	(55,764.13)	(50,153.69)	(105,917.82)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(55,764.13)	(50,153.69)	(105,917.82)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 251	**TITLE I-A FUND**			
Current Assets				
251 111100	Cash in Bank	189,172.10	(9,586.40)	179,585.70
	Current Assets Subtotal:	189,172.10	(9,586.40)	179,585.70
Other Assets				
251 114000	ACCOUNTS RECEIVABLE - TITLE I	356,270.94	0.00	356,270.94
	Other Assets Subtotal:	356,270.94	0.00	356,270.94
	Total Assets and Deferred Outflows of Resources:	545,443.04	(9,586.40)	535,856.64
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
Fund Balance				
251 320100	Designated Fund Balance	346,684.49	(9,586.40)	337,098.09
	Fund Balance Subtotal:	346,684.49	(9,586.40)	337,098.09
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	545,443.04	(9,586.40)	535,856.64

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 257	**IDEA PART B FUND**			
Current Assets				
257 111100	Cash in Bank	(947,478.81)	(37,517.20)	(984,996.01)
	Current Assets Subtotal:	(947,478.81)	(37,517.20)	(984,996.01)
Other Assets				
257 114000	ACCOUNTS RECEIVABLE - TITLE VI-B	915,922.00	0.00	915,922.00
	Other Assets Subtotal:	915,922.00	0.00	915,922.00
	Total Assets and Deferred Outflows of Resources:	(31,556.81)	(37,517.20)	(69,074.01)
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
	Current Liabilities Subtotal:	0.00	0.00	0.00
Fund Balance				
257 320100	Designated Fund Balance	(31,556.81)	(37,517.20)	(69,074.01)
	Fund Balance Subtotal:	(31,556.81)	(37,517.20)	(69,074.01)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(31,556.81)	(37,517.20)	(69,074.01)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 258	**IDEA PART B-PRESCHOOL FUND**			
Current Assets				
258 111100	Cash in Bank	(14,969.68)	(1,534.25)	(16,503.93)
	Current Assets Subtotal:	(14,969.68)	(1,534.25)	(16,503.93)
Other Assets				
258 114000	ACCOUNTS RECEIVABLE - PRESCHOOL	13,435.38	0.00	13,435.38
	Other Assets Subtotal:	13,435.38	0.00	13,435.38
	Total Assets and Deferred Outflows of Resources:	(1,534.30)	(1,534.25)	(3,068.55)
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
Fund Balance				
258 320100	Designated Fund Balance	(1,534.30)	(1,534.25)	(3,068.55)
	Fund Balance Subtotal:	(1,534.30)	(1,534.25)	(3,068.55)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(1,534.30)	(1,534.25)	(3,068.55)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 260	**SCHOOL BASED MEDICAID FUND**			
Current Assets				
260 111100	Cash in Bank	(12,650.85)	45,866.70	33,215.85
	Current Assets Subtotal:	(12,650.85)	45,866.70	33,215.85
	Total Assets and Deferred Outflows of Resources:	(12,650.85)	45,866.70	33,215.85
Fund Balance				
260 320100	Designated Fund Balance	(12,650.85)	45,866.70	33,215.85
	Fund Balance Subtotal:	(12,650.85)	45,866.70	33,215.85
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(12,650.85)	45,866.70	33,215.85

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 261	**TITLE IV-A FUND**			
Current Assets				
261 111100	Cash in Bank	14,955.75	0.00	14,955.75
	Current Assets Subtotal:	14,955.75	0.00	14,955.75
Other Assets				
261 114000	ACCOUNTS RECEIVABLE - TITLE IV	17,355.75	0.00	17,355.75
	Other Assets Subtotal:	17,355.75	0.00	17,355.75
	Total Assets and Deferred Outflows of Resources:	32,311.50	0.00	32,311.50
Current Liabilities				
261 221000	DEFERRED REVENUE - TITLE IV	34,711.50	0.00	34,711.50
	Current Liabilities Subtotal:	34,711.50	0.00	34,711.50
Fund Balance				
261 320100	Designated Fund Balance	(2,400.00)	0.00	(2,400.00)
	Fund Balance Subtotal:	(2,400.00)	0.00	(2,400.00)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	32,311.50	0.00	32,311.50

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 263	**PERKINS III - PROF/TECH ACT FUND**			
Current Assets				
263 111100	Cash in Bank	(26,378.37)	0.00	(26,378.37)
	Current Assets Subtotal:	(26,378.37)	0.00	(26,378.37)
Other Assets				
263 114000	ACCOUNTS RECEIVABLE - CARL PERKINS	27,323.00	0.00	27,323.00
	Other Assets Subtotal:	27,323.00	0.00	27,323.00
	Total Assets and Deferred Outflows of Resources:	944.63	0.00	944.63
Current Liabilities				
263 221000	DEFERRED REVENUES	944.63	0.00	944.63
	Current Liabilities Subtotal:	944.63	0.00	944.63
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	944.63	0.00	944.63

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 270 Title III - ELL				
Current Assets				
270 111100	CASH IN BANK	0.00	0.00	0.00
	Current Assets Subtotal:	0.00	0.00	0.00
	Total Assets and Deferred Outflows of Resources:	0.00	0.00	0.00
Fund Balance				
270 320100	DESIGNATED 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	0.00	0.00

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 271 TITLE II-A FUND				
Current Assets				
271 111100	Cash in Bank	58,253.01	0.00	58,253.01
	Current Assets Subtotal:	58,253.01	0.00	58,253.01
Other Assets				
271 114000	ACCOUNTS RECEIVABLE-TEACHER QUAL	117,032.00	0.00	117,032.00
	Other Assets Subtotal:	117,032.00	0.00	117,032.00
	Total Assets and Deferred Outflows of Resources:	175,285.01	0.00	175,285.01
Current Liabilities				
271 221000	DEFERRED REVENUE- Title II	117,032.00	0.00	117,032.00
	Current Liabilities Subtotal:	117,032.00	0.00	117,032.00
Fund Balance				
271 320100	Designated Fund Balance	58,253.01	0.00	58,253.01
	Fund Balance Subtotal:	58,253.01	0.00	58,253.01
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	175,285.01	0.00	175,285.01

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 283	**CULTIVATING READERS FUND**			
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:	17,140.67	0.00	17,140.67
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	7,022.81	0.00	7,022.81
	Fund Balance Subtotal:	7,022.81	0.00	7,022.81
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	17,140.67	0.00	17,140.67

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	(90,880.06)	(32,950.56)	(123,830.62)
290 111101	CASH IN BANK	904,695.83	(5,784.35)	898,911.48
	Current Assets Subtotal:	370,410.61	(38,734.91)	331,675.70
	Total Assets and Deferred Outflows of Resources:	370,410.61	(38,734.91)	331,675.70
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
Fund Balance				
290 320100	FUND BALANCE - FOOD SERVICE	309,666.38	(38,734.91)	270,931.47
	Fund Balance Subtotal:	309,666.38	(38,734.91)	270,931.47
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	370,410.61	(38,734.91)	331,675.70

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 420	**PLANT FACILITY FUND**			
Current Assets				
420 111100	Cash in Bank	755,279.11	245.64	755,524.75
	Current Assets Subtotal:	755,279.11	245.64	755,524.75
Other Assets				
420 113000	TAXES RECEIVABLE - PLANT FACILITY	195,578.45	0.00	195,578.45
	Other Assets Subtotal:	195,578.45	0.00	195,578.45
	Total Assets and Deferred Outflows of Resources:	950,857.56	245.64	951,103.20
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
Fund Balance				
420 320100	Designated Fund Balance	923,901.40	245.64	924,147.04
	Fund Balance Subtotal:	923,901.40	245.64	924,147.04
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	950,857.56	245.64	951,103.20

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 435	**School District Facilities Fund**			
Current Assets				
435 111100	CASH IN BANK	1,415,510.13	1,140,726.00	2,556,236.13
	Current Assets Subtotal:	1,415,510.13	1,140,726.00	2,556,236.13
	Total Assets and Deferred Outflows of Resources:	1,415,510.13	1,140,726.00	2,556,236.13
Fund Balance				
435 320100	DESIGNATED FUND BALANCE	1,415,510.13	1,140,726.00	2,556,236.13
	Fund Balance Subtotal:	1,415,510.13	1,140,726.00	2,556,236.13
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	1,415,510.13	1,140,726.00	2,556,236.13

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 436	**School Modernization Facilities Fund**			
Current Assets				
436 111100	MODERNIZATION EXPENSE HOLDING	471,664.89	0.00	471,664.89
436 111101	CASH IN BANK	10,987,655.24	0.00	10,987,655.24
	Current Assets Subtotal:	11,459,320.13	0.00	11,459,320.13
	Total Assets and Deferred Outflows of Resources:	11,459,320.13	0.00	11,459,320.13
Fund Balance				
436 320100	DESIGNATED FUND BALANCE	11,459,320.13	0.00	11,459,320.13
	Fund Balance Subtotal:	11,459,320.13	0.00	11,459,320.13
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	11,459,320.13	0.00	11,459,320.13

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 720 BRIGHT FUND				
Current Assets				
720 111100	Cash in Bank	151,908.83	(534.70)	151,374.13
	Current Assets Subtotal:	151,908.83	(534.70)	151,374.13
	Total Assets and Deferred Outflows of Resources:	151,908.83	(534.70)	151,374.13
Current Liabilities				
720 218103	FICA PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
Fund Balance				
720 320100	Designated Fund Balance	151,908.83	(534.70)	151,374.13
	Fund Balance Subtotal:	151,908.83	(534.70)	151,374.13
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	151,908.83	(534.70)	151,374.13

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	1,137,187.20	1,171,220.67	23,083,635.33
9	Expenditure		24,254,856.00	1,843,230.40	3,631,286.90	20,623,569.10
100	GENERAL FUND (M&O) FUND		0.00	(706,043.20)	(2,460,066.23)	
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	7,839.55	24,391.52	34,408.48
241	DRIVERS ED FUND		0.00	(7,839.55)	(24,391.52)	
Fund Number	243	PROFESSIONAL TECHNICAL FUND				
8	Revenue		120,000.00	0.00	0.00	120,000.00
9	Expenditure		120,000.00	3,145.19	6,290.50	113,709.50
243	PROFESSIONAL TECHNICAL FUND		0.00	(3,145.19)	(6,290.50)	
Fund Number	245	TECHNOLOGY FUND				
8	Revenue		450,000.00	0.00	0.00	450,000.00
9	Expenditure		450,000.00	50,153.69	305,303.51	144,696.49
245	TECHNOLOGY FUND		0.00	(50,153.69)	(305,303.51)	
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	9,586.40	19,172.85	216,028.15
251	TITLE I-A FUND		0.00	(9,586.40)	(19,172.85)	
Fund Number	257	IDEA PART B FUND				
8	Revenue		441,569.00	0.00	0.00	441,569.00
9	Expenditure		441,569.00	37,517.20	69,074.01	372,494.99
257	IDEA PART B FUND		0.00	(37,517.20)	(69,074.01)	
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	1,534.25	3,068.55	12,356.45
258	IDEA PART B-PRESCHOOL FUND		0.00	(1,534.25)	(3,068.55)	
Fund Number	260	SCHOOL BASED MEDICAID FUND				
8	Revenue		360,000.00	49,558.21	49,558.21	310,441.79
9	Expenditure		360,000.00	3,691.51	16,342.36	343,657.64
260	SCHOOL BASED MEDICAID FUND		0.00	45,866.70	33,215.85	
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	0.00	2,400.00	25,310.00
261	TITLE IV-A FUND		0.00	0.00	(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	(292.75)	(738.75)	1,350,738.75
9	Expenditure		1,350,000.00	38,442.16	86,038.27	1,263,961.73
290	NUTRITION FUND		0.00	(38,734.91)	(86,777.02)	
Fund Number	420	PLANT FACILITY FUND				
8	Revenue		500,000.00	245.64	804.26	499,195.74
9	Expenditure		500,000.00	0.00	0.00	500,000.00
420	PLANT FACILITY FUND		0.00	245.64	804.26	
Fund Number	435	School District Facilities Fund				
8	Revenue		200,000.00	1,140,726.00	1,140,726.00	(940,726.00)
9	Expenditure		200,000.00	0.00	0.00	200,000.00
435	School District Facilities Fund		0.00	1,140,726.00	1,140,726.00	
Fund Number	436	School Modernization Facilities Fund				
8	Revenue		450,000.00	0.00	0.00	450,000.00
9	Expenditure		450,000.00	0.00	0.00	450,000.00
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	534.70	534.70	28,465.30
720	BRIGHT FUND		0.00	(534.70)	(534.70)	
Grand Total:			0.00	331,749.25	(1,802,332.78)	

Checking Account: 1 GENERAL CHECKING

Check Number: 729 Check Type: Automatic Payment Check Date: 08/12/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 328.38

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
XJF3	08/03/2026		Danielson Group's Framework	100 515 410 0096	20.00
XJF3	08/03/2026		Stapler, Folders, Cutter	100 632 410 0000	271.65
YN3G	07/27/2026		Ospho Metal Treatment	100 664 410 0291	36.73

Check Number: 730 Check Type: Automatic Payment Check Date: 08/12/2026 Vendor: GREATAMERI GREAT AMERICA FINANCIAL Check Total: 12,014.61

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
42666214	08/04/2026		Copier Lease	100 641 322 0000	4,607.61
42673101	08/05/2026		Dynabook Laptops	245 623 410 0000	7,407.00

Check Number: 731 Check Type: Automatic Payment Check Date: 08/12/2026 Vendor: ROCKYMOUN1 ROCKY MOUNTAIN POWER Check Total: 14,795.37

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20260810	07/31/2026		July 2026 Electricity District	100 661 331 0000	359.60
20260810	07/31/2026		July 2026 Electricity PHS	100 661 331 0096	6,823.64
20260810	07/31/2026		July 2026 Electricity PJH	100 661 331 0291	1,421.27
20260810	07/31/2026		July 2026 Electricity Oakwood	100 661 331 0497	2,300.31
20260810	07/31/2026		July 2026 Electricity Pioneer	100 661 331 0499	3,494.69
20260810	07/31/2026		July 2026 Electricity FCHS	100 661 331 8844	257.43
20260810	07/31/2026		July 2026 Electricity Transportation	100 681 331 0000	138.43

Check Number: 732 Check Type: Automatic Payment Check Date: 08/12/2026 Vendor: VERIZONWIR VERIZON WIRELESS Check Total: 121.39

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6149807406	07/28/2026		Tablet - Thomas, G	100 691 350 0000	40.04
6149807406	07/28/2026		Nurse Mobile Phone	100 691 350 0000	77.39
6149807406	07/28/2026		L Harrison Phone	100 691 350 0000	3.96

Check Number: 733 Check Type: Automatic Payment Check Date: 08/12/2026 Vendor: VISA VISA Check Total: 233.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
073026	08/02/2026		TaxBandits	100 632 410 0000	5.95
073026	08/02/2026		Zoom.com	100 632 410 0000	202.98
073026	08/02/2026		CCI JSign	100 632 410 0000	19.99
073026	08/02/2026		USPS	100 632 410 0000	4.32

Check Number: 734 Check Type: Automatic Payment Check Date: 08/12/2026 Vendor: WEXBANK WEX BANK Check Total: 2,663.91

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
114213829	07/31/2026		July 2026 Activities Fuel	100 532 380 0000	407.54
114213829	07/31/2026		July 2026 Ag/FFA Fuel	100 532 380 0000	89.55
114213829	07/31/2026		July 2026 Maintenance Fuel	100 664 410 0000	541.95
114213829	07/31/2026		July 2026 Grounds Fuel	100 665 410 0000	597.15
114213829	07/31/2026		July 2026 IT Fuel	100 681 422 0000	96.08
114213829	07/31/2026		July 2026 Drivers Ed Fuel	241 515 380 0000	931.64

Check Number: 745 Check Type: Automatic Payment Check Date: 08/26/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 6,038.35

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1N6C	08/17/2026		Wall Clocks (8)	100 661 410 0096	79.99
1N6C	08/17/2026		Chair Wheels	100 661 410 0096	24.29
34FR	08/12/2026	Tech PO 19-27	Safety Goggles	245 623 410 0000	9.49
34FR	08/12/2026	Tech PO 19-27	TV Wall Mount	245 623 410 0000	99.96
34FR	08/12/2026	Tech PO 19-27	Anti Static Mat	245 623 410 0000	56.10
34FR	08/12/2026	Tech PO 19-27	Wireless Bluetooth Amplifier (10)	245 623 410 0000	596.40
34FR	08/12/2026	Tech PO 19-27	Credit Discount	245 623 410 0000	(8.00)
3WYN	08/11/2026		Isopropyl Alcohol	100 661 410 0497	69.79
3WYN	08/11/2026		Heavy Duty Door Stops	100 661 410 0497	59.99
41MR	07/29/2026		Window Shade	100 661 410 0096	138.90
4253	08/06/2026		Cordless Vacuum Cleaner	100 681 426 0000	109.99
DK14	08/13/2026		Programmable Thermostat	100 664 410 0291	27.49
DK14	08/13/2026		Lux Smart Temp	100 664 410 0291	52.99
HLD6	05/26/2026		Laminator	100 611 410 0000	129.99
HLD6	05/26/2026		Sensory Brush	100 611 410 0000	28.34
HLD6	05/26/2026		Stress Ball	100 611 410 0000	58.16
HLD6	05/26/2026		Canon Color Printer	100 611 410 0000	140.59
HLD6	05/26/2026		Therapy Putty	100 611 410 0000	60.48
HLD6	05/26/2026		Canvas Makeup Bags	100 611 410 0000	24.99
HLD6	05/26/2026		Bulletin Board Charts	100 611 410 0000	25.95
HLD6	05/26/2026		Laminating Pouches	100 611 410 0000	35.45
HLD6	05/26/2026		Vaping Posters	100 611 410 0000	36.95
HLD6	05/26/2026		Worry Stones	100 611 410 0000	79.90
HLD6	05/26/2026		Coping Skills Bingo	100 611 410 0000	81.66
HLD6	05/26/2026		Duplex Laser Printer	100 611 410 0000	409.99
HLD6	05/26/2026		Flip Chart Set	100 611 410 0000	82.78
HLD6	05/26/2026		12 Step Program Cards	100 611 410 0000	13.98
HLD6	05/26/2026		Wooden Blocks	100 611 410 0000	18.98
HLD6	05/26/2026		Magnetic Balls	100 611 410 0000	19.98
HLD6	05/26/2026		Magnetic Fidget Toys	100 611 410 0000	19.98
HLD6	05/26/2026		Credit Discount	100 611 410 0000	(14.99)
L41Q	08/05/2026		Badge Card Printer	100 651 410 0000	1,899.99
L41Q	08/05/2026		Camera for Card Printer	100 651 410 0000	99.00
L41Q	08/05/2026		Clipboards	100 651 410 0000	7.53
L41Q	08/05/2026		Lanyard	100 651 410 0000	7.59
L41Q	08/05/2026		Heavy Duty Staples	100 651 410 0000	9.49
RFPM	08/04/2026		Bottle Filling Station	100 664 410 0497	1,214.00
RFPM	08/04/2026		Valve Repair Kit (2)	100 664 410 0497	208.62
TDJV	08/04/2026		Interior Door Handle	100 664 410 0000	21.59

Check Number: 6121 Check Type: Check Check Date: 08/06/2026 Vendor: GROESBROC Brock Groesbeck Check Total: 17,000.00

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20260806	08/06/2026		Snow Plow Ram 2500	100 664 550 0000	17,000.00

Check Number: 6122 Check Type: Check Check Date: 08/12/2026 Vendor: ALSCO ALSCO Check Total: 83.30

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
LBLA2695468	07/29/2026		Bus Shop Laundry	100 681 330 0000	41.65
LBLA2697241	08/05/2026		Bus Shop Laundry	100 681 330 0000	41.65

Check Number: 6123 Check Type: Check Check Date: 08/12/2026 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
072826	07/28/2026		Physical - Hobbs, J	100 681 260 0000	110.00

Check Number: 6124 Check Type: Check Check Date: 08/12/2026 Vendor: BRYSONSALE BRYSON SALES & SERVICE INC Check Total: 1,003.56

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
215062	07/15/2026		Radio	100 681 425 0000	355.13
215062	07/15/2026		Dome Light	100 681 425 0000	299.46
215333	08/05/2026		Fuel Filter	100 681 425 0000	348.97

Check Number: 6125 Check Type: Check Check Date: 08/12/2026 Vendor: COATSROOTE COATS ROOTER SERVICE Check Total: 2,200.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
37189	07/29/2026		Pump Waste Water and Hydrowash Lines PHS	100 664 314 0096	1,000.00
37189	07/29/2026		Pump Waste Water and Hydrowash Lines Oak	100 664 314 0497	600.00
37189	07/29/2026		Pump Waste Water and Hydrowash Lines Pio	100 664 314 0499	600.00

Check Number: 6126 Check Type: Check Check Date: 08/12/2026 Vendor: CONSOLIDAT CONSOLIDATED ELECTRICAL DIST. Check Total: 450.17

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4205-1100010	07/29/2026		Conduit 3/4 (300)	100 664 410 0096	105.63
4205-1100010	07/29/2026		PVC Elbow	100 664 410 0096	28.56
4205-1100015	08/03/2026		Wire	100 664 410 0096	145.00
4205-1100439	08/05/2026		20A 125V DPLX RCPT (10)	100 664 410 0000	57.50
4205-1100622	08/07/2026		SCR CVR	100 665 410 0000	45.54
4205-1100622	08/07/2026		3/4 EMT Connector	100 665 410 0000	5.20
4205-1100622	08/07/2026		Coupling	100 665 410 0000	5.60
4205-1100622	08/07/2026		Female ADPT	100 665 410 0000	0.55
4205-1100622	08/07/2026		Terminal ADPT	100 665 410 0000	0.65
4205-1100622	08/07/2026		Conduit	100 665 410 0000	0.43
4205-1100622	08/07/2026		Straight Conn	100 665 410 0000	19.36
4205-1100622	08/07/2026		Tight Masters	100 665 410 0000	10.47
4205-1100622	08/07/2026		EMT Strap	100 665 410 0000	1.03
4205-1100622	08/07/2026		Rigid Strap	100 665 410 0000	2.53
4205-1100622	08/07/2026		EMT Stencil	100 665 410 0000	18.60
4205-1100622	08/07/2026		Conduit	100 665 410 0000	3.52

Check Number: 6127 Check Type: Check Check Date: 08/12/2026 Vendor: DYNABOOK Dynabook Americas, Inc Check Total: 1,596.00

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
15307134	07/08/2026		AC Adaptor (60)	245 623 410 0000	1,596.00

Check Number: 6128 Check Type: Check Check Date: 08/12/2026 Vendor: ELITEMECHA ELITE MECHANICAL Check Total: 7,880.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4295	07/30/2026		Service Call	100 664 314 0096	125.00
4295	07/30/2026		Copeland Compressor replaced	100 664 410 0096	5,250.00
4295	07/30/2026		Labor	100 664 410 0096	250.00
4295	07/30/2026		Refrigerant	100 664 410 0096	1,560.00
4295	07/30/2026		Belt	100 664 410 0096	32.00
4296	07/31/2026		Service Call/Labor	100 664 314 0497	375.00
4296	07/31/2026		Evaporator Drain Pan	100 664 410 0497	288.00

Check Number: 6129 Check Type: Check Check Date: 08/12/2026 Vendor: ENBRIDGE Enbridge Gas Check Total: 1,020.42

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
072226	07/22/2026		District/Maintenance Natural Gas	100 661 334 0000	44.14
072226	07/22/2026		PHS Natural Gas	100 661 334 0096	474.48
072226	07/22/2026		PJH Natural Gas	100 661 334 0291	183.71
072226	07/22/2026		Oakwood Natural Gas	100 661 334 0497	51.44
072226	07/22/2026		Pioneer Natural Gas	100 661 334 0499	204.86
072226	07/22/2026		FCHS Natural Gas	100 661 334 8844	35.24
072226	07/22/2026		Transportation Natural Gas	100 681 334 0000	26.55

Check Number: 6130 Check Type: Check Check Date: 08/12/2026 Vendor: EPESCAPIN EPES C.A.P, Check Total: 716.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
18235	07/15/2026	71526	PHS Support	100 632 314 0000	179.00
18235	07/15/2026	71526	PJH Support	100 632 314 0000	179.00
18235	07/15/2026	71526	Oakwood Support	100 632 314 0000	179.00
18235	07/15/2026	71526	Pioneer Support	100 632 314 0000	179.00

Check Number: 6131 Check Type: Check Check Date: 08/12/2026 Vendor: EVERWAY Everway, LLC Check Total: 6,849.85

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
00288444N	07/15/2026	71426	News2you	257 521 410 0000	1,404.95
00288444N	07/15/2026	71426	SymbolStix Prime	257 521 410 0000	954.95
00288444N	07/15/2026	71426	Unique Learning System	257 521 410 0000	4,489.95

Check Number: 6132 Check Type: Check Check Date: 08/12/2026 Vendor: FRANKLINC5 FRANKLIN COUNTY LANDFILL Check Total: 316.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
7849	07/02/2026		Extra Pickup Fee PHS	100 661 336 0096	158.00
7849	07/02/2026		Extra Pickup Fee Oakwood	100 661 336 0497	158.00

Check Number: 6133 Check Type: Check Check Date: 08/12/2026 Vendor: HANSONJANI HANSON JANITORIAL SUPPLY Check Total: 1,128.26

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
795838-2	07/31/2026		Wood Floor Cleaner	100 661 410 0096	58.36

Checking Account: 1 GENERAL CHECKING

797610	07/29/2026	Rear Squeegee	100 661 410 0096	43.90	
797610	07/29/2026	Caster	100 661 410 0096	49.80	
797610	07/29/2026	Rear Squeegee	100 661 410 0096	42.90	
797610	07/29/2026	Freight	100 661 410 0096	26.23	
797712	07/31/2026	Measuring Cup	100 661 410 0096	11.92	
797712	07/31/2026	Opticore Toilet Tissue	100 661 410 0096	456.48	
797712	07/31/2026	Cleaning Coth	100 661 410 0096	50.37	
797712	07/31/2026	Opticore Toilet Tissue	100 661 410 0096	342.36	
797950	07/31/2026	Nitrile Glove	100 661 410 0499	29.08	
797996	07/31/2026	Red Buff Pads	100 661 410 8844	16.86	

Check Number: 6134 Check Type: Check Check Date: 08/12/2026 Vendor: IDAHOSALVA IDAHO SALVAGE & METALS Check Total: 28.20

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
49664	07/01/2026		Used Metal	100 665 410 0000	13.80
49753	07/24/2026		Flat Metal - Track Bench	100 665 410 0000	14.40

Check Number: 6135 Check Type: Check Check Date: 08/12/2026 Vendor: IDAHOSCHO1 IDAHO SCHOOL DISTRICT COUNCIL Check Total: 60.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
26-27.126	08/05/2026		ID School District Council Membership	100 632 310 0000	60.00

Check Number: 6136 Check Type: Check Check Date: 08/12/2026 Vendor: IDHW IDHW Check Total: 3,691.51

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
071326	07/13/2026		July Medicaid Match	260 616 395 0000	3,691.51

Check Number: 6137 Check Type: Check Check Date: 08/12/2026 Vendor: INSTITFOR Institute for Multi-Sensory Education Check Total: 250.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
246823	08/10/2026	72826	IMSE Interactive OG Subscription	100 521 421 0000	250.00

Check Number: 6138 Check Type: Check Check Date: 08/12/2026 Vendor: INTERMOUN1 INTERMOUNTAIN FARMERS ASSOC Check Total: 2,359.39

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1024619020	07/14/2026		Spreader 3 Point	100 665 410 0000	799.99
1024621497	07/14/2026		Humate	100 665 410 0000	215.82
1024621497	07/14/2026		Fertilizer	100 665 410 0000	899.82
1024658419	07/22/2026		Stripe Paint White	100 665 410 0000	303.96
1024681077	07/28/2026		Concrete Mix	100 665 410 0000	139.80

Check Number: 6139 Check Type: Check Check Date: 08/12/2026 Vendor: NAPAAUTOPA NAPA AUTO PARTS OF PRESTON Check Total: 11.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
024402	08/03/2026		Breather Filter	100 681 425 0000	11.40

Check Number: 6140 Check Type: Check Check Date: 08/12/2026 Vendor: PINECOVECO PINE COVE CONSULTING LLC Check Total: 19,650.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
27953C	08/05/2026	SOFT PO 02-27	Securly Classroom	245 623 410 0000	8,425.00
27953C	08/05/2026	SOFT PO 02-27	Securly Filter	245 623 410 0000	11,225.00

Checking Account: 1 GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor			Check Total
6141	Check	08/12/2026	PRESTONHIG	PRESTON HIGH SCHOOL		136.00
Invoice Number	**Invoice Date**	**PO Number**	**Detail Description**		**Chart of Account Number**	**Detail Amount**
022626	02/26/2026	7053	ACT - Bostwick, A		100 515 410 0096	68.00
022626	02/26/2026	7053	ACT- Dryden, A		100 515 410 0096	68.00
6142	Check	08/12/2026	PRESTONJRH	PRESTON JUNIOR HIGH SCHOOL		535.38
Invoice Number	**Invoice Date**	**PO Number**	**Detail Description**		**Chart of Account Number**	**Detail Amount**
081126	08/11/2026		Subway		100 515 310 0291	192.71
081126	08/11/2026		Subway		100 515 310 0291	112.78
081126	08/11/2026		Mis Amores		100 515 310 0291	207.76
081126	08/11/2026		Stokes		100 515 310 0291	22.13
6143	Check	08/12/2026	PRESTONVAL	PRESTON VALLEY COUNTRY STORE		118.99
Invoice Number	**Invoice Date**	**PO Number**	**Detail Description**		**Chart of Account Number**	**Detail Amount**
99613	08/07/2026		Cornerstone 5 Plus Spray		100 664 410 0000	118.99
6144	Check	08/12/2026	PYEBARKER	Pye-Barker Fire & Safety		8,156.80
Invoice Number	**Invoice Date**	**PO Number**	**Detail Description**		**Chart of Account Number**	**Detail Amount**
8879974	07/30/2026		Pioneer Inspection Sprinkler, Etc...		100 664 314 0499	1,412.95
8880092	07/30/2026		Fire Inspection Transportation		100 664 310 0000	810.95
8880125	07/30/2026		Fire Inspection Ag Building		100 664 314 0096	894.95
8880156	07/30/2026		PJH Inspection Sprinkler, Etc...		100 664 314 0291	1,046.00
8880175	07/30/2026		Extinguisher Inspection		100 664 310 0000	96.00
8880240	07/30/2026		PHS Inspection Sprinkler, Etc...		100 664 314 0096	1,622.95
8880267	07/30/2026		FCHS Fire Inspection Sprinkler		100 664 314 8844	193.00
8888563	08/04/2026		Service Labor		100 664 314 0291	1,085.00
8888563	08/04/2026		Service Parts		100 664 314 0291	900.00
8888563	08/04/2026		Trip Charge		100 664 314 0291	95.00
6145	Check	08/12/2026	RSDISTRIBU	R & S DISTRIBUTING		220.68
Invoice Number	**Invoice Date**	**PO Number**	**Detail Description**		**Chart of Account Number**	**Detail Amount**
125729	04/27/2026		Preserve Roll Towl		100 661 410 0499	220.68
6146	Check	08/12/2026	RIVERSIDEH	RIVERSIDE HOTEL		2,292.00
Invoice Number	**Invoice Date**	**PO Number**	**Detail Description**		**Chart of Account Number**	**Detail Amount**
663783	07/21/2026		Transportation Lodging		100 681 320 0000	573.00
663784	07/21/2026		Transportation Lodging		100 681 320 0000	573.00
663785	07/21/2026		Transportation Lodging		100 681 320 0000	573.00
663786	07/21/2026		Transportation Lodging		100 681 320 0000	573.00
6147	Check	08/12/2026	RODNEYJONE	RODNEY JONES CONST. LLC		250.00
Invoice Number	**Invoice Date**	**PO Number**	**Detail Description**		**Chart of Account Number**	**Detail Amount**
2849	07/30/2026		Boom Truck to Set Scoreboard		100 664 314 0096	250.00

Checking Account: 1 GENERAL CHECKING

Check Number: 6148 Check Type: Check Check Date: 08/12/2026 Vendor: RYTEL RYTEL Check Total: 2,351.27

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
19366	07/27/2026		August 2026 VOIP Services	100 651 310 0000	2,351.27

Check Number: 6149 Check Type: Check Check Date: 08/12/2026 Vendor: SOUTHFORKH SOUTH FORK HARDWARE Check Total: 142.96

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
5452283	07/15/2026		Junction Box	100 681 425 0000	23.99
546280	08/03/2026		Industrial Choice Striping	100 661 410 0096	64.14
546315	08/03/2026		Powerwinder Tape	100 665 410 0000	45.79
546362	08/04/2026		3" Premier/ZPro Nat Bristle	100 665 410 0000	3.38
546390	08/05/2026		PVC Bush	100 665 410 0000	1.79
546390	08/05/2026		PVC Bush	100 665 410 0000	1.99
546463	08/06/2026		Adaptor Male	100 665 410 0000	0.89
546463	08/06/2026		PVC Coup	100 665 410 0000	0.99

Check Number: 6150 Check Type: Check Check Date: 08/12/2026 Vendor: STANDARDPL STANDARD PLUMBING SUPPLY CO Check Total: 124.65

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AYFD01	07/29/2026		Conduit PVC	100 664 410 0096	19.77
AYG705	07/29/2026		O-ring	100 664 410 0291	1.96
AYMK62	07/31/2026		Conduit	100 664 410 0096	23.98
AZB234	08/05/2026		Elbow PVC	100 665 410 0000	1.79
AZB234	08/05/2026		Adaptor Terminal	100 665 410 0000	1.39
AZB234	08/05/2026		Reducer PVC	100 665 410 0000	1.79
AZB234	08/05/2026		Reducer PVC	100 665 410 0000	4.99
AZJ264	08/07/2026		Paint Thinner	100 664 410 0291	17.99
AZJ264	08/07/2026		RSTP I/E OB SAT WT 1 gal	100 664 410 0291	50.99

Check Number: 6151 Check Type: Check Check Date: 08/12/2026 Vendor: STOKESMARK STOKES MARKET PLACE Check Total: 225.27

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
02-186939	07/28/2026		Lysol Spray	100 632 410 0000	18.49
02-186939	07/28/2026		Lysol Wips	100 632 410 0000	18.99
03-271584	07/29/2026		Cleaning Vinegar	100 664 410 0000	13.96
65-538250	08/06/2026		Window Squee	100 661 410 0291	10.49
65-538250	08/06/2026		16 Pro Squeegee	100 661 410 0291	11.99
65-538250	08/06/2026		Hardware	100 661 410 0291	3.78
65-538250	08/06/2026		Hardware	100 661 410 0291	3.99
65-538250	08/06/2026		Screwdriver	100 661 410 0291	6.49
65-538250	08/06/2026		Woven Cover	100 661 410 0291	5.29
65-538250	08/06/2026		Slgd Poly Br	100 661 410 0291	8.99
66-743075	06/05/2026		Latex Glove	100 661 410 0497	4.79
66-743075	06/05/2026		Latex Glove	100 661 410 0497	4.79
66-743075	06/05/2026		ZEP Grout Clean	100 661 410 0497	10.99
66-744016	08/05/2026		Frog Tape	100 661 410 0096	8.99

Checking Account: 1 GENERAL CHECKING

66-744016	08/05/2026	Duct Tape	100 661 410 0096	10.99	
95-553807	07/29/2026	District Drinks	100 632 410 0000	82.26	

Check Number: 6161 Check Type: Check Check Date: 08/26/2026 Vendor: ALSCO ALSCO Check Total: 83.30

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
LBLA2698980	08/12/2026		Bus Shop Laundry	100 681 330 0000	41.65
LBLA2700722	08/24/2026		Bus Shop Laundry	100 681 330 0000	41.65

Check Number: 6162 Check Type: Check Check Date: 08/26/2026 Vendor: ANDRECHRI Christian Andreasen Check Total: 100.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0000001	08/05/2026		Flat Bed Car Hauler Rental	100 664 310 0000	100.00

Check Number: 6163 Check Type: Check Check Date: 08/26/2026 Vendor: BECKSTEADD BECKSTEAD DAVID B. M.D. Check Total: 220.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
072826B	07/28/2026		Physical - Fellows, J	100 681 260 0000	110.00
072826C	07/28/2026		Physical - Fellows, B	100 681 260 0000	110.00

Check Number: 6164 Check Type: Check Check Date: 08/26/2026 Vendor: BOMGAARS BOMGAARS Check Total: 146.09

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
77097892	07/16/2026		Concrete Repair	100 664 410 0096	22.99
77099987	07/21/2026		Tape Measure	100 664 410 0096	16.99
77100587	07/23/2026		Coupling	100 665 410 0000	1.49
77100587	07/23/2026		Elbow	100 665 410 0000	3.29
77102383	07/27/2026		Fastener	100 664 410 0497	0.99
77103200	07/29/2026		Appliance Cord	100 664 410 0497	14.99
77103203	07/29/2026		Fasteners	100 665 410 0000	12.72
771033140	07/29/2026		Clamp Hose	100 665 410 0000	8.97
771033140	07/29/2026		Clamp Hose	100 665 410 0000	8.97
771033730	07/31/2026		Cement	100 665 410 0000	5.99
77103431	07/30/2026		Tie Wire	100 665 410 0000	14.99
77103431	07/30/2026		Fastener	100 665 410 0000	6.80
77105266	08/04/2026		Wall Plate	100 664 410 0000	6.95
77106034	08/06/2026		U Bolts (2)	100 664 410 0000	19.98
77106051	08/06/2026		U Bolts (2)	100 664 410 0000	9.98
77106051	08/06/2026		Credit UBolts (2)	100 664 410 0000	(19.98)
77107450	08/10/2026		Caulk	100 664 410 0497	9.98

Check Number: 6165 Check Type: Check Check Date: 08/26/2026 Vendor: BRIGGLESL Leslie Briggs Check Total: 100.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
080726	08/07/2026		Education Reimbursement	100 512 310 0000 312	100.00

Check Number: 6166 Check Type: Check Check Date: 08/26/2026 Vendor: CANNEAUBR Aubrey Cannell Check Total: 11.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
081926	08/19/2026		UT Driving Record	100 681 365 0000	11.00

Checking Account: 1 GENERAL CHECKING

Check Number: 6167 Check Type: Check Check Date: 08/26/2026 Vendor: DELLFINANC Dell Financial Services LLC Check Total: 6,130.42

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
080126	08/01/2026		Lease Rental	245 623 410 0000	6,130.42

Check Number: 6168 Check Type: Check Check Date: 08/26/2026 Vendor: FRANKLINC1 FRANKLIN COUNTY HIGH SCHOOL Check Total: 5,200.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Teacher Funds	100 517 410 8844	1,200.00
082426	08/24/2026		Supply Funds	100 517 410 8844	4,000.00

Check Number: 6169 Check Type: Check Check Date: 08/26/2026 Vendor: HANSENGLAS HANSEN GLASS & PAINT Check Total: 122.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0692	07/20/2026		Paint	100 664 410 0000	58.00
0712	07/28/2026		Primer	100 664 410 0000	64.00

Check Number: 6170 Check Type: Check Check Date: 08/26/2026 Vendor: HANSONJANI HANSON JANITORIAL SUPPLY Check Total: 4,325.57

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
797712-1	08/14/2026		Pro Link Measuring Cup	100 661 410 0096	5.96
798192	08/14/2026		Tornado Deluxe	100 661 410 0096	2,247.00
798327	08/14/2026		Charcoal Mat	100 661 410 0096	76.26
798343	08/14/2026		Disinfectant Spray	100 661 410 0096	73.79
798343	08/14/2026		Stainless Steel Cleaner	100 661 410 0096	115.56
798343	08/14/2026		Disinfectant	100 661 410 0096	112.60
798343	08/14/2026		Restroom Cleaner	100 661 410 0096	159.73
798343	08/14/2026		STIX 20% Phosphoric Thick	100 661 410 0096	198.54
798343	08/14/2026		Linpol Gloss	100 661 410 0096	147.05
798343	08/14/2026		PH7 Ultra Neutral Cleaner	100 661 410 0096	146.04
798343	08/14/2026		Clario Pink Foam Cleanser	100 661 410 0096	172.20
798363	08/06/2026		Omniquard Urinal Cleaner	100 661 410 0096	134.52
798547	08/14/2026		Liquid Laundry	100 661 410 0096	106.00
798636	08/12/2026		Premium Plus Mop	100 661 410 0291	62.52
798636	08/12/2026		Roll Towel	100 661 410 0291	369.72
798636	08/12/2026		Pro Link 20-30 gal	100 661 410 0291	110.04
798636	08/12/2026		STIX 20% Phosphoric Thick	100 661 410 0291	57.16
798636	08/12/2026		Dust Mop Fusion	100 661 410 0291	30.88

Check Number: 6171 Check Type: Check Check Date: 08/26/2026 Vendor: HERITLAND Heritage Landscape Supply Group Inc Check Total: 960.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0028487309-001	07/28/2026		Hunter I-90 ADJ Rotor	100 664 410 0000	930.24
0028487309-001	07/28/2026		Fuel Charge	100 664 410 0000	30.00

Check Number: 6172 Check Type: Check Check Date: 08/26/2026 Vendor: HKAUTOLLC HK AUTO LLC Check Total: 373.76

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
15173	08/06/2026		Engine Oil Pressure Swith	241 515 314 0000	86.70

Checking Account: 1 GENERAL CHECKING

15173	08/06/2026		Labor		241 515 314 0000	264.50
15173	08/06/2026		Shop Supplies		241 515 314 0000	17.56
15173	08/06/2026		Hazmat Fee		241 515 314 0000	5.00

Check Number: 6173 Check Type: Check Check Date: 08/26/2026 Vendor: HOME2SUIT2 Home2 Suites by Hilton - Boise Downtown Check Total: 4,823.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1786986786	08/04/2026		Lodging-B. Despain	100 632 380 0000	528.00
1786986786	08/04/2026		Lodging - K Hamblin	100 632 380 0000	578.00
1786986786	08/04/2026		Lodging - D Atkinson	100 632 380 0000	528.00
1786986786	08/04/2026		Lodging - T Schmidt	100 632 380 0000	578.00
1786986786	08/04/2026		Lodging - J Heward	100 632 380 0000	578.00
1786986786	08/04/2026		Lodging - C Peery	100 632 380 0000	578.00
1786986786	08/04/2026		Lodging - G Thomas	100 632 380 0000	578.00
1786986786	08/04/2026		Lodging - B Garner	100 632 380 0000	877.00

Check Number: 6174 Check Type: Check Check Date: 08/26/2026 Vendor: ILASERIT ILASER IT Check Total: 45.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2498	08/12/2026		7 Lifetime Passes	100 632 410 0000	35.00
2500	08/13/2026		2 Lifetime Passes	100 632 410 0000	10.00

Check Number: 6175 Check Type: Check Check Date: 08/26/2026 Vendor: JACKSONGRP Jackson Group Peterbilt Check Total: 153.96

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
52717PC	06/03/2026		Fuel Filter	100 681 425 0000	153.96

Check Number: 6176 Check Type: Check Check Date: 08/26/2026 Vendor: NAPAAUTOPA NAPA AUTO PARTS OF PRESTON Check Total: 6.79

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
025806	08/18/2026		Press Valve	100 681 425 0000	6.79

Check Number: 6177 Check Type: Check Check Date: 08/26/2026 Vendor: OAKWOODELE OAKWOOD ELEMENTARY SCHOOL Check Total: 30,284.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Teacher Funds	100 512 410 0497	8,100.00
082426	08/24/2026		Supply Funds/PreK	100 512 410 0497	18,684.00
082426	08/24/2026		Library	100 622 430 0497	3,500.00

Check Number: 6178 Check Type: Check Check Date: 08/26/2026 Vendor: OETC OETC Check Total: 10,868.56

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
344334	08/04/2026		Microsoft Office License (64)	245 623 314 0000	3,488.64
344335	08/14/2026	SOFT PO 04-27	Win Server CAL 2025 (300)	245 623 314 0000	2,352.00
344335	08/14/2026	SOFT PO 04-27	Win Server Standard Core 2025	245 623 314 0000	478.88
344335	08/14/2026	SOFT PO 04-27	Microsoft Office	245 623 314 0000	1,635.30
344335	08/14/2026	SOFT PO 04-27	Windows 11 Pro	245 623 314 0000	2,633.50
344335	08/14/2026	SOFT PO 04-27	Visio Professional 2024	245 623 314 0000	280.24

Check Number: 6179 Check Type: Check Check Date: 08/26/2026 Vendor: PINECOVECO PINE COVE CONSULTING LLC Check Total: 3,747.76

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
28031C	08/13/2026	Tech PO 21-27	SIP Ceiling Spekaer PoE+	245 623 410 0000	3,313.44
28031C	08/13/2026	Tech PO 21-27	SIP Interface Paging Adapter	245 623 410 0000	434.32

Check Number: 6180 Check Type: Check Check Date: 08/26/2026 Vendor: PIONEERELE PIONEER ELEMENTARY SCHOOL Check Total: 30,032.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Teacher Funds	100 512 410 0499	8,964.00
082426	08/24/2026		Supply Funds/PreK Funds	100 512 410 0499	17,568.00
082426	08/24/2026		Library Funds	100 622 430 0499	3,500.00

Check Number: 6181 Check Type: Check Check Date: 08/26/2026 Vendor: PRESTONAUT PRESTON AUTO PARTS Check Total: 710.84

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6546-315673	08/12/2026		Floor Scrubber Battery	100 661 410 0499	322.74
6546-315685	08/12/2026		Core Return Battery	100 661 410 0499	(20.00)
6546-316012	08/19/2026		Batteries	100 681 426 0000	408.10

Check Number: 6182 Check Type: Check Check Date: 08/26/2026 Vendor: PRESTONCI3 PRESTON CITY WATER DEPT. Check Total: 2,965.25

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20260820	07/31/2026		July 2026 Water/Sewer PHS	100 661 332 0096	946.00
20260820	07/31/2026		July 2026 Water/Sewer PJH	100 661 332 0291	247.00
20260820	07/31/2026		July 2026 Water/Sewer Oakwood	100 661 332 0497	338.50
20260820	07/31/2026		July 2026 Water/Sewer Pioneer	100 661 332 0499	449.00
20260820	07/31/2026		July 2026 Water/Sewer FCHS	100 661 332 8844	202.00
20260820	07/31/2026		July 2026 Water/Sewer District	100 661 335 0000	580.75
20260820	07/31/2026		July 2026 Water/SewerTransportation	100 681 353 0000	202.00

Check Number: 6183 Check Type: Check Check Date: 08/26/2026 Vendor: PRESTONHIG PRESTON HIGH SCHOOL Check Total: 42,620.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Teacher Funds	100 515 410 0096	11,628.00
082426	08/24/2026		Supply Funds	100 515 410 0096	25,992.00
082426	08/24/2026		Library Funds	100 622 430 0096	5,000.00

Check Number: 6184 Check Type: Check Check Date: 08/26/2026 Vendor: PRESTONJRH PRESTON JUNIOR HIGH SCHOOL Check Total: 33,440.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Teacher Funds	100 515 410 0291	7,692.00
082426	08/24/2026		Supply Funds	100 515 410 0291	20,748.00
082426	08/24/2026		Library Funds	100 622 430 0291	5,000.00

Check Number: 6185 Check Type: Check Check Date: 08/26/2026 Vendor: RELADYNE RelaDyne West, LLC Check Total: 5,009.04

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1405811-IN	08/18/2026		#2 Diesel	100 681 422 0000	4,930.22
1405811-IN	08/18/2026		Fuel Surcharge	100 681 422 0000	58.87
1405811-IN	08/18/2026		Handling Fee	100 681 422 0000	19.95

Checking Account: 1 GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
6186	Check	08/26/2026	RIVERSIDEI	RIVERSIDE INSIGHTS	2,990.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
348019	08/11/2026	72426	WJ V Unlimited Subscription	100 521 421 0000	2,990.00

Check Number	Check Type	Check Date	Vendor		Check Total
6187	Check	08/26/2026	STAKERPAR	STAKER PARSON COMPANIES	144,840.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
232648-1	08/12/2026		Mobilization	100 664 314 0291	3,500.00
232648-1	08/12/2026		Pulverize Existing Asphalt	100 664 314 0291	9,380.00
232648-1	08/12/2026		Road Base Across Lot	100 664 314 0291	3,780.00
232648-1	08/12/2026		Fine Grading before Asphalt	100 664 314 0291	5,440.00
232648-1	08/12/2026		Furnish, Place and Compact 3" Asphalt	100 664 314 0291	60,160.00
232649-1	08/12/2026		Mobilization	100 664 314 0291	3,500.00
232649-1	08/12/2026		Pulverize Existing Asphalt Driveway	100 664 314 0291	5,950.00
232649-1	08/12/2026		Remove Asphalt on Back Driveway	100 664 314 0291	3,680.00
232649-1	08/12/2026		Remove Concrete Paving on Back Driveway	100 664 314 0291	805.00
232649-1	08/12/2026		Road Base	100 664 314 0291	2,520.00
232649-1	08/12/2026		Fine Grading before Asphalt	100 664 314 0291	3,825.00
232649-1	08/12/2026		Furnish, Place and Compact 3" Asphalt	100 664 314 0291	42,300.00

Check Number	Check Type	Check Date	Vendor		Check Total
6188	Check	08/26/2026	STANDARDPL	STANDARD PLUMBING SUPPLY CO	33.28

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AZX112	08/12/2026		Lawn Fungde - Football Field	100 665 410 0000	25.99
BBQ461	08/19/2026		Wire Speaker	100 664 410 0497	7.29

Check Number	Check Type	Check Date	Vendor		Check Total
6189	Check	08/26/2026	STATEDEPTO	STATE DEPT. OF EDUCATION	640.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Employment- Bennett, Bryn	100 632 410 0000	32.00
082426	08/24/2026		Employment- Carter, Taralee	100 632 410 0000	32.00
082426	08/24/2026		Employment - Croxford, Jason	100 632 410 0000	32.00
082426	08/24/2026		Employment - Evans, Kayla	100 632 410 0000	32.00
082426	08/24/2026		Employment - Francom, April	100 632 410 0000	32.00
082426	08/24/2026		Employment - Galloway, Jennifer	100 632 410 0000	32.00
082426	08/24/2026		Employment - Garrett, Elizabeth	100 632 410 0000	32.00
082426	08/24/2026		Employment - Heaton, Jamisyn	100 632 410 0000	32.00
082426	08/24/2026		Employment - Henrie, Alexis	100 632 410 0000	32.00
082426	08/24/2026		Employment - Howell, Cash	100 632 410 0000	32.00
082426	08/24/2026		Employment - Howell, Easton	100 632 410 0000	32.00
082426	08/24/2026		Employment - Howell, Jacob	100 632 410 0000	32.00
082426	08/24/2026		Employment - Lindley, Teresa	100 632 410 0000	32.00
082426	08/24/2026		Employment - Lowder, Kaydence	100 632 410 0000	32.00
082426	08/24/2026		Employment - Model, Tatjana	100 632 410 0000	32.00
082426	08/24/2026		Employment - Olsen, Tori	100 632 410 0000	32.00
082426	08/24/2026		Employment - Sorensen, Nikitta	100 632 410 0000	32.00

Checking Account: 1 GENERAL CHECKING

082426	08/24/2026	Employment - Troubley, Karisa	100 632 410 0000	32.00	
082426	08/24/2026	Employment - Wadman, Caylee	100 632 410 0000	32.00	
082426	08/24/2026	Employment - Winward, Cheyenne	100 632 410 0000	32.00	

Check Number: 6190 Check Type: Check Check Date: 08/26/2026 Vendor: STATEINSUR STATE INSURANCE FUND Check Total: 9,673.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31312438	08/11/2026		Installment Premium Workers Compensation	100 632 270 0000	9,673.00

Check Number: 6191 Check Type: Check Check Date: 08/26/2026 Vendor: STOKESMARK STOKES MARKET PLACE Check Total: 710.28

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
01-217058	08/17/2026		Donuts	100 632 410 0000	159.86
01-217058	08/17/2026		Tablecloths	100 632 410 0000	4.41
01-218348	08/18/2026		Donuts	100 632 410 0000	24.98
01-219305	08/19/2026		Donuts	100 632 410 0000	21.98
01-220541	08/20/2026		Donuts - Para's, IT, Maintenance	100 632 410 0000	88.18
01-220541	08/20/2026		Drinks	100 632 410 0000	23.98
02-117197	05/26/2026		Drinks	100 632 410 0000	47.96
02-117197	05/26/2026		Counter Treats	100 632 410 0000	32.98
65-484429	05/16/2026		Faucet	100 664 410 0096	104.99
66-677075	05/26/2026		Knob Lock	100 664 410 0000	52.99
66-677075	05/26/2026		Knob Lock	100 664 410 0000	52.99
66-677263	05/26/2026		CHRSTOREROOM Lever Lock	100 664 410 0000	89.99
66-755856	08/18/2026		Metal Paint	100 664 410 0096	4.99

Check Number: 6192 Check Type: Check Check Date: 08/26/2026 Vendor: DESPABETS Betsy Despain Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0001	08/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 18027 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: HAMBLINKAY HAMBLIN KAYLYNN Check Total: 328.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
080426	08/04/2026		Mileage Reimbursement	100 632 380 0000	240.00
080426	08/04/2026		Meal Reimbursement	100 632 380 0000	20.00
080726	08/07/2026		Mileage Reimbursement	100 632 380 0000	56.00
080726	08/07/2026		Meal Reimbursement	100 632 380 0000	12.00

Check Number: 18028 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: CHECKNILE Nile Checketts Check Total: 64.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
081526	08/15/2026		Drivers Meal Reimbursement	100 532 380 0000	64.00

Check Number: 18029 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: COATSTY Ty Coats Check Total: 64.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
081526	08/15/2026		Drivers Meal Reimbursement	100 532 380 0000	64.00

Check Number: 18030 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: FREDRTERR Terri Fredrickson Check Total: 52.74

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
55336168	08/13/2026		Apple Juice	100 632 410 0000	27.56
55336168	08/13/2026		Sunny D	100 632 410 0000	15.68
55336168	08/13/2026		Water	100 632 410 0000	7.96
55336168	08/13/2026		Tax	100 632 410 0000	1.54

Check Number: 18031 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: NATEJEFF Jeffrey Nate Check Total: 64.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
081526	08/15/2026		Drivers Meal Reimbursement	100 532 380 0000	64.00

Check Number: 18032 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: SMARTLORI Lori Smart Check Total: 64.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
081526	08/15/2026		Drivers Meal Reimbursement	100 532 380 0000	64.00

Check Number: 18033 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: THOMAGARY Gary Thomas Check Total: 256.80

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
080426	08/04/2026		Mileage Reimbursement	100 632 380 0000	236.80
080426	08/04/2026		Meal Reimbursement	100 632 380 0000	20.00

Check Number: 18034 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: HAMBLINKAY HAMBLIN KAYLYNN Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0002	08/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 18035 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: ATKINDAKO Dakota Atkinson Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0002	08/27/2026		Phone Reimbursement FY27	100 691 350 0291	75.00

Check Number: 18036 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: GARNEBRAD Brady Garner Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0002	08/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 18037 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: HARRITAMA Tamara Harris Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0002	08/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 18038 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: HEWARJACL Jaclyn Heward Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0002	08/27/2026		Phone Reimbursement FY27	100 691 350 0096	75.00

Check Number: 18039 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: KEELEAARO Aaron Keele Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0002	08/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number: 18040 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: KUNZCRAI Craig Kunz Check Total: 75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0002	08/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Checking Account: 1 GENERAL CHECKING

Check Number: 18041	Check Type: Direct Deposit	Check Date: 08/26/2026	Vendor: MCKENSHEL	Shelby McKenna	Check Total:	75.00		
Invoice Number	Invoice Date	PO Number	Detail Description		Chart of Account Number		Detail Amount	
FY27-0002	08/27/2026		Phone Reimbursement FY27		100 691 350 0000		75.00	
Check Number: 18042	Check Type: Direct Deposit	Check Date: 08/26/2026	Vendor: NATEJEFF	Jeffrey Nate	Check Total:	75.00		
Invoice Number	Invoice Date	PO Number	Detail Description		Chart of Account Number		Detail Amount	
FY27-0002	08/27/2026		Phone Reimbursement FY27		100 691 350 0000		75.00	
Check Number: 18043	Check Type: Direct Deposit	Check Date: 08/26/2026	Vendor: PEERYCLIN	Clint Peery	Check Total:	75.00		
Invoice Number	Invoice Date	PO Number	Detail Description		Chart of Account Number		Detail Amount	
FY27-0002	08/27/2026		Phone Reimbursement FY27		100 691 350 0096		75.00	
Check Number: 18044	Check Type: Direct Deposit	Check Date: 08/26/2026	Vendor: SCHMITHOM	Thomas Schmidt	Check Total:	75.00		
Invoice Number	Invoice Date	PO Number	Detail Description		Chart of Account Number		Detail Amount	
FY27-0002	08/27/2026		Phone Reimbursement FY27		100 691 350 0291		75.00	
Check Number: 18045	Check Type: Direct Deposit	Check Date: 08/26/2026	Vendor: THOMAGARY	Gary Thomas	Check Total:	75.00		
Invoice Number	Invoice Date	PO Number	Detail Description		Chart of Account Number		Detail Amount	
FY27-0002	08/27/2026		Phone Reimbursement FY27		100 691 350 0000		75.00	

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 460,386.99

Checking Account: 2 CHILD NUTRITION CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
1587	Check	08/12/2026	IDENTIMETR	IDENTIMETRICS	2,054.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11059	08/01/2026		26-27 Annual Subscription Scanner	290 710 300 0000	2,054.40

Check Number	Check Type	Check Date	Vendor		Check Total
1588	Check	08/26/2026	ALLENTASI	Tasia Allen	102.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Refund -Wesley & Piper Palmer	290 416100	102.40

Check Number	Check Type	Check Date	Vendor		Check Total
1589	Check	08/26/2026	BUNNERIN	Erin Bunn	90.35

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
081126	08/11/2026		Lunch Money Refund Madison/Carson	290 416100	90.35

Check Number	Check Type	Check Date	Vendor		Check Total
1590	Check	08/26/2026	GOLDSTARF	Gold Star Foods	2,936.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3488508	08/11/2026		Food Purchases Oakwood	290 710 450 0497	104.40
3488627	08/11/2026		Food Purchases Oakwood	290 710 450 0497	2,832.32

Check Number	Check Type	Check Date	Vendor		Check Total
1591	Check	08/26/2026	NIESLSIERA	Siera Nieslanik	100.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		Lunch Money Refund - Caleb	290 416100	100.00

Check Number	Check Type	Check Date	Vendor		Check Total
1592	Check	08/26/2026	STOKESMARK	STOKES MARKET PLACE	347.54

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
01-115607	05/18/2026		Dish Brush	290 710 410 0499	2.97
01-115607	05/18/2026		Correction Tape	290 710 410 0499	3.59
01-115607	05/18/2026		Fashion Magnets	290 710 410 0499	2.49
01-115607	05/18/2026		Mineral Oil	290 710 410 0499	5.39
01-115607	05/18/2026		Scrub Brush	290 710 410 0499	5.29
01-115607	05/18/2026		Super Glue	290 710 410 0499	3.99
01-115607	05/18/2026		Mr. Clean	290 710 410 0499	3.99
01-115607	05/18/2026		409 Multicleaner	290 710 410 0499	5.39
01-115607	05/18/2026		Food Purchases Pioneer	290 710 450 0499	23.03
01-224274	08/24/2026		Food Purchases PHS	290 710 450 0096	81.54
02-209593	08/18/2026		Cups	290 710 410 0000	3.79
02-209593	08/18/2026		Water	290 710 410 0000	2.99
02-209593	08/18/2026		Pop	290 710 410 0000	17.54
02-209593	08/18/2026		Plates	290 710 410 0000	2.99
03-196272	05/18/2026		Food Purchases Oakwood	290 710 450 0497	33.93
03-196328	05/18/2026		Food Purchases Oakwood	290 710 450 0497	18.32
03-198465	05/20/2026		Food Purchases	290 710 450 0096	19.74
03-297853	08/24/2026		Masking Tape (2)	290 710 410 0499	6.78
03-297853	08/24/2026		Suction Cup (6)	290 710 410 0499	1.74
03-297853	08/24/2026		Food Purchases Pioneer	290 710 450 0499	19.03

Checking Account: 2 CHILD NUTRITION CHECKING

03-297954	08/24/2026	Mouse Trap	290 710 410 0291	5.98	
03-297954	08/24/2026	Insect/Mouse Trap	290 710 410 0291	2.95	
03-297954	08/24/2026	Food Purchases PJH	290 710 450 0291	74.09	

Check Number: 1593 Check Type: Check Check Date: 08/26/2026 Vendor: LONGHCAND Candy Longhurst Check Total: 152.94

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
072226	07/22/2026		HP Toner	290 710 410 0000	61.89
260818-22-31	08/18/2026		Pizza	290 710 410 0000	91.05

Check Number: 23 Check Type: Direct Deposit Check Date: 08/26/2026 Vendor: LONGHCAND Candy Longhurst Check Total: 152.94

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

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 5,784.35

Preston Joint School District No. 201

Personnel Report

Recommended Hires

Name	Position	Department	Location	FTE
Camphouse, Lee	Paraprofessional	SPED	PJH	0.74
Gutierrez, Idaly	Paraprofessional	Playground	Pioneer	0.49
Lesser, Alicia	Paraprofessional	SPED	PHS	0.74
Lindley, Teresa	Paraprofessional	SPED	Pioneer	0.74
Moedl, Tatjana	Paraprofessional	Playground	Oakwood	0.49
Priestley, Rickie	Paraprofessional	ELL	Oakwood	0.74
Stone, Kristen	Paraprofessional	Title I	Oakwood	0.74
Troumbley, Karise	Paraprofessional	SPED	Oakwood	0.74
Wadman, Caylee	Paraprofessional	SPED	Oakwood	0.74
Winward, Cheyenne	Paraprofessional	Playground	Oakwood	0.49

Recommended Acceptance of Resignation/Termination/Retirement

Name	Position	Department	Location	Resign/Retire	FTE
Krmpotich, Jayden	Paraprofessional	SPED	Pioneer	Resign	0.74

Recommended Acceptance of Change of Assignment

Name	Current Position	Current Location	New Position	New Location	FTE

PRESTON SCHOOL DISTRICT

FEDERAL PROGRAMS MANUAL

IDAHO



Template

Federal Grants Management Procedures for an LEA

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Question: Which sections require written procedures and which sections require written policies? ..... **Error! Bookmark not defined.**

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INTRODUCTION AND OVERVIEW

Introduction

This manual sets forth the policies and procedures used by Preston Joint School District #201 to administer federal funds. The manual contains the internal controls and grant management standards used by the LEA to ensure that all federal funds are lawfully expended. It describes in detail the LEA's financial management system, including cash management procedures, procurement policies; inventory management protocols; procedures for determining the allowability of expenditures; time and effort reporting; record retention; and sub-recipient monitoring responsibilities. New employees of the LEA, as well as incumbent employees, are expected to review this manual to gain familiarity and understanding of the LEA's rules and practices.

Overview

Federal regulations require grantees to use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for federal funds (34 CFR 76.702 and 2 CFR 200.302). Implementing and maintaining a proper accounting system is a fiduciary responsibility associated with receiving a federal award. The acceptance of an award creates a legal duty on the part of the LEA to use the funds or property made available under the award in accordance with the terms and conditions of the grant. The approved grant application itself constitutes an accounting document that establishes the purposes and amount of the awarding agency's obligation to the grantee. In turn, it establishes a commitment by the LEA to perform and expend funds in accordance with the approved grant agreement and the applicable laws, regulations, rules, and guidelines. 2 CFR 200.306(b)

Financial management requirements for Idaho school LEAs are established by the following:

- Local, State and SDE Policies
- Federal Regulations
- Idaho Code
- IDAPA Rules

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- Idaho's Financial Reporting Management System (IFARMS)

IFARMS provides the basis for complete financial and cost accounting, for the development of program budgets, and for the preparation of periodic financial reports. The uniformity of the system will enable small or large school LEAs to fulfill state requirements and give each LEA the flexibility to obtain program and account detail to meet their management needs.

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FINANCIAL MANAGEMENT SYSTEM PROCEDURES

The LEA maintains a proper financial management system in order to receive both direct and state-administered grants and to expend funds associated with a grant award. Certain fiscal controls and procedures must be in place to ensure that all financial management system requirements are met. Failure to meet a requirement may result in the return of funds or termination of the award.

Financial Management Standards

The standards for financial management systems are found at 2 C.F.R. § 200.302. The required standards include:

Identification

The LEA must identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification must include, as applicable, the CFDA title and number, federal award identification number and year, the name of the federal agency, and, if applicable, the name of the pass-through entity.

Financial Reporting

Accurate, current, and complete disclosure of the financial results of each federal award or programs must be made in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

Accounting Records

The LEA must maintain records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest, and be supported by source documentation.

Internal Controls

Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The LEA must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

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"Internal controls" are tools to help program and financial managers achieve results and safeguard the integrity of their program. Internal controls should be designed to provide reasonable assurance that the following objectives are achieved:

- Effectiveness and efficiency of operations;
- Adequate safeguarding of property;
- Assurance property and money is spent in accordance with the grant program and to further the Selected objectives; and
- Compliance with applicable laws and regulations.

Budget Control

Actual expenditures or outlays must be compared with budgeted amounts for each federal award.

Cash Management

The LEA must maintain written procedures to implement the cash management requirements found in EDGAR.

Please see page 21 for these written cash management procedures.

Allowable Costs

The LEA must maintain written procedures for determining the allowability of costs in accordance with EDGAR.

Please see page 13 for these written allowability procedures.

OVERVIEW OF THE FINANCIAL MANAGEMENT/ACCOUNTING SYSTEM

Budgeting

The System used is Software Unlimited. Falet software does procurement and Inventory.

The Budget is developed in the system during the budgeting process in April to june.

(Prior year numbers are used in Budgeting until new numbers are given in the approved Consolidated Plan)

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The funds are maintained in the accounting system using the SDE provided Codes as specified in the IFARMS Manual --- ie: Title I = Fund 251, Title II-A = Fund 271, IDEA Part B = Fund 257, IDEA Part B Preschool = Fund 258.

The School District Business Manager is responsible for maintaining accounting records for all funds, and for completing Grant Reimbursement Requests, and for compiling timely and accurate financial reports.

Purchase orders are completed and approved by Grant Administrators to authorize purchased from the grants. These PO's must be submitted with invoices for payment.

The Planning Phase: Meetings and Discussions

Before Receiving the Grant Award Notice (GAN): Before receiving grant award notice Preston School District, Federal Programs Director, and business manager, hold a planning meeting. In this planning meeting, the following items are discussed to prepare for the budget process:

- Review of prior year budgeting
- Review of prior year programming
- Review of prior year award with information from state on projected awards
- Discussion of future needs and resources

These discussions begin in late Spring and continue as needed, at which point the federal program director and business manger develop a proposal based on the discussions and presents the proposal as needed before submitting to the state agencies.

Reviewing and Approving the Budget:

By June 20th , the federal program director and business manager review the items in the budget to ensure allowability. See Section page 13for a discussion on performing allowability determinations. If the federal program director and business manager determine that a cost is not allowable, then the budget is readjusted.

Once the federal program director and business manager determine that all budgeted items are allowable, the budget is sent to the superintendent and school board for final review and approval. Generally, the budget receives final approval by June 30th.Once the budget is approved, the business manager transfers the final amounts to the district's financial management software.

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After Receiving the GAN

After receiving the GAN, the Preston School District federal programs director meets with the business manager to review the award. During this meeting, the team compares the GAN to the preliminary budget submitted during the application process. If the GAN amount differs, necessary adjustments are made to align the district's planned activities and expenditures with the actual award. In the case of a post-award revision, the same team reconvenes to modify the budget, ensure continued compliance, and, if needed, submit amendments in accordance with state and federal requirements. All decisions are documented and reflected in the district's financial tracking system.

Amending the Budget

If a need arises to amend the budget, the federal programs director, business manager, and any other needed parties will discuss necessary changes. Once approved, the business manager will be responsible for contacting the SEA and taking the appropriate steps to change the budget in the CFSGA and district financial management program.

Budget Control

The LEA monitors its financial performance by comparing and analyzing actual results with budgeted results. Reports are completed and reviewed by the superintendent, federal programs director, and board on a monthly basis to ensure that programs are operating within the adopted budget.

Accounting Records

Accounting records are maintained by the district business office, overseen by the district business manager. Accounting records are reviewed on a monthly basis and audited on a yearly basis to ensure that records are maintained accurately. Journal entries are recorded by the business manager with the approval of the superintendent.

Spending Grant Funds

While developing and reviewing the grant budget, the Business Office should keep in mind the difference between direct costs and indirect costs. All costs charged to a federal grant are classified as either direct or indirect. While developing and reviewing the grant budget and when expending grant funds, program and fiscal staff should keep in mind the difference between

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direct costs and indirect costs as defined in EDGAR and 2 CFR Part 200 the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards (referred to as Part 200). All costs must be properly and consistently identified as either direct or indirect in the accounting system. It is the policy and/or procedure for the LEA to review these costs in the following order to ensure the principles of the award are followed:

While developing and reviewing the grant budget, the Business Office should keep in mind the difference between direct costs and indirect costs.

Direct and Indirect Costs

Determining Whether a Cost is Direct or Indirect: Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. 2 C.F.R. § 200.413(a). Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. 2 C.F.R. § 200. 01. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. 2 C.F.R. § 200.413(a).

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs of Federal awards. Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials, and other items of expense incurred for the Federal award. 2 C.F.R. § 200.413(b). The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency; and
- The costs are not also recovered as indirect costs. 2 C.F.R. § 200.413(c).

Indirect Cost Rate: The State Department of Education, Public School Finance Department calculates and issues the restricted indirect cost rate to those LEAs who request one for one fiscal

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year. Annually, the LEA Business Manager completes the SDE prescribed Indirect Cost Rate Form, and submits the completed form to the Public School Finance Department by February of each year. The Indirect cost rate is issued in the spring to be used for the upcoming school year. Confirm if your LEA applies for the indirect cost rate each year. Our LEA does not apply for the indirect cost rate.

Applying the Indirect Cost Rate: Once the LEA has an approved indirect cost rate, the percentage is multiplied against the actual direct costs (excluding distorting items such as equipment, contracts in excess of $25,000, pass-through funds, etc.) incurred under a particular grant to produce the dollar amount of indirect costs allowable to that award. 34 C.F.R § 75.564; 34 C.F.R. § 76.569. Once the LEA applies the approved rate, the funds that may be claimed for indirect costs have no federal accountability and may be used as if they were non-federal funds. For Direct Grants, reimbursement of indirect costs is subject to the availability of funds and statutory or administrative restrictions. 34 C.F.R. § 75.564.

Where a federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap must include all direct administrative charges as well as any recovered indirect charges.

DETERMINING ALLOWABILITY OF COSTS PROCEDURES

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

When determining how the LEA will spend its grant funds, the LEA staff will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, which are provided in the bulleted list below. The following factors must be considered when making an allowability determination specific to each program.

Necessary and Reasonable

All costs must Be Necessary and Reasonable for the performance of the federal award. The department staff must consider these elements when determining the reasonableness of a cost.

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A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining the reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the SDE or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as sound business practices; arms-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the SDE, its employees, its students, the public at large, and the federal government.
- Whether the LEA significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. 2 C.F.R. §200.404.

While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant program.
- Whether the cost is identified in the approved budget or application.
- Whether there is an educational benefit associated with the cost.
- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses program goals and objectives and is based on program data.

Allocable to the Federal Award

All costs must be Allocable to the federal award. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with

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the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. §200.405. For example, if 50% of an employee's salary is paid with grant funds, then that employee must spend at least 50% of his or her time on the grant program.

Consistent with Policies and Procedures

All costs must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the SDE.

- Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
- Consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

Adequately Documented

All costs must be adequately and properly documented. All costs must be determined in accordance with generally accepted accounting principles (GAAP) unless provided otherwise in Part 200.

Not Included as a Match or Cost-Share

Costs cannot be included as a match or cost-share unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the non-federal entity to contribute a certain amount of non-federal resources to be eligible for the federal program.

Be the net of All Applicable Credits

The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state related to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. §200.406.

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LEA vs Federal and State Cost Guidelines

Federal rules require State/LEA level requirements and policies regarding expenditures to be followed as well. For example, LEA policies relating to travel or equipment may be narrower than the State rules. **The stricter guidance must be followed.**

LEA rules can be found on the Preston School districts website. The LEA adheres to the State/LEA Travel Policies and Procedures as approved by the State Board of Examiners or Preston School District School Board.

Frequent Types of Costs

Travel: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. 2 C.F.R §200.475(a).

The costs must be consistent with the State or LEA's established policy. 2 C.F.R §200.475(b). **The stricter policy must be followed.** The State Department of Education adheres to the State Travel Policies and Procedures as approved by the State Board of Examiners. Reference link http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm

District employees are reimbursed for school-related travel. Mileage is reimbursed at the rate of as set by the Preston school board. Meals are reimbursed for a full day meal allowance at the price set by the school board and can be found on the Preston School District web page. Other travel-related expenses are reimbursed with accompanying receipts. After completing the district-approved travel, employees should complete a travel expense form and submit it to the district office.

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Selected Items of Cost

Part 200 examines the allowability of 56 specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. §§ 200.420-200.476. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Please do not assume that an item is allowable because it is specifically listed in the regulation as it may be unallowable despite its inclusion in the selected items of cost section. The expenditure may be unallowable for a number of reasons, including the express language of the regulation states the item is unallowable; the terms and conditions of the grant deem the item unallowable, or State/local restrictions dictate that the item is unallowable. The item may also be unallowable because it does not meet one of the cost principles. For example, the item is applicable to the grant, but the price is too expensive, which would make the purchase unreasonable, which automatically makes it unallowable. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

LEA personnel responsible for spending federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The LEA must follow these rules when charging these specific expenditures to a federal grant. When applicable, LEA staff must check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, LEA, and program-specific rules may deem a cost as unallowable and LEA personnel must follow those non-federal rules as well. The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	**Citation of Allowability Rule**
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430

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Item of Cost	Citation of Allowability Rule
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages, and other settlements	2 CFR § 200.441
Fundraising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization Costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460

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Item of Cost	Citation of Allowability Rule
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470
Telecommunications and Video Surveillance Costs	2 CFR § 200.471
Termination costs	2 CFR § 200.472
Training and education costs	2 CFR § 200.473
Transportation costs	2 CFR § 200.474
Travel costs	2 CFR § 200.475
Trustees	2 CFR § 200.476

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Individuals with Disabilities Education Act (IDEA) Part B and Preschool along with accompanying program regulations, non-regulatory guidance and grant award notifications.

As a practical matter, the LEA staff should also consider whether the proposed cost is consistent with the underlying needs of the program. For example, program funds must benefit the appropriate population of students for which they are allocated. This means, for instance, that funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for English Learners must only be spent on EL students and cannot be used to benefit non-EL students. Also, funds should be targeted to address areas of weakness, as necessary. To make this determination, the LEA staff should review data when making purchases to ensure that federal funds meet these areas of concern.

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State Department of Education Resources

IDEA Part B
http://www.sde.idaho.gov/sped/funding/

Title I-A Program Guidance
http://www.sde.idaho.gov/federal-programs/basic/index.html

Title II-A Program Guidance
http://www.sde.idaho.gov/federal-programs/teacher/index.html

Title I-C and III-A Program Guidance
http://www.sde.idaho.gov/el-migrant/index.html

Preston School District website
Home - Preston Joint School District #201

Helpful Questions for Determining Whether a Cost is Allowable

This section provides additional helpful questions to ask when determining whether a cost is allowable. Sample language is provided below and should be modified based on the needs and practices of the LEA.

In addition to the cost principles and standards described above, the LEA staff can refer to this section for a useful framework when performing an allowability analysis. In order to determine the allowability of the purchase, it is helpful to ask the following questions:

- Is the proposed cost allowable under the relevant program?
- Is the proposed cost consistent with an approved program plan and budget?
- Is the proposed cost consistent with program specific fiscal rules?
    - For example, the LEA may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources.
- Is the proposed cost consistent with EDGAR?
- Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

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FEDERAL CASH MANAGEMENT PROCEDURES

The LEA will comply with all applicable methods and procedures for payments that minimize the time elapsing between the transfer of funds and disbursement by the LEA, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the LEA receives payment from the Idaho State Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the LEA receives an advance in federal grant funds, the LEA will remit interest earned on the advanced payment annually to the federal agency, including an explanation what the refund is for. The LEA may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

According to guidance from the U.S. Department of Education (ED), when calculating the interest earned on ED grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the LEA.
Interest would not accrue if the LEA uses nonfederal funds to pay the vendor and/or employees prior to the funds being drawn down from the G5 system, commonly known as a reimbursement.

Payment Methods

Reimbursements: The LEA will initially charge federal grant expenditures to nonfederal funds.

The LEA Business Manager will request reimbursement for actual expenditures incurred under the federal grants on a Quarterly basis.

Payment Methods

Reimbursements: The LEA will initially charge federal grant expenditures to nonfederal funds.

The LEA Business Manager will request reimbursement for actual expenditures incurred under the federal grants on a Quarterly basis.

Federal subawards/allocations: All reimbursement requests will be submitted through the Grant Reimbursement Application (GRA) electronically.

GRA portal: https://apps.sde.idaho.gov/GrantReimbursement/

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The State Department of Education will process reimbursement requests received on or before the 10th of the month and the 24th of the month and will be paid by the 11th and 25th of the month, accordingly. Some funding will require the completion of traditional paper invoices or separate reimbursement requests. GRA requests or invoices (whichever applies) are submitted to the State Department of Education. All reimbursements are based on actual disbursements, not on obligations.

Consistent with state and federal requirements, the LEA will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for State Department of Education review upon request. Reimbursements of actual expenditures do not require interest calculations.

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TIMELY OBLIGATION OF FUNDS

When Obligations are Made

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period. The following table illustrates when funds are determined to be obligated under federal regulations:

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If the obligation is for:	The obligation is made:
Acquisition of property	On the date which the LEA makes a binding written commitment to acquire the property
Personal services by an employee of the LEA	When the services are performed
Personal services by a contractor who is not an employee of the LEA	On the date which the LEA makes a binding written commitment to obtain the services
Public utility services	When the LEA receives the services
Travel	When the travel is taken
Rental of property	When the LEA uses the property
A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E- Cost Principles.	On the first day of the project period

34 C.F.R. § 75.707; 34 C.F.R. § 76.707.

Period of Performance of Federal Funds

State-Administered Grants *(Grants that are received through the pass-through agency such as State Department of Education)*

All obligations must occur on or between the beginning and ending dates of the grant project. 2 C.F.R. § 200.309. This period of time is known as the period of performance. 2 C.F.R. § 200.01. The period of performance is dictated by statute and will be indicated in the GAN. Further, certain grants have specific requirements for carryover funds that must be adhered to.
State-Administered Grants (also known as pass-through grants) are available for 27 months.

The period of availability is 27 months. Federal education grant funds are typically awarded on **July 1 of each year.** This maximum period includes a 15-month period of initial availability, plus a 12-month period for carryover 34 C.F.R. § 76.709. For example, funds awarded on July 1, 2021, would remain available for obligation through September 30, 2023. The following grants have the period of availability of 27 months:

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Grants under the Individuals with Disabilities Education Act (IDEA)

- IDEA Part B
- Preschool

Grants under Every Student Succeeds Act (ESSA)

- Title I, Part A - Improving Basic Programs
- Title I, Part A (Sec. 1003) - School Improvement
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or at Risk
- Title II, Part A - Supporting Effective Instruction
- Title III - Language Instruction for English Learners and Immigrant Students
- Title V-B – Rural Education Initiative
- Title IX-A: Homeless Children & Youths

Grants under other Acts

- Coronavirus Aid, Relief & Economic Security (CARES) Act – ESSER I
- Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act – ESSER II
- American Rescue Plan (ARP) Act – ESSER III
- American Rescue Plan (ARP) Act – ECHY
- American Rescue Plan (ARP) Act – IDEA PART B

For both state-administered and direct grants, regardless of the period of availability, the LEA must liquidate all obligations incurred under the award not later than 90 days after the end of the funding period unless an extension is authorized. 2 C.F.R. § 200.344(b). Any funds not obligated within the period of availability or liquidated within the appropriate timeframe are said to lapse and must be returned to the awarding agency. 2 C.F.R. § 200.344(d). Consequently, the LEA closely monitors grant spending throughout the grant cycle.

Carryover

State-Administered Grants (also known as pass-through grants): As described above, the Tydings Amendment extends the period of availability for applicable state-administered program funds. Essentially, it permits recipients to "carryover" any funds left over at the end of

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the initial 15-month period into the next year. These leftover funds are typically referred to as carryover funds and continue to be available for obligation for an additional 12 months. 34 C.F.R. § 76.709. Accordingly, the LEA may have multiple years of grant funds available under the same program at the same time. Carryover limitation depends on program requirements:

Program	**Maximum Percent of Total Allocation**
Title I-A Basic Program	15%*
Title I-C Migrant Program	15%, reasonable and necessary
Title II-A Improving Teacher Quality	25%, reasonable and necessary
Title III-A English Language Acquisition	25%, reasonable and necessary
Title IV-A Student Support and Academic Enrichment	25%, reasonable and necessary
Title V-B Rural and Low Income	25%, reasonable and necessary
Title I School Improvement (Section 1003)	15%
IDEA Part B	>10% will require justification

**ESSA Sec. 1127 (c) EXCLUSION.—The percentage limitation under subsection (a) shall not apply to any local educational agency that receives less than $50,000 under this subpart for any fiscal year.

Carryover Procedures

For all applicable grants, the carryover certification/verification is part of the grant application process. The State Department of Education (SDE) requires that each LEA calculate the amount of funds to be carried from one school year to the next and include the carryover amount in the current school year's budget. Each LEA must apply for funding to the SDE to receive Federal grants at the LEA level. The calculation of the carryover amount is part of the plan and budget.

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Preliminary carryover amount is estimated by the LEA upon each Federal application submission. When final allocations are available, the LEA will adjust the budgets to align the final allocation amount with the internal budget, as well as reflect the actual carryover amount as of September 30th.

Excess Carryover for ESSA grants only: Should an LEA exceed the carryover limitation and be ineligible for a waiver, the amount that has been exceeded reverts back to the State.

Waiver: The LEA may waive the carryover limitation if the State Department of Education determines that the request of an LEA is reasonable and necessary.

Program	How often can a waiver be requested?
Title I-A Basic Program	Once every three years
Title I-C Migrant Program	Waived with exception per occurrence
Title II-A Improving Teacher Quality	Waived with exception per occurrence
Title III-A English Language Acquisition	Waived with exception per occurrence
Title IV-A Student Support and Academic Enrichment	Waived with exception per occurrence
Title V-B Rural and Low Income	Waived with exception per occurrence
Title I School Improvement (Section 1003)	Once every three years

The waiver is submitted through the comment section of the Consolidated Federal and State Grants Application. Narrative explanation:

- ✓ WHY the LEA has the excess carryover
- ✓ The plan to expend the funds in the coming year, to avoid the excess carryover in the future

Program Income

Program Income does not apply to Preston School District at this time

Definition

Program income means gross income earned by a grant recipient that is directly generated by a

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supported activity or earned as a result of the federal award during the grant's period of performance. 2 C.F.R. § 200.01

Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. Interest earned on advances of federal funds is not program income. Except as otherwise provided in federal statutes, regulations, or the terms and conditions of the federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. 2 C.F.R. § 200.01. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the federal award or federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income. 2 C.F.R. § 200.307.

Use of Program Income

The default method for the use of program income for the LEA is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the LEA is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The LEA may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2).

While the deduction method is the default method, the LEA always refers to the GAN prior to determining the appropriate use of program income.

PROCUREMENT SYSTEM PROCEDURES

Overview

Procurement involves the planning that goes into purchasing food, supplies, goods, and services. In terms of federal programs (such as Child Nutrition, Education grants under ESSA, IDEA Part B and Preschool), the LEAs must comply with federal procurement standards found in

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2 CFR Part 200, as well as any additional applicable state and local procurement regulations (which may be more restrictive than federal standards). The LEA must follow whichever regulations are the most restrictive. These standards are meant to prevent fraud, waste, and program abuse. Policy can be found on the district webpage.

Competition requirements are addressed in 2 CFR 200.319 and outline that all procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and 2 CFR 200.320. In particular, noncompetitive procurement can only be awarded in 2 CFR accordance with 200.320(c).

Methods of Procurement 2 CFR 200.320

LEAs must have and use documented procurement procedures for the following methods:

Informal Procurement Methods (2 CFR 200.320 (a)) may be used when the value does not exceed $250,000 or a lower threshold established by a non-federal entity. The purpose of this procedure is to expedite completion and minimize administrative burden and cost.		
Citation/ Threshold	**CFR Reference**	**Description**
Micro Purchase $0 to $10,000 2 CFR 200.320 (a)(1); 2 CFR 200.1;	• Distribution. "To the maximum extent practicable, the non-federal entity should distribute … among qualified suppliers." • Awards. May be awarded without price or rate quotes if nonfederal entity "considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly." • Thresholds. Determined and documented by grantee, based on internal controls, risk, and procedures. Authorized by	Micro-Purchases To the extent practicable, the LEA distributes micro-purchases equitably among qualified suppliers. Micro-Purchases may be awarded without soliciting competitive quotations if the LEA considers the price to be reasonable. The LEA maintains evidence of this reasonableness in records of all micro-purchases. Even though the quotes are not required, the best practice is to receive/search/review at least three quotes. Capital Objects Capital Object above $5,000 require prior approval by the SDE (usually, via grant application: i.e. CFSGA, IDEA Part B, SWIP) Best Practices or LEA policy

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	state, local laws. May be higher than threshold in FAR ($10,000). • Nonfederal entity may self-certify threshold up to $50,000, if: • Low-risk auditee for most recent audit (200.520) • Annual internal institutional risk assessment to identify, mitigate and manage financial risks; or • For public institutions, a higher threshold consistent with state law • Over $50,000, must have approval of cognizant agency indirect costs	Note: The Federal minimum requirement is up to $10,000; however, it is considered to be a good practice to implement a strong internal control over compliance requirements which allows maintaining accountability over purchased assets (2 C.F.R. § 200.1. For example, any capital outlay purchased by the LEA including those of durable goods (e.g. furniture, electronics) with a unit cost less than $10,000 but over $250 is approved by the appropriate financial staff member before the purchase is made by the LEA. Electronic devices are to be purchased in coordination with IT.
Small Purchase $10,001-$49,999 2 CFR 200.320 (a)	• Used when for purchases greater than micro-purchase threshold, but less than simplified acquisition threshold ($250,000). • Price or rate quotations from "adequate number of qualified sources" as determined appropriate by non-federal entity • Thresholds. Established based on internal controls, risk and procedures, and documented. Cannot exceed the threshold in FAR ($250,000), but may be lowered.	<u>Small Purchase Procedures</u> No sealed bids, but quotations are obtained from at least two numbers of qualified sources - we suggest three, but if there are not that many in the area, then two will suffice. If small purchase procedures are used, verbal price or rate quotations must be obtained from an adequate number of qualified sources. Document all verbal responses.
$50,000-$99,999 IC 67-2806 (1)		<u>Semi-Formal bidding</u>

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		Issue written requests for bids describing goods or services desired to at least three vendors. Allow three days for a written response, unless an emergency exists; one day for objections.

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Formal Procurement Methods (2 CFR 200.320 (b)) may be used for purchases that exceed small purchase threshold ($250,000, or lower, if set by the non-federal entity). These purchases require documented procedures and public advertising		
Competitive Sealed Bids and Competitive Proposals $100,000 and above 2 CFR Part 200.319 2 CFR Part 200.320 IC 67-2806 (2) Idaho requirements.	(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.	Formal bidding Publish notice at least two weeks in advance of bid opening. Make bid specifications available; written objections allowed. May request bid security/bond. All bids will be publicly opened at the time and place prescribed in the invitation for bids. A firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bid, is the lowest in price. Any or all bids may be rejected if there is a sound documented reason.
Noncompetitive Proposal (2 CFR 200.320 (c)) are only appropriate when:		
• Micro-purchases • The item is only available from a single source; • There is a public emergency for the requirement that will not permit delay resulting from publicizing a competitive solicitation; • The Federal awarding agency or pass-through expressly authorizes noncompetitive procurement in response to a written request from non-Federal entity; or • After soliciting a number of sources, competition is determined inadequate.		

Purchases over $100,000

Sealed Bids (Formal Advertising): For purchases over $100,000, bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction services if the following conditions apply:

- A complete, adequate, and realistic specification or purchase description is available;

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- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for the state, local, and tribal governments, and the invitation for bids must be publicly advertised;
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- A firmly fixed-price contract award must be made in writing to the lowest responsive and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

Competitive Proposals: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- Proposals must be solicited from an adequate number of qualified sources; and
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The LEA may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

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For a description of the district bidding procedures, please reference district policy.

Contract/Price Analysis: The LEA performs a cost or price analysis in connection with every procurement action in excess of $100,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, the Business manager must come to an independent estimate prior to receiving bids or proposals. 2 C.F.R. § 200.324(a). The district follows board policy and state laws for bidding procedures.

When performing a cost analysis, the Business Manager or designee negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. 2 C.F.R. § 200. 324(b).

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the LEA; or

After solicitation of a number of sources, competition is determined inadequate.

Oversight of sole sourcing is performed by the district superintendent and reported to the school board.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $100,000.

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Domestic preferences for procurements

2 CFR 200.322 provides for the domestic preference for procurement. “To the greatest extent practicable” must provide a preference for the purchase of goods and materials produced in the U.S. This must include this section in all subawards, contracts and purchase orders.

Purchase Cards (LEA-Issues Credit Cards)

Please reference district policy.

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

EDGAR further requires the following to ensure adequate competition.

Geographical Preferences Prohibited

The LEA must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an

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appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Prequalified Lists

The LEA must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the LEA must not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

The LEA must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of the procurement. The specific features of the named brand which must be met by offers must be clearly stated, and identify all requirements which the offers must fulfill and all other factors to be used in evaluating bids or proposals. 2 C.F.R § 200.319(c).

Federal Procurement System Standards

Avoiding Acquisition of Unnecessary or Duplicative Items

The LEA must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis must be made of leases versus purchase alternatives, and another other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Please see page 13 for written procedures on determining allowability.

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Use of Intergovernmental Agreements

To foster greater economy and efficiency, the LEA enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Use of Federal Excess and Surplus Property

The LEA considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The LEA awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.

The LEA may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the LEA verifies that the vendor with whom the LEA intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The district business manager and superintendent are responsible for verification of these criteria.

Maintenance of Procurement Records

The LEA must maintain records sufficient to detail the history of all procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Please see page 41 for more information on the LEA's record policies.

Time and Materials Contracts

The LEA may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the

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LEA is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the LEA must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The LEA alone is responsible, in accordance with the good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the LEA of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The LEA maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

Conflict of Interest Requirements

Standards of Conduct

In accordance with 2 C.F.R. §200.318(c)(1), the LEA maintains the following standards of conduct covering conflict of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the LEA may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the gift is an

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unsolicited item of nominal value. Nominal value is defined as not exceeding the monetary value of $50.00 per year.

“Business” means any undertaking operated for economic gain, including, but not limited to, a corporation, partnership, trust, proprietorship, firm, association, or joint venture.

“Business with which a public official is associated” means any business of which the public official or member of his household is a director, officer, owner, partner, employee or holder of stock over five thousand dollars ($5,000) or more at fair market value.

“Conflict of interest” means any official action or any decision or recommendation by a person acting in a capacity of a district board member or employee, the effect of which would be the private pecuniary benefit of the board member, a member of his or her household, a relative, or a business with which the board member or district employee, a member of his or her household, or a relative is associated.

“Members of a household” means the spouse and dependent children of the board member or district employee and/or persons whom the board member or district employee is legally obligated to support.

“Official action” means any decision on, or proposal, consideration, enactment, defeat, or making of any rule, regulation, rate-making proceeding or policy action or non-action by the board or any other policy matter which is within the official jurisdiction of the board.

“Relative” means as a person related to the board member or district employee by blood or marriage within the second degree.

“Remote interest” means an interest of a board member in a contract that is of: (i) a non-salaried officer of a non-profit corporation; (ii) an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary; (iii) a landlord or tenant of a contracting party; or (iv) a holder of less than one percent (1%) of the shares of a corporation or cooperative which is a contracting party.

“Spouse” means a board member or district employee’s husband or wife by lawful marriage.

It is unlawful for any board member or district employee to have pecuniary interest, directly or indirectly, in any contract or other transaction pertaining to the maintenance or conduct of the district or to accept any reward or compensation for services rendered as a board member except

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as otherwise provided by law. It is also unlawful for any board member or district employee to be a purchaser at any sale or a vendor at any purchase made by the board member or district employee in his/her official capacity.

The receiving, soliciting, or acceptance of district monies for deposit in any bank or trust company, or the lending of money by any bank or trust company to any district, will not be deemed to be a contract pertaining to the maintenance or conduct of the district. The board's payment of compensation to any bank or trust company for services rendered in the transaction of any banking business with the board will also not be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company.

Board members and district employees must disclose any actual or potential conflict of interest before taking official action, or making a formal decision or formal recommendation in any matters in which the effect would be the private pecuniary gain of the board member or district employee, a spouse, a relative, a dependent, or any person the board member or district employee is obligated to support or a business association of any such person. Disclosure of a conflict by a board member does not affect the board member's or district employee's authority to be counted for purposes of determining a quorum and to debate and vote on the matter, unless the board member requests to be excused from debate and voting at his or her discretion.

It is unlawful for a board member or district employee to be interested in any contract made by him/her in his/her official capacity, or for the board to enter into or execute any contract with a board member, or his or her spouse or relative, where the terms of said contract requires or will require the payment or delivery of any district funds, money, or property to such board member or district employee, or his or her spouse or relative, unless the contract meets the requirements set forth in Idaho Code §§18-1361, 18-1361A or 74-502, and this policy.

Disciplinary Actions

A board member or district employee who violates any of the conflict of interest policies set forth herein may be guilty of a civil offense as provided in Idaho Code or a misdemeanor as provided in Idaho Code.

Mandatory Disclosure

Upon discovery of any potential conflict, the LEA will disclose in writing the potential conflict to the federal awarding agency in accordance with applicable federal awarding agency policy.

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Contract Administration

The LEA maintains the following oversights to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The district superintendent or designee is responsible for all contracts, agreements, and purchases relative to federal programs in the district. The district business manager will be responsible for certifying that all purchases and contracts are carried out as specified.

PROPERTY MANAGEMENT SYSTEMS PROCEDURES

Property Classifications

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or $5,000. 2 C.F.R. §200.1.

Supplies means all tangible personal property other than those described in §200.1 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the LEA for financial statement purposes or $5,000, regardless of the length of its useful life. 2 C.F.R. §200.1.

Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.1.

Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.1.

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Inventory Procedure

A physical inventory of all fixed assets (equipment, materials, supplies, and real property) owned by the district will be maintained and updated yearly by the superintendent or designee.

Inventories are done at the individual schools. The records are kept at the schools. The lunch room employees are responsible for making an inventory of supplies and equipment in each school lunch room.

"Fixed asset" means property that is tangible in nature, including real property, buildings improvements, and equipment.

Fixed assets shall be acquired, maintained, used, and disposed of consistent with district policies and all applicable laws and regulations.

Fixed assets with a cost of $20,000 or greater will be depreciated using the straight-line depreciation for financial reporting. The useful life of an asset will be based on current industry standards.

Materials received designated as equipment will be tracked as property of Preston School District. Additionally all computing devices will be tracked. Supervisors of the receiving organization are responsible for tagging.

Inventory Records

For each equipment and computing device purchased with federal funds, the following information is maintained:

- Serial number or other identification numbers;
- Source of funding for the property;
- Who holds title;
- Acquisition date and cost of the property;
- Percentage of federal participation in the project costs for the federal award under which the property was acquired;
- Location, use, and condition of the property; and
- Any ultimate disposition data including the date of disposal and sale price of the property.

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The superintendent or designee is responsible for adjusting inventory records in the event the property is sold, lost or stolen, or cannot be repaired.

Physical Inventory

A physical inventory of the property must be taken and the results reconciled with the property records at least yearly.

At least yearly, a physical inventory will be taken of all equipment purchased with federal dollars in Preston School District. A representative from the district office or designee will generate current inventory listings and work with each employee to verify those items for which the employee is responsible.

Maintenance of Equipment

In accordance with 2 C.F.R.313(d)(4), the LEA maintains adequate maintenance procedures to ensure that property is kept in good condition.

All technology is maintained by the district technology director. All other equipment is maintained by the district maintenance department.

Lost or Stolen Items

The LEA maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

District property purchased with federal dollars may be transferred between school buildings, but should not be take off-site. If equipment is lost, stolen or damaged, it should be reported to the building supervisor and a report delivered to the superintendent. Local police may be involved if deemed appropriate

Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the LEA will not encumber the property without prior approval of the federal awarding agency and the pass-through entity.

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During the time equipment is used on the project or program for which it was acquired, the equipment will also be made available for use on other projects or programs currently or previously supported by the federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the federal awarding agency that financed the equipment. Second preference is given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally funded programs or projects is also permissible.

When no longer needed for the original program or project, the equipment may be used in other activities supported by the federal awarding agency, in the following order of priority: (1) activities under a federal award from the federal awarding agency which funded the original program or project; then (2) activities under federal awards from other federal awarding agencies.

Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, Federal program director or designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of $5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than $5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the LEA may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

If property is valued at over $100 the district business manager or designee will advertise the sale of the equipment and conduct an auction or silent bids to get the greatest value from the equipment sale

State references: The State of Idaho Board of Examiners - State Personal Surplus Property Policy and Procedures http://www.sco.idaho.gov/

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WRITTEN TIME AND EFFORT PROCEDURES

Time and Effort Requirements/Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. This also includes full and part-time employees, stipends for employees administering federal programs, and substitute teachers. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. According to 2 CFR 200.430(i)(1), these records must:

1. Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. This includes verification through (electronic) signatures and documentation from individuals with first-hand knowledge incorporated into official records;
    a. This required Time & Effort Policies & Procedures as required under ED's Cost Allocation Guide
        i. Completion of time and attendance reporting
        ii. Required approval cycle (for example, bi-weekly approval through payroll processing)
        iii. Charging of personnel expenditure to federal awards
        iv. Internal review process to ensure effective controls
3. Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
    a. Budgeted estimates do not qualify but may be used for interim accounting purposes if the estimates are reasonable, identified to related work in a timely manner, and after-the-fact review procedures are in place
4. Encompass both federally assisted and all other activities compensated by the LEA on an integrated basis; as Time & Effort reporting is "looking back" process, reported hours need to cover 100% of the employee's time, regardless of full-time vs. part-time work status
5. Comply with the established accounting policies and practices of the LEA and
6. Support the distribution of the employee's salary or wages among specific activities or costs objectives.
    a. According to 2 CFR 200.1 a cost objective is a program, function, or activity for which cost data are desired, for example administrative costs.
    b. Costs should be allocated to the projects based on proportional benefit, if costs benefit two or more projects

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All necessary adjustments must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated (2 CFR 200.430(i)(1)(viii)(C).

Reconciliation and Closeout Procedures Requirements/Standards

Because all employee compensation charges must be consistent with a subgrantee's established policies it is important for subgrantees to ensure their human resources policies are up-to-date and carefully followed.

The LEA has a written procedure for describing time and effort requirements.

a) The LEA has a written process to include type of documentation maintained and what the requirements are for the documentation, such as who has to sign the documentation, how often the certifications are completed, whether the certifications are completed on paper or electronically, if the certification is reviewed by a supervisor, timeframe for reviewing the certification, and sample certifications, and
b) A description of the close-out procedure that is conducted at the end of the fiscal year addressing that the certifications are annually collected and reviewed for accuracy and appropriate signatures and dates.

2. The LEA has a written process to reconcile actual costs to budgeted distributions.

a) Multi-funded payroll charges must match the actual distribution of time recorded on the monthly certification documents.
b) Fully federally funded (100%) payroll charges can be documented semi-annually.

Budget estimates may be used for interim accounting purposes; however, there is a requirement to identify and enter into the records in a timely manner any significant changes in the corresponding work activity. There must be a system of internal controls to review after-the-fact interim charges made to a Federal award based on budget estimates. All necessary adjustments must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated. The process description should include:

a) The position/office that performs the reconciliation
b) How often the reconciliation is completed (recommend at least quarterly)
c) The difference between the actual costs and budgeted distributions before adjustments are made (recommend annual adjustments only if the quarterly comparisons show the differences between budgeted amounts and actual costs are less than 10%; and the budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

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3. The LEA has a written procedure for an employee that is separating service from the LEA that addresses when the employee is required to submit final certification.

4. The LEA has a written procedure for an employee that is separating service from the LEA that addresses when the employee is required to submit final certification.

Employee Exits Standards

For an employee that is separating his or her services with the LEA. The employee will complete the required paperwork to the Human Resources Department. The HR department will verify the final paperwork as complete and notify the Business Office of completion prior to the issuance of the final pay check.

Example of Written Time and Effort Procedures for LEA #201

All charges to payroll for personnel who work on one or more federal programs or cost objectives are based on one of the following, depending on the circumstances:

1. **Semi-annual certification:** (single cost objective 100%)
2. **Personnel Activity Reports (PARs):** (multiple cost objectives)
3. **Substitute system:** (multiple cost objectives with a predetermined, set schedule.)

1. **Semi-annual certification - applies to employees who do one of the following:**
   - Work 100% of their time on a single grant program and/or single cost objective.
   - Work 100% of their time in administering one program such as a Federal Programs Director who administers only one program.
   - Work 100% of their time under a single cost objective funded from eligible multiple funding sources.

These employees are not required to maintain time-and-effort records if their job description clearly shows that the employee is assigned 100% to the program or single cost objective. Each employee must certify in writing, at least semi-annually, that he/she worked solely on the program or single cost objective for the period covered by the certification. The certification is signed by the employee or by the supervisor having first-hand knowledge. Charges to the grant must be supported by these semi-annual certifications. The semi-annual certification is executed after the work has been completed, and not before. The semi-annual certifications are maintained by the Human Resources Department of the LEA.

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Examples of the LEA employees who work on a "single cost objective"
An LEA supports an elementary school teacher with local funds but pays her with Title I, Part A funds to provide after-school tutoring for low-achieving students. Although the teacher could not be paid with Title I, Part A funds to provide elementary education in general, the portion of her time spent on after-school tutoring is easily separated from her teaching position by her schedule. Accordingly, the teacher's after-school tutoring is a single cost objective and she need only file a semiannual certification for the time she works in the after-school program supported by Title I, Part A funds.

2. Personnel Activity Reports (PAR) - Time and effort report apply to employees who do one of the following:

- Do not work 100% of their time on a single grant program and/or single cost objective
- Work under multiple grant programs or multiple cost objectives

These employees are required to maintain time-and-effort records or) to account for their time under a substitute system. Employees must prepare time-and-effort summary reports monthly (recommended) to coincide with pay periods. Such reports must reflect an after-the-fact distribution of the actual time spent on each activity and must be signed by the employee. These reports are submitted monthly (recommended) to the LEA's Payroll Department.

3. Substitute System (multiple cost objectives with fixed schedule)
Only eligible employees participate in the substitute system. To qualify for this substitute system in lieu of traditional PARs, the employee must work on multiple activities or cost objectives (i.e., more than one federal grant award) based on a **predetermined, set schedule**. Most likely it is applicable to classroom teachers or instructional aides. The certification is signed by the employee or by the supervisor having first-hand knowledge. Documented employee work schedule must include sufficient controls to ensure that the schedules are accurate.

To be eligible to document time and effort under the substitute system, employees must:

- Currently, working on a schedule that includes multiple activities
- Work on specific activities or cost objectives based on a predetermined schedule; and
- Not work on multiple activities or cost objectives at the exact same time on their schedule

Employee schedules must:

- Indicate the specific activity or cost objective
- Account for the total hours
- Be certified at least semiannually and signed by the employee or a
- Any significant revisions to an employee's established schedule must be documented
- The effective dates of any changes must be clearly indicated in the documentation provided

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Federal rules require LEAs to submit a management certification form to the SDE before eligible employees participate in the substitute system. C.F.R 200.430 (5)(i). The form is included in this document.

Reconciliation and Closeout Procedures

It is critical for payroll charges to match the actual distribution of time recorded on the monthly certification documents. Grantees may initially charge payroll costs based on budget estimates. Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed.

If using budget estimates, the LEA will periodically, at least quarterly, reconcile payroll charges to the actual time and effort reflected in the employees' time-and-effort records.

- If the difference between the actual and budgeted amounts is 10% or greater:
  The LEA will adjust its accounting records at least quarterly

- If the reconciled difference is less than 10%:
  The LEA will adjust the accounting records at least annually

But in both cases, the accounting records will be adjusted to reflect actual time-and-effort records.

Employee Exits

For an employee that is separating his or her services with the LEA. The employee will complete the required paperwork and submit his or her final certification or time-and-effort report to the Human Resources Department. The HR department will verify the final paperwork as complete and notify the Business Office of completion prior to the issuance of the final paycheck

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Examples: Time and Effort Documentation

Type of certification (Semi-Annual) SAMPLE

_X_ Semi-annual *(single cost objective 100%)*

___Personal Activity Report (PAR) *(multiple cost objectives)*

___Substitute System *(multiple cost objectives with predetermined, set schedule)*

Type of Schedule:
___ Daily
___Weekly
___ Biweekly
__ Other: _____

Employee and Position:

Reporting Period:

Cost Objective (program activity)	**Fund Code -Program Function Code**	**Program**	**Distribution of Time (percentage or hours)**
Elementary School Teacher	251-500	Title I-A	100%

Employee's Signature and Date _____

I hereby certify this report is an accurate representation of the total activity during the period indicated.

Reviewed by supervisor: _____ Date

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Type of certification Personnel Activity Report (PAR) EXAMPLE

___ Semi-annual *(single cost objective 100%)*

_X_ Personnel Activity Report (PAR) *(multiple cost objectives)*

___Substitute System *(multiple cost objectives with predetermined, set schedule)*

Type of Schedule:
___Daily
___Weekly
___ Biweekly
___ Other: _____

Employee and Position:

Reporting Period:

Cost Objective (program activity)	**Fund Code -Program Function Code**	**Program**	**Distribution of Time (percentage or hours)**
Federal Programs Director	251-500	Title I-A	41%
Federal Programs Director	257-500	IDEA Part B	14%
Programs Director	100-500	Non-Federal	45%
Total			100%

Employee's Signature and Date _____

I hereby certify this report is an accurate representation of the total activity during the period indicated.

Reviewed by supervisor: _____ Date

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Type of certification Personnel Activity Report (Substitute) EXAMPLE

___ Semi-annual *(single cost objective 100%)*

___ Personnel Activity Report (PAR) *(multiple cost objectives)*

_X__ Substitute System *(multiple cost objectives with predetermined, set schedule)*

Type of Schedule:
___ Daily
___Weekly
___ Biweekly
__ Other: _____

Employee and Position:

Reporting Period:

Cost Objective (program activity)	**Fund Code -Program Function Code**	**Program**	**Distribution of Time (percentage or hours)**
Instructional Assistant	251-500	Title I-A	50%
Instructional Assistant	257-500	IDEA Part B	25%
Instructional Assistant	100-500	Non-Federal	25%
Total			100%

Employee's Signature and Date _____

I hereby certify this report is an accurate representation of the total activity during the period indicated.

Reviewed by supervisor: _____ Date

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Attachments (for substitute systems only) EXAMPLE

2021-2022 SCHOOL YEAR SCHEDULE

Employee: Jane Doe

Position: Instructional Assistant

School: Lincoln Elementary

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30 Consult with staff regarding Title I students/curriculum	*8:00-8:30* Consult with staff regarding Title I students/curriculum	*8:00-8:30* Consult with staff regarding Title I students/curriculum	*8:00-8:30* Consult with staff regarding Title I students/curriculum	*8:00-8:30* Consult with staff regarding Title I students/curriculum
8:30-8:45 Break	*8:30-8:45* Break	*8:30-8:45* Break	*8:30-8:45* Break	*8:30-8:45* Break
8:45-9:15 Special ed. support	*8:45-9:15* Special ed. support	*8:45-9:15* Special ed. support	*8:45-9:15* Special ed. support	*8:45-9:15* Special ed. support
9:15-10:00 Small group reading	*9:15-10:00* Small group reading	*9:15-10:00* Small group reading	*9:15-10:00* Small group reading	*9:15-10:00* Small group reading
10:00-10:30 Small group math	*10:00-11:00* 2nd-grade Title I reading/math	*10:00-10:30* Small group math	*10:00-11:00* 2nd-grade Title I reading/math	*10:00-10:30* Small group math
10:30-11:00 2nd-grade Title I reading/math		*10:30-11:00* 2nd-grade Title I reading/math		*10:30-11:00* 2nd-grade Title I reading/math
11:00-11:30 Lunch Break	*11:00-11:30* Lunch Break	*11:00-11:30* Lunch Break	*11:00-11:30* Lunch Break	*11:00-11:30* Lunch Break
11:30-11:45 Individual special ed. student catch-up	*11:30-11:45* Individual special ed. student catch-up	*11:30-11:45* Individual special ed. student catch-up	*11:30-11:45* Individual special ed. student catch-up	*11:30-11:45* Individual special ed. student catch-up
11:45-12:35 Small group math	*11:45-12:35* Small group math	*11:45-12:35* Small group math	*11:45-12:35* Small group math	*11:45-12:35* Small group math
12:35-1:05 Small group writing	*12:35-1:05* Small group writing	*12:35-1:05* Small group writing	*12:35-1:05* Small group writing	*12:35-1:05* Small group writing
1:05-1:20 Break	*1:05-1:20* Break	*1:05-1:20* Break	*1:05-1:20* Break	*1:05-1:20* Break
1:20-1:40 Title I prep	*1:20-1:40* Title I prep	*1:20-1:40* Title I prep	*1:20-1:40* Title I prep	*1:20-1:40* Title I prep
1:40-2:30 First-grade Title I reading/math	*1:40-2:30* First-grade Title I reading/math	*1:40-2:30* First-grade Title I reading/math	*1:40-2:30* First-grade Title I reading/math	*1:40-2:30* First-grade Title I reading/math
2:30-3:30 Title I lesson planning and student learning plan follow-up	*2:30-3:00* Title I lesson planning *3:00-3:30* Bus duty	*2:30-3:30* Title I lesson planning and student learning plan follow-up	*2:30-3:00* Title I lesson planning *3:00-3:30* Bus duty	*2:30-3:30* Title I lesson planning and student learning plan follow-up

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Example: LEA MANAGEMENT CERTIFICATION (for substitute system)
LEA Name & #:

State educational agencies (SEAs) are authorized to approve local educational agencies (LEAs) to use a substitute system for time-and-effort reporting in accordance with the following guidelines. In permitting an LEA to use the substitute system, the SEA must obtain from the LEA a management certification certifying that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Complete the form below and email this form to **ESSAandSPED@sde.idaho.gov.**

System Guidelines

(1) To be eligible to document time and effort under the substitute system, employees must:
   a. Currently, working on a schedule that includes multiple activities or cost objectives that must be supported by monthly personnel activity reports;
   b. Work on specific activities or cost objectives based on a predetermined schedule; and
   c. Not work on multiple activities or cost objectives at the exact same time on their schedule.

(2) Under the substitute system, **in lieu of personnel activity reports**, eligible employees may support the distribution of their salaries and wages through documentation of an established work schedule that meets the standards under section (3). An acceptable work schedule may be in a style and format already used by an LEA.

(3) Employee schedules must:
   a. Indicate the specific activity or cost objective that the employee worked on for each segment of the employee's schedule;
   b. Account for the total hours for which each employee is compensated during the period reflected on the employee's schedule; and
   c. Be certified at least semiannually and signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee.

(4) Any revisions to an employee's established schedule that continue for a prolonged period must be documented and certified in accordance with the requirements in section (3). The effective dates of any changes must be clearly indicated in the documentation provided.

(5) Any significant deviations from an employee's established schedule, that require the employee to work on multiple activities or cost objectives at the exact same time, including but not limited to lengthy, unanticipated schedule changes, must be documented by the employee using a personnel activity report that covers the period during which the deviations occurred.

The LEA discloses the following known deficiencies with the system or known challenges with implementing the substitute system (if applicable):

I certify that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Superintendent/Authorized Signature and Date:

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RECORD KEEPING

Record Retention

The LEA maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The LEA also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

The State Department of Education hereby recommends that the LEAs maintain five years and one audit year to comply for their record retention schedule for all federal fiscal and programmatic records, which is a total of six (6) years.

The State Department of Education follows the state's policy as set in the Human Resource Records Retention Schedule of the Records Management Guide which can be found at https://history.idaho.gov/wp-content/uploads/2018/08/Board_and_Commission_Records_Book_0.pdf

Collection and Transmission of Records

Paper copies of all required records are kept at the district office.

Access to Records

The LEA provides the awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives the right of access to any documents, papers, or other records of the LEA which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the LEA's personnel for the purpose of interview and discussion related to such documents.

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Privacy

Preston School District maintains all student and employee records protected in secure locations in the district office as well as digitally through the human resources software and student information database. Access to physical records are protected by lock and key in the district office. Access to digital records are password protected and limited to users allowed under FERPA guidelines. Employees are trained regularly on FERPA guidelines and expectations.

I. Legal Authorities and Helpful Resources

The following documents contain relevant grants management requirements. Staff should be familiar with these materials and consult them when making decisions related to the federal grant.

- Education Department General Administrative Regulations (EDGAR)
  - http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html

1.

- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200)
  - http://www.ecfr.gov/cgi-bin/text-idx?SID=ccccf77e01c9e6d4b3a377815f411704&node=pt2.1.200&rgn=div5
  -
- USDE's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 3474)
  - http://www.ecfr.gov/cgi-bin/text-idx?SID=ccccf77e01c9e6d4b3a377815f411704&tpl=/ecfrbrowse/Title02/2cfr3474_main_02.tpl

- Federal program statutes, regulations, and guidance
  - http://www.ed.gov/
- State regulations, rules, and policies
- LEA regulations, rules, and policies
  - [Home - Preston Joint School District #201.]

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Policy 1303 – Policies and Procedures to Review Annually

The following policies, procedures, and forms shall be reviewed annually by the School Board.

1600	Code of Ethics for School Board Members
2200	School Year, Calendar, and Instructional Hours
2420	Parent and Family Engagement
2420P	Parent and Family Engagement Guidelines
2605**	Advancement Requirements (6 Through 9)
3010	Open Enrollment by Students Who Reside Within and Outside the District
3265*	Student Owned Electronic Communication Devices
3285*	Relationship Abuse and Sexual Assault Prevention and Response
3295*	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3300*	Drug Free School Zone
3320*	Substance and Alcohol Abuse
3330*	Student Discipline
3345**	Use of Restraint, Seclusion, and Aversive Techniques for Students
3500*	Student Health/Physical Screenings/Examinations
3510	Student Medicines
3515**	Food Allergy Management
3515P**	Food Allergy Management - Medical Plans of Care
3530*	Suicide
4210F1	Fee Schedule for Community Use of School Facilities
5265**	Employee Responsibilities Regarding Student Harassment
7215**	Fund Accounting System
7240	Programs for Indian Children
7240P	Federal Impact Funds
7305	Investment of Funds

7500	New Fees or Increase of Fees
7710**	Bond Continuing Disclosure and Certification Requirements
8170	District-Owned Vehicles
8200*	Local School Wellness
8210**	District Nutrition Committee
8300P1	Emergency and Disaster Preparedness
8320*	Fire Drills and Evacuation Plans
8520*	Inspection of School Facilities

*Must be reviewed annually by the Board or delegated by the Board to the Superintendent or their designee.
**Must be reviewed annually by another party.

When the Board reviews a policy, they shall note the date reviewed on this policy in the field provided. When a policy is reviewed by any other party in accordance with this policy, the completion of such review shall be reported to the Board by the Superintendent. The Board shall then note in the field provided “(date reviewed) by (position of the person who reviewed it)”.

Legal Reference:

Legal References	Description
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
1300	District Policy

Adopted:
Revised:
Reviewed:

Policy 2200 – School Year, Calendar and Instructional Hours

School Fiscal Year

The fiscal year of the school is from July 1 to June 30.

School Calendar

The Board annually shall adopt and approve the calendar to establish the dates for opening and closing classes, teacher in-services, the length and dates of vacation, election day closures, and the days designated as legal school holidays.

Holidays, Commemorative Days, and Election Day Closures

School holidays shall include New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day. ~~**[LIST OTHERS IF APPLICABLE].**~~ Beginning in 2028, the District shall close for in-person instruction on election day(s) if the county clerk requires student-occupied buildings to be used for the election on days when elections occur. If the county clerk does not require the use of student-occupied buildings, the District may still hold in-person instruction on election days.

For those commemorative days designated in IC § 73-108 that fall on a school day, the teachers and students shall devote a portion of the day to the observance of that holiday.

Instructional Hours

The District shall provide the minimum number of annual instructional hours for students at each grade level as follows:

1. Kindergarten: 450 hours;
2. Grades 1-3: 810 hours;
3. Grades 4-8: 900 hours; and
4. Grades 9-12: 990 hours.

Teacher Inservice Days

Not more than 22 hours may be utilized for in-service teacher activities.

Legal Reference:

Legal References	Description
IC § 33-512	District Trustees - Governance of Schools
IC § 33-701	Fiscal Year – Payment and Accounting of Funds
IDAPA 08.02.01.250.01	Required Instructional Time
IDAPA 08.02.01.250.03	Day in Session When Counting Pupils in Attendance

Adopted:
Revised:
Reviewed:

Policy 2320 – Health, Sex Education and Human Sexuality

REQUIRED POLICY: A law or administrative rule requires districts to have a policy on at least one of the topics addressed here.]

[Note: Idaho Code does not specifically require affirmative permission to provide sex education, only to provide instruction on human sexuality as defined below. Because most sex education is likely to overlap with a broad interpretation of at least some topics included in the definition of human sexuality, ISBA has taken the approach of using the opt-in permission process for both sex education and other instruction related to human sexuality as defined in Idaho Code. If your district provides sex education that does not include any of these topics, the old opt-out process is sufficient to comply with the law.]

Health, family life, and sex education; including information about parts of the body, reproduction, and related topics; shall be included in the instructional program as appropriate to the grade level and course of study. The instructional approach shall be developed after consultation with parents and other community representatives.

Sex Education

While District schools do not provide instruction on all of the following topics, the term "human sexuality" shall mean the following, as required by state law:

1. Sexual conduct;
2. Sexual pleasure;
3. Sexual intimacy;
4. Sexual abuse;
5. Sexual violence;
6. Eroticism;
7. Pornography;
8. Deviant sexual behavior;
9. Sexual attraction;
10. Sexual orientation or any form of sexual identity;
11. Gender identity or gender conversion.

Instruction in any of these topics shall be age-appropriate, developmentally appropriate, and in accordance with state standards. Classroom instruction that does not meet these criteria are prohibited. Before providing instruction on any of these topics or other sex education, the District shall provide parents/guardians with at least two weeks of notice and the opportunity to review any materials that will be used in this instruction. This notice shall include a brief description of the content of this instruction. Parents/guardians shall be provided with a form to provide written permission for their student to receive the instruction. Students will only participate in instruction on this

topic if their parent/guardian has provided this signed form within one week of the time this instruction begins. Alternative educational activities shall be provided for students who have not received this permission.

If a parent/guardian believes their student has received instruction on one of these topics without the permission described above, the parent may address their complaint as described in Procedure 2320.

~~[PLEASE SELECT ONE: The Board directs that a philosophy of abstinence shall be a part of and the underlying principal in all sex education instruction. OR~~ The Board directs that sex education instruction shall include instruction on abstinence.~~]~~ However, it is recognized that this alone may not prevent pregnancies and sexually transmitted infections (STIs). Therefore, the Board allows for instruction in sex education including STIs, birth control, adoption, and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgment of the instructor.

Any sex education instruction shall include instruction on:

1. Available adoption resources and current adoption practices in the United States as a means of providing for the well-being of a child;
2. The Idaho Safe Haven Act, IC 39-8201 et seq.; and
3. Where to find resources and support in the State of Idaho.

Additionally, any instruction on human biology, contraception, or STIs provided to students in grades 5 through 12 shall be accompanied by a viewing of a video that meets the following requirements:

1. It must be at least three minutes long;
2. It must show the development of the brain, heart, sex organs, and other vital organs in early fetal development; and
3. It must include a high-quality, computer-generated rendering or animation showing the process of fertilization and every stage of human development inside the uterus, noting significant markers in cell growth and organ development for every week of pregnancy until birth.

Before a student can view such a video, their parent/guardian must be given notice, be provided with the opportunity to review the video, and provide permission as described above

The Board believes that instruction on STIs is most effective when integrated into a comprehensive health education program. Instruction shall be developmentally appropriate to the grade level of the students and shall occur in a systematic manner. The Board particularly desires that students receive proper education about STIs before they reach the age when they may adopt behaviors that increase their risk of contracting an STI.

In order for education about STIs to be most effective, the Superintendent shall require that faculty members who present this instruction receive continuing in-service training that includes appropriate teaching strategies and techniques.

No sex education materials or instruction may be provided by any individual or organization that is an abortion provider.

Alcohol, Tobacco, and Drug Education

Students shall receive education regarding the use of alcohol, tobacco, and drugs. The Superintendent or designee shall develop curriculum for use in health education that provides instruction to students in the areas of prevention; education; treatment; rehabilitation; and legal consequences of alcohol, tobacco, and drug use.

Legal Reference:

Legal References	Description
IC § 18-8707	Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula
IC § 33-1605	Health and Physical Fitness – Effects of Alcohol, Tobacco, Stimulants and Narcotics
IC § 33-1608, et seq.	Family Life and Sex Education – Legislative Policy
IC § 33-1611A	Requiring Permission for Instruction Addressing Human Sexuality
IC § 33-1637	Human Growth and Development Instruction in Public Schools
IC § 33-342	Adoption Education
IC § 33-6001	Parental Rights
IC § 39-8201 et. seq.	Idaho Safe Haven Act
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
2315	Physical Activity Opportunities and Physical Education
2340	Controversial Issues
2340-F(1)	Controversial Issues - Parental Opt-Out Form for Sex Education
3281	Gender Identity and Sexual Orientation

Adopted:
Revised:
Reviewed:

Policy 2320P1 – Health, Sex Education and Human Sexuality

If a child receives instruction in human sexuality, as defined in Policy 2320 or in IC 33-1609, without the written parent permission described in that policy, the parent/guardian is encouraged to first discuss it with the ~~[~~teacher ~~OR building principal]~~ with the objective of resolving the matter promptly and informally. If the parent and ~~[~~teacher ~~OR building principal]~~ resolve the situation informally, ~~[~~teacher ~~OR building principal]~~ shall seek to obtain a retroactive permission slip from the parent/guardian to be filed with the other permission slips.

If the complaint is not resolved informally, the parent/guardian can provide written notice to the Superintendent that they believe a violation of the parent notice portion of Policy 2320 has occurred. The District shall provide a form for the parent/guardian to use in making such complaints. The parent/guardian shall indicate on the form whether they:

1. Provide retroactive permission for the instruction; or
2. Request rectification.

The Superintendent or their designee shall meet with the parent/guardian and the student who attended the class. The Superintendent or designee shall then investigate the complaint. This investigation may include, but will not necessarily be limited to:

1. Student interviews and statements;
2. Interviewing the teacher and other adults who may have been present or otherwise have knowledge of the situation; and
3. A review of the educational standards, District process and District procedures relating to educational matters of sex education and human sexuality as defined in Policy 2320.

Within 30 days of receiving the written complaint, the Superintendent or designee shall provide a summary of their findings to the Board at a regular or special Board meeting. If the parent/guardian provided retroactive permission for the instruction, this permission shall be added to the District records. If the parent/guardian requested rectification, the Board shall determine whether rectification should be provided. The Superintendent shall determine what form this rectification shall take, which may include:

1. A recommendation from the Superintendent to the Board for amendments to the District's policies and procedures regarding human sexuality as defined in Policy 2320;

2. A recommendation from the Superintendent to the Board to revisit the District's curriculum relating to sex education, human sexuality as defined in Policy 2320 or related subject matters;
3. An apology from the District; and
4. Direction from the Superintendent to District staff on how similar situations should be addressed in the future.

The Superintendent shall also decide whether to take disciplinary action against any employee who violated the parent notice requirements described in Policy 2320. Any such action would be confidential, as described in IC 33-518, IC 74-104, and IC 74-106 Therefore, the complaining parent/guardian will not be notified of any disciplinary action taken.

Legal Reference:

Legal References	Description
IC § 18-8707	Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula
IC § 33-1605	Health and Physical Fitness – Effects of Alcohol, Tobacco, Stimulants and Narcotics
IC § 33-1608, et seq.	Family Life and Sex Education – Legislative Policy
IC § 33-1611A	Requiring Permission for Instruction Addressing Human Sexuality
IC § 33-1637	Human Growth and Development Instruction in Public Schools
IC § 33-342	Adoption Education
IC § 33-6001	Parental Rights
IC § 39-8201 et. seq.	Idaho Safe Haven Act
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
2315	Physical Activity Opportunities and Physical Education
2340	Controversial Issues
2340-F(1)	Controversial Issues - Parental Opt-Out Form for Sex Education
3281	Gender Identity and Sexual Orientation

Adopted:
Revised:
Reviewed:

INSTRUCTION 2320F
[REQUIRED FORM: A law or administrative rule requires districts to have a form on at least one of the topics addressed here.]

[Note: Idaho Code does not specifically require affirmative permission to provide sex education, only to provide instruction on human sexuality as defined below. Because most sex education is likely to overlap with a broad interpretation of at least some topics included in the definition of human sexuality, ISBA has taken the approach of using the opt-in permission process for both sex education and other instruction related to human sexuality as defined in Idaho Code. If your district provides sex education that does not include any of these topics, the old opt-out process is sufficient to comply with the law.]

Parental Permission Form for Sex Education or Instruction Related to Human Sexuality

This form provides notice that the District intends to provide instruction beginning on [DATE]
on the following topics that fall within the definition of human sexuality provided in state law or other sex education. While District schools do not provide instruction on all of the following topics, the term "human sexuality" shall mean the following, as required by state law:

1. Sexual conduct;
2. Sexual pleasure;
3. Sexual intimacy;
4. Sexual abuse;
5. Sexual violence;
6. Eroticism;
7. Pornography;
8. Deviant sexual behavior;
9. Sexual attraction;
10. Sexual orientation or any form of sexual identity;
11. Gender identity or gender conversion.

The upcoming instruction will include [BRIEF SUMMARY OF THE CONTENT TO BE INCLUDED].
Please provide a signed copy of this form to the District between the following dates: [DATE] and [DATE]
[NOTE: This notice must be returned within one week of when the instruction begins].

2320F-2
I understand [PLEASE SELECT ONE: The Board directs that a philosophy of abstinence shall be a part of and the underlying principal in all sex education instruction.
OR
The Board directs that sex education instruction shall include instruction on abstinence.] Because this alone may not prevent pregnancies and sexually transmitted infections, the Board allows for instruction in sex education including sexually transmitted infections, birth control, adoption and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgments of the instructor.

Please check the option that applies:

_____ **Yes**. I give permission for my child to receive this instruction.
_____ **No**. I do not give permission for my child to receive this instruction. I wish for them to receive alternative instruction instead.

Parent Name:
_____

Parent Signature:
_____

Date:
_____

Policy 2420 – Parent and Family Engagement

[NOTE: Schools receiving federal Title 1 funds are required to have a parent and family engagement policy. This sample policy can be used as the basis for the joint development of a policy, as required by the federal law. Each District's Parent and Family Engagement Plan should be uniquely prepared to reflect its particular needs and strategies to meet those needs. As a result, each district must develop its own plan which will be consistent with the guidelines set forth in the statute and identified in this policy].

District Policy Development

The District may receive Title I funds only if it conducts outreach consistent with federal law to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs assisted under Title I. Such programs, activities, and procedures shall be planned and implemented following meaningful consultation with the parents of participating children.

The District shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy will establish the District's expectations and objectives for meaningful parent and family involvement, and specifically describe how the District will:

1. **Demonstrate Joint Development of Engagement Plan:** The District shall involve parents and family members in jointly developing the District's Plan; and

2. **Coordinate Assistance and Support:** The District shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the District in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; and

3. **Coordinate with Other Programs:** The District shall coordinate and integrate its parent and family engagement strategies to the extent feasible and appropriate,

with the District's other relevant federal, state, and local programs; and

4. **Conduct Annual Program Evaluation:** The District shall conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of its parent and family engagement policy in improving the academic quality of all its schools receiving Title I funds, including identification of:

    A. The barriers to greater participation by parents in improvement plan activities (with particular attention paid to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

    B. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

    C. The strategies that will be implemented to support successful school and family interactions.

5. **Implement Evaluation Findings:** The District shall use the findings of the evaluation performed pursuant to Paragraph 4, above, to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the District's parent and family engagement policy described herein; and

6. **Establish a Parent Advisory Board:** The District shall involve parents in the activities of the schools receiving Title I funds, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the District to adequately represent the needs of the population served by the District for the purpose of developing, revising, and reviewing the District's Parent and Family Engagement Policy.

School-Level Policy Development

Each Title I school shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of paragraphs 1 through 4 below. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. In the event a school has an existing parent and family engagement policy that applies to all parents and family members, that school may amend its policy, if

necessary, to meet the requirements of this policy. Similarly, if the District has an existing district-level parent and family engagement policy that applies to all parents and family members in all schools served by the District, it may amend that policy, if necessary, to meet the requirements of this policy.

1. **Parental Involvement:** All District schools receiving Title I funds shall:

    A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's programs, to explain the requirements of this policy, and the right of the parents to be involved; and

    B. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with reserved Title I funds, transportation, childcare, or home visits, as such services relate to parental involvement; and

    C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the District's and school's available programs, including the planning, review, and improvement of the school's parent and family engagement policy and the joint development of the schoolwide program plan, except that if a school has in place a process or procedure for involving parents in the joint planning and design of the school's programs, the school may use that process or procedure, if such existing process or procedure already includes an adequate representation of parents of Title I qualifying children; and

    D. Provide parents of participating children:

        I. Timely information about qualifying programs;

        II. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

        III. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

    E. If the schoolwide program plan is not satisfactory to the parents of participating children, the school shall submit any and all parent comments

on the plan to the District at the time the school first makes the plan available to the District.

2. **School-Parent Compact to Achieve High Student Academic Achievement:** As a component of the school-level parent and family engagement policy developed under this policy, each school shall jointly develop with the parents of Title I children a school-parent compact that describes how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and identify the means by which the school and parents will build and develop a partnership to help children achieve the challenging state academic standards. Such compact shall:

   A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

   B. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

      I. ~~Parent-teacher conferences in elementary schools,~~ Schools will hold a meeting at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

      II. Frequent reports to parents on their children's progress;

      III. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

      IV. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

District and School Level Development

1. **Empowering Parents:** To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, both the District and each school within the District:

    A. Shall provide assistance to parents of children served by the school or District, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of this policy, and how to monitor a child's progress and work with educators to improve the achievement of their children; and

    B. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; and

    C. Shall educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of parental participation, and in how to reach out to, communicate with, and work with parents as equal partners, to implement and coordinate parent programs, and to build ties between parents and the schools; and

    D. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement in programs and activities with other available federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children; and

    E. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and

    F. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; and

    G. May provide necessary literacy training for parents from Title I funds in the event the District has exhausted all other reasonably available sources of funding for such training; and

    H. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care

costs, to enable parents to participate in school-related meetings and training sessions; and

I. May train parents to enhance the involvement of other parents; and

J. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; and

K. May adopt and implement model approaches to improving parental involvement; and

L. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; and

M. May develop appropriate roles for community-based organizations and businesses in parent involvement activities;

N. Shall provide such other reasonable support for parental involvement activities under this section as parents may request; and

O. Shall inform parents and organizations of the existence of the program.

Accessibility of Information for Parents: In carrying out the parent and family engagement requirements of this policy, the District and participating schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language such parents understand

Legal Reference:

Legal References	Description
20 USC § 6311	Basic Program Requirements - State Plans
20 USC § 6312	Basic Program Requirements - Local Education Agency Plans

Legal References	Description
20 USC § 6318	Basic Program Requirements - Parent and Family Engagement

Cross References

Code	Description
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
4160	Parents Right-to-Know Notices

Adopted:
Revised:
Reviewed:

Policy 2420P1 – Parent and Family Engagement – Guidelines

In order to achieve the level of parent and family engagement outlined in District Policy 2420 these procedures guide the development of each school's annual parental involvement plan designed to foster a cooperative effort among parents, school, and community.

Parent involvement activities developed at each school will include opportunities for:

1. Volunteering;
2. Parent education;
3. Home support for the child's education; and
4. Parent participation in school decision making.

The District will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices. The District encourages schools to include family literacy when a substantial number of students have parents who do not have a secondary school diploma or its recognized equivalent or have low levels of literacy.

Roles and Responsibilities

Students

It is the responsibility of the student to:

1. Cooperate with school personnel and be responsible for their behavior;
2. Complete all homework assignments on time;
3. Participate to the best of their ability in all classes;
4. Read independently or with family on a regular basis; and
5. Let teachers, school counselors, and family know when they need help.

Parents

It is the responsibility of the parent to:

1. Actively communicate with school staff;
2. Be aware of policies, rules, and regulations of the school and District;
3. Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
4. Take an active role in assuring that the child is prepared to attend school each day; and
5. Utilize opportunities for participation in school activities.

Staff

It is the responsibility of staff to:

1. Work with parents to develop and implement a school plan for parent involvement;
2. Promote and encourage parent involvement activities;
3. Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement; and
4. Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

Community

Community members who volunteer in the schools have the responsibility to:

1. Be aware of the policies, rules, and regulations of the school and District; and
2. Utilize opportunities for participation in school activities.

Administration

It is the responsibility of the administration to:

1. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the District to plan and implement effective parent and family involvement activities to foster improved student academic achievement and school performance;
2. Provide training and space for parent involvement activities;
3. Provide resources to support successful parent involvement practices;
4. Provide in-service education to staff regarding the value and use of contributions of parents and how to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; and
5. Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand; and
6. Develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy; and
7. Coordinate and integrate its Title I parent and family engagement strategies with the parent and family engagement strategies of the District's other relevant programs; and
8. Create and support a Parent Advisory Board comprised of a sufficient number and representative group of parents or family members served by the District to

adequately represent the needs of the population served by the District for the purpose of developing, revising, and reviewing the District's Parent and Family Engagement Policy; and

9. Ensure that each school in the District jointly develops with the parents of Title I children a school-parent compact that describes how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and identify the means by which the school and parents will build and develop a partnership to help children achieve the challenging State academic standards and includes the requirements of District Policy 2420.

Legal Reference:

Legal References	Description
20 USC § 6311	Basic Program Requirements - State Plans
20 USC § 6312	Basic Program Requirements - Local Education Agency Plans
20 USC § 6318	Basic Program Requirements - Parent and Family Engagement

Cross References

Code	Description
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
4160	Parents Right-to-Know Notices

Adopted:
Revised:
Reviewed:

Policy 2605 – Advancement Requirements (6 through 9)

The District has established a set of advancement requirements for 6th through 9th grade students which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, the District sets the following advancement requirements:

1. To advance to the 7th grade, students must earn at least ~~80~~ 70 percent of the credits attempted in 6th grade and be in compliance with the District's attendance policy.

2. To advance to the 8th grade, students must earn at least ~~80~~ 70 percent of the credits attempted in 7th grade and be in compliance with the District's attendance policy.

3. To advance to the 9th grade, students must earn at least ~~80~~ 70 percent of the credits attempted in 8th grade, complete instruction in career exploration, and be in compliance with the District's attendance policy. Students must also meet the 8th grade mathematics standards. The District shall specify the assessment or course-completion criteria used to determine whether a student meets the 8th grade mathematics standards as required by state administrative rules. Students who do not meet the mathematics standard will be provided targeted interventions and remediation prior to any denial of advancement.

   Additionally, unless the student's parent/guardian provides the District with a written request that the plan not be developed, the student must develop a career pathways plan which outlines the student's plans for high school and beyond as required by IDAPA 08.02.03.104.02.a. The District shall make a good faith effort to notify each student's parent/guardian of their responsibility for assisting in the development and approval of the student's career pathways plan. Each year following the development of the plan until the student graduates or leaves the District, the policy shall be reviewed by ~~[SELECT ONE:~~

   1. **The student and their parent. A copy of the plan will be provided to them to review, sign, and return to the District.**
   2. ~~**The student and the counselor. [OPTIONAL: If any modifications are made to the plan, the student's parent shall be provided with a revised copy of the plan.]**~~
   3. ~~**OTHER]**~~

The District will maintain the career pathways plan in the student's educational record in accordance with District record retention and privacy policies.

Students who have failed more than ~~20~~ 30 percent of the courses attempted in the 6th, 7th, or 8th grade may make up the credits needed to achieve the minimum portion of credits attempted by retaking the necessary course(s) during the summer, online, or through correspondence.

Retake options must be District-approved; credit recovery courses must meet District and state academic standards and be approved in advance. Documentation of successful completion must be submitted by the deadline established in administrative regulation to count toward advancement.

Throughout these grades, the District shall provide instruction on civics as required by IC 33-1602.

Support, Notification, Accommodations, and Appeals

The District shall notify parents/guardians and students in writing and provide interventions if a student is at risk of not meeting advancement requirements, consistent with the timelines required by state administrative rules.

Students with disabilities as defined in the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, English learners, homeless or transient students, and other students with documented extenuating circumstances shall be considered for accommodations, alternate pathways, or individualized plans in accordance with applicable law.

Administrative Regulation

The Superintendent shall develop procedures to implement this policy, including calculation methods for credits attempted and earned, notice procedures, credit recovery approval processes, documentation standards, and appeals procedures.

Legal Reference:

Adopted:
Revised:
Reviewed:

Board Policy 3285: Relationship Abuse and Sexual Assault Prevention and Response

Status: ADOPTED

Original Adopted Date: 10/01/2020 | **Last Reviewed Date:** 10/01/2020

The Board endeavors to take steps to prevent and respond to known instances of relationship abuse and sexual assault. Such conduct by students or third parties is strictly prohibited and shall not be tolerated on District premises, or at any District sponsored activity, regardless of location including, but not be limited to buildings, facilities, and grounds on the District campus, school buses, District parking areas, and the location of any District sponsored activity. This includes instances in which the conduct occurs off the District premises, but impacts a District related activity.

Relationship abuse includes the intentional use of physical, sexual, verbal, or emotional abuse or violence by a person to harm, threaten, intimidate, or control another person in a current or past dating relationship. Sexual assault includes sexual violence, sexual abuse, sexual stalking, and rape.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. 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. Should the District or any of its' employees have reason to believe that a child under 18 years of age has been abused, abandoned, or neglected or has been subjected to conditions which would reasonably result in abuse, abandonment, or neglect, the school shall follow appropriate reporting requirements pursuant to the Child Protective Act. Employees shall also report the incident to the District's Title IX coordinator or deputies, as described in Policy 3085.

The Superintendent is hereby directed to develop administrative procedures to implement this policy in the cases of actions which violate this policy but are not within the scope of sexual harassment as defined in Procedure 3085P. Procedures shall include descriptions of prohibited conduct, the definition of abuse pursuant to the Child Protective Act, reporting and investigative procedures, prevention and response procedures, and provisions to ensure notice of this policy is provided to students.

The Board shall review this policy annually.

~~**[OPTIONAL]**~~

Addressing Sexual Assault Outside the Scope of Policy 3085 and Procedure 3085P

Any person wishing to report an instance of sexual assault may do so in accordance with Policy 3085.
If the Title IX Coordinator determines the instance of sexual assault does not fall within the scope of Procedure 3085P to address, it may be addressed through this policy. The District shall maintain the confidentiality of the student, as far as possible, and may notify the student of what

information may need to be disclosed in the course of the investigation, to whom, and why. The District shall take steps to prevent retaliation against a student who files a complaint regarding sexual assault. The District shall immediately act to remediate the situation, without waiting for the completion of the investigation, and shall notify the student of any services available to assist him or her.

Such remediation during or following an investigation may include:

1. Providing an effective escort to ensure the complainant can move safely between classes and activities;
2. Ensuring that the complainant and the perpetrator or alleged perpetrator do not share classes, extracurricular activities, or a school;
3. Provision of victim services such as medical, counseling, and academic support services;
4. Arranging for the complainant to have extra time to complete or retake a class without academic penalty;
5. Disciplinary action against the perpetrator;
6. Counseling for the perpetrator;
7. Conducting training with a group of students if, for example, the sexual violence created a hostile environment within a particular grade level or on a sports team;
8. Ensuring the school has access to a counselor trained to assist victims of sexual violence;
9. Training employees on how to handle reports of sexual violence;
10. Informing students about the problem of sexual violence and how to seek assistance;
11. Conducting bystander intervention and sexual assault prevention programs with students;
12. Issuing official statements that the District will not tolerate and will respond to any incidents of sexual violence; and
13. Assessing the school climate to determine whether the campus is free of sexual violence and determining what steps should be taken to address any problems.

Following the investigation, to the extent possible and not in violation of any applicable law, the complainant shall be notified of the outcome of the complaint, including whether the investigation determined that the alleged conduct occurred, remedies being offered to the complainant, any sanctions imposed on the perpetrator that directly relate to the complainant, and any other steps taken to eliminate the hostile environment or prevent recurrence.

These policies are authorized solely for the use of ISBA members who subscribe to ISBA Policy Services. They are not intended for, nor authorized for, any other purpose or use. Such materials shall not be copied, distributed, or otherwise used by any agent, employee, individual, or organization except as necessary for official District/Charter business by authorized ISBA Policy Services subscribers. Any personal, private, proprietary, or non-subscribed use is strictly prohibited.

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Legal References	**Description**
IC § 16-1601, et seq.	Child Protective Act
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
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

Policy 3300 – Drug Free School Zone

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, “Drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by Idaho law;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Tobacco products;
5. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
6. “Look-alikes”;
7. Anabolic steroids;
8. Vaping products;
9. Any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual 18 years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use, or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

The Board shall review this policy annually.

Legal Reference:

Legal References	Description
IDAPA 08.02.03.160	Safe Environment and Discipline
Pub. L. 101-226	The Anti-Drug Abuse Act of 1986, Title IV, Subtitle B: The Drug-Free Schools and Communities Act of 1986 (as amended)

Cross References

Code	Description
3305	Prohibition of Tobacco Possession and Use
3330	Student Discipline

Adopted:
Revised:
Reviewed:

Policy 3320 – Substance and Alcohol Abuse

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. The District wishes to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession, or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37-2732C).

This policy does not supersede IHSAA policy and procedure.

Voluntary Disclosure

The District shall strive to create an environment free from alcohol and illicit drugs. In the case of students who come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the will immediately notify the student's parent/guardian, and the District will work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. The incident shall be reported to law enforcement.

The mere fact that a student previously disclosed use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

Use of Alcohol/Drugs Not Disclosed Voluntarily

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action is deemed appropriate, including but not limited to suspension, and/or expulsion. The District shall notify the student's parent/guardian as well as local law enforcement. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if they have used and/or are under the influence of alcohol and/or drugs;

2. If the student admits to the use, the student's parent/guardian will be immediately called. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;

3. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion.

4. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk, or any other school property used by the student. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion may be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school.

Only persons who have a "need to know" may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

Resources

When a student admits to using alcohol or drugs or is reasonably suspected of doing so, the student's parent/guardian will be notified of available opportunities for counseling for the student.

When a student is expelled for such substance use, the Board may require, as a condition of readmission, that the student undergo assessment and counseling for alcohol and/or drug use if qualified District staff are available to provide these services.

The District shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

The Board shall review this policy annually.

Legal Reference:

Legal References	Description
IC § 33-210	Attendance at Schools —Students Using or Under the Influence of Alcohol or Controlled Substances
IC § 33-6000	Parental Rights

Legal References	Description
IC 37-2732C	Using or Being Under the Influence - Penalties
IDAPA 08.02.03.160	Safe Environment and Discipline
Pub. L. 100-690	The Anti-Drug Abuse Act of 1988 (as amended)

Cross References

Code	Description
3330	Student Discipline
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment
3370	Searches and Seizure
3370-P(1)	Searches and Seizure
3518	Treatment of Opiod Overdoses

Adopted:
Revised:
Reviewed:

Policy 3510 – Student Medicines

This policy shall be reviewed annually by the Board of Trustees or their designee.

Assistance in Self Administration of Medicines by Students

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug to a pupil provided:

    A. The student's parent/guardian has consented in writing; and
    B. The drug may lawfully be sold over the counter without a prescription.

Such administration must be as described in the written instructions provided in accordance with this policy.

2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a licensed health care practitioner, if the pupil's parent/guardian consents in writing.

Administering Medicines to Students

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

The Board will permit the administration of medication to students in District schools. Pursuant to the written authorization of the student's licensed health care practitioner, as well as the written authorization of a parent/guardian, the school nurse (who has received direction as to the administration of medication by the student's licensed health care practitioner) may administer medication to any student in the school.

Where administration of medication is a routine activity for a particular student, the subject shall be addressed in a student's health care plan, Section 504 Plan, or IEP as applicable.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The absence of a school nurse for the administration of medication shall be addressed on a case-by-case basis considering compliance with Idaho law and the medical needs of the student.

Emergency Administration of Medicines

In case of an anaphylactic reaction or the risk of such reaction, or in the case of a seizure, a school nurse or delegate may administer medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements who has completed training in administration of medication, may give emergency medication to students There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

~~[Optional:~~ Training on emergency administration of medication, for the administrator or designated staff member, shall be done by the school's nurse or another licensed health care practitioner to ensure such individuals have knowledge of how to administer emergency medication to students. Records shall be retained as to the individuals trained, the identification of the trainer and the date of training activities.**]**

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent/guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Epilepsy and Seizure Disorder Plans

Upon written request of the parent/guardian of a student who has epilepsy or another seizure disorder, the District shall authorize implementation of a plan – whether a Section 504 plan, Health or Emergency Care Plan, or Seizure Disorder Plan, as deemed appropriate for each individual student. The plan will include, but is not limited to, the following:

1. Providing notice of the student's condition to all employees who interact with the student;
2. The student's symptoms;

3. Written orders from the student's physician on providing care to the student;
4. Whether the student may fully participate in exercise and sports and, if applicable, any accommodations required;
5. Accommodations for school-related activities, such as school trips and after-school activities;
6. A description of how medical treatment of the condition may affect the student's education, if applicable;
7. The student's understanding of and ability to manage the epilepsy or seizure disorder.
8. How to maintain communication with the student, parents/guardians, the student's healthcare team, and the **[school nurse ~~OR employee responsible for administering emergency medication~~]**; and
9. A list of qualified staff who may administer emergency medication to the student for a seizure.

The plan may be updated annually and as necessary if there is a change in the health status of the student. The plan must also address the notification to the appropriate staff.

All employees who have received notification that a student they interact with has epilepsy or another seizure disorder will be provided with information about how to recognize indicators for epilepsy and seizure disorder, epilepsy, or seizure disorder first aid, when to call for assistance, and a parent/guardian and emergency contact information for that student. The training shall be provided by **[the school nurse or designee** ~~OR ANOTHER MEDICAL PROFESSIONAL SELECTED BY THE SUPERINTENDENT OR DESIGNEE].~~ The training may be individualized to each student, if necessary.

Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, Seizure Disorder Medication, or Epinephrine Delivery Systems

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine delivery systems, seizure disorder medication, insulin, or blood glucose monitoring supplies if a parent/legal guardian chooses to have their child self-administer medication:

1. The parents/guardians of the pupil shall provide to the building principal ~~Board~~ or designee written authorization for the self-administration of medication.

2. The parents/guardians of the pupil shall provide to the building principal ~~Board~~ or designee written certification from the student's physician that the student has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, epilepsy or another seizure disorder, or diabetes and is capable of, and has been instructed in, the proper method of self-administration

of medication. In cases where the pupil has severe or life-threatening allergies, Policy 3515 Food Allergy Management, and any related procedures shall be followed. For students with a severe allergic reaction, asthma, another potentially life-threatening respiratory illness, seizure disorder, or diabetes the student's physician or health care provider-supplied information shall contain:

A. The name and purpose of the medicine;
B. The prescribed dosage;
C. The time(s) at which or the special circumstances under which medication should be administered;
D. The length of time for which medication is prescribed;
E. The possible side-effects of the medicine;
F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
G. Contact information for the physician and parent/guardian; and
H. If applicable, a list of the child's asthma or seizure triggers or allergies.

3. The school's administration and appropriate teachers and school personnel shall be informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

Additional Requirements for Self-Administration of Medicines

The ~~Board or Board~~ School Nurse or designee will inform the parents/guardians of the pupil in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the District, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees, or its agents, or in the absence of such nurse, to the school administrator.

The parents/guardians of the pupil shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Students who are authorized to carry their medication, supplies, or equipment necessary for managing their diabetes, allergies, asthma, or epilepsy or other seizure disorder may be retested periodically to ensure they are still capable of correctly using

the medication.

As used in this section:

1. "Medication" means:

    A. An epinephrine delivery system;
    B. A metered dose inhaler or a dry powder inhaler;
    C. Medication for the treatment of epilepsy or another seizure disorder; and
    D. Insulin, insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment

prescribed by a physician and having an individual label;

2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and
3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use the prescribed medication at all times.

Any school employee authorized in writing by the school ~~administrator or principal~~ nurse or designee may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding a container of fluid and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Handling and Storage of Medicines

All medications, including those approved for keeping by students for self-administration, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, the name of the student, the medication name, the dosage, and the physician's

name;

2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel;

3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received;

4. Store medication requiring refrigeration at 36F - 46F; and

5. Store prescribed medicinal preparations in a securely locked storage compartment excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times.

No more than a 45 school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.
Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent/guardian within a seven day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness at the end of each school year.

Medications to Reverse an Opioid Overdose

~~[Option 1:~~ **Opioid Overdose: The District participates in a program that provides treatment of opioid overdoses, as outlined in Policy 3518.**

~~**Option 2: Opioid Overdose: The District does not participate or provide resources in the treatment of opioid overdoses.]**~~

Legal Reference:

Legal References	Description
IC § 33-520	Policy Governing Medical Inhalers, Epinephrine Delivery Systems, Insulin and Blood Glucose Monitoring Supplies
IC § 54-1401	Nurses — Purpose — License Required — Representation to the Public
IDAPA 08.02.03.160.01.a.i	Rules Governing Student Health Policies

Cross References

Code	Description
2360	Interscholastic Activities
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
3516	District-Provided Epinephrine

Adopted:
Revised:
Reviewed:

Policy 3515 – Food Allergy Management

Food-allergic reactions can develop into severe or life-threatening reactions and, even with proper treatment, can be fatal. A student's ability to learn may be drastically altered by their fears of a reaction. The Board will endeavor to provide a safe and healthy environment for students with severe and life-threatening food allergies and to address food allergy management in District schools in order to:

1. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
3. To provide students, through necessary accommodations, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

Food allergy management will focus on prevention, education, awareness, communication, and emergency response.

District and school administrators, will endeavor to be knowledgeable about and follow all applicable federal laws, including the Americans with Disabilities Act, Section 504, Individuals with Disabilities Education Act, and the Family Educational Rights and Privacy Act, as well as all State laws and District policies and guidelines that may apply to students with allergies. Administrators or their designees may make all of the appropriate allergy forms available to parents, explain the procedures for completing and returning them, and ensure that all forms and health records submitted by parents and physicians are reviewed by the appropriate personnel. Administrators and school nurses may also meet with parents and listen to their needs and concerns.

When a student has been identified as having food allergies verified by a physician, nurse practitioner, or physician assistant, individual written management plans may be used to determine accommodations to be made on a daily basis to prevent and prepare for an allergic reaction. An emergency care plan may be used to provide direction in the event of a life-threatening allergic reaction at school or at a school event. Key staff members may be trained to use emergency medications and may be notified of the location of those medications at school and at any special function.

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, may develop administrative regulations to implement this policy, including regulations pertaining to all classrooms and instructional areas, school cafeterias, outdoor activity areas, school buses, field trips, and school activities held before or after the school day.

Administrative regulations may address the following components:

1. Identification of students with food allergies and provision of school health services;
2. Development and implementation of individual written management plans;
3. Medication protocols, including methods of storage, access, and administration;
4. Development of a comprehensive and coordinated approach to creating a healthy school environment;
5. Ensuring that the needs of children with documented allergies are taken into consideration in planning for District programs;
6. Communication and confidentiality;
7. Emergency response;
8. Professional development and training for school personnel;
9. Awareness education for students and parents/guardians;
10. Training for District staff and volunteers; and
11. Policy monitoring and evaluation.

Allergy-related policies, protocols, and plans may be updated annually or after any serious allergic reaction occurs at school or at a school-sponsored activity.

The Superintendent or designee may annually notify students, parents/guardians, staff, and the public about the District's food allergy management policy by publishing such in handbooks and newsletters, on the District's website, through posted notices, or other efficient methods.

Students with allergies will be treated in a way that encourages the student to report possible exposure to allergens and any symptoms of an allergic reaction and to progress toward self-care with his or her food allergy management skills. Allergy-related bullying will not be tolerated.

The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student's last day of attendance during the school year will be disposed of by the District. This disposal will be verified by two people.

Legal Reference:

Cross References

Code	Description
2400	Special Education
2410	Section 504 of the Rehabilitation Act of 1973
2410-P(1)	Section 504 of the Rehabilitation Act of 1973 - "Section 504"

Code	Description
3510	Student Medicines
3510-F(1)	Student Medicines - Authorization for Self-Administered Medication
3510-F(2)	Student Medicines - Indemnification/Hold Harmless Agreement
3516	District-Provided Epinephrine

Adopted:
Revised:
Reviewed:

Policy 3515P1 – Food Allergy Management – Medical Plans of Care

There are several written documents individualized for a particular student with a severe or life-threatening food allergy which may be used to address the student's needs throughout the school day. These may be developed with input from a core team, which may include the student (if appropriate), the student's parent/guardian, the principal or ~~their~~ designee, the student's teacher, the school nurse, the cafeteria manager, the counselor, transportation staff, coaches, and other personnel deemed necessary to make decisions about food allergies. Medical plans of care may include the:

Emergency Care Plan: A medical plan of care distributed to all school personnel who have responsibilities for the care of the student. This plan specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed. In the event the student reports exposure to a food allergen or shows symptoms of anaphylaxis, they may be treated according to the Emergency Care Plan. This plan may be developed from information provided by the student's physician and parent/guardian prior to the student's entry to school, or immediately after the student is diagnosed with a severe allergy. Similar plans may also be developed for staff members with severe allergies.

Individualized Healthcare Plan: A medical plan of care that may be developed by the school nurse in collaboration with the student's health care provider and core team to provide written direction for school personnel to follow in accommodating the student's needs throughout the day. It may address student conduct as well as use of allergen-containing products in the classroom, the cafeteria, the library, at recess, on field trips, during extracurricular activities, and in other environments the student will face during the school day or during District-sponsored activities. The plan may describe functional problem areas, set goals for overcoming problems, list tasks or interventions to meet the goals, and identify staff members responsible for implementing the plan. This plan may be developed prior to the student's entry to school or immediately after the student is diagnosed with a severe or life-threatening allergy. Input from the core team may be sought before changes are made to this plan. Similar plans may also be developed for staff members with severe allergies.

If a student's severe or life-threatening allergy is determined to be a disability, it may also be addressed in a Section 504 Service Agreement and/or in the Related Services Component of their Individualized Education Program (IEP).

A complete set of a student's current medical plans of care related to food allergies may be maintained by the school nurse. The ~~Superintendent or~~ building principal may also require that copies of the Emergency Care Plan be kept in other places where they may be needed.

The school nurse may provide information or copies of the different components of a student's medical plans of care to appropriate personnel, including teachers, cafeteria staff, District staff supervising school-sponsored extracurricular activities, and others who may be involved in the implementation of the medical plans of care. Such information may be provided to substitute teachers along with contact information for the school nurse.

Students with Disabling Special Dietary Needs

When a student's food allergy is identified, evaluated, and determined to be a disabling condition, the District shall make appropriate accommodations, substitutions, or modifications for such students in accordance with the applicable policies relating to students with disabilities.

In such cases, the student may be required to have a written medical statement signed by a licensed physician to be included with the student's Individualized Healthcare Plan. The medical statement may identify:

1. The student's special dietary disability;
2. An explanation of why the disability restricts the student's diet;
3. The major life activity(ies) affected by the disability;
4. The food(s) to be omitted from the student's diet; and
5. The food or choice of foods that must be provided as the substitute.

Students with Non-Disabling Special Dietary Needs

The District may, at its discretion, make appropriate accommodations, substitutions, or modifications for students who have a special dietary need but whose needs do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision may be required to have a written medical

statement signed by a physician, physician assistant, or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet;
2. The food(s) to be omitted from the student's diet; and
3. The food or choice of foods to be substituted.

Allergy Inservice Training

The District may provide periodic training to teachers, aides, volunteers, substitutes, food service personnel, transportation personnel, and others as needed on any of the following topics:

1. Basic information such as signs, symptoms, and risks associated with food allergy and anaphylaxis;
2. Awareness of food and non-food items that might present risk;
3. Strategies that reduce risk of exposure to identified allergens throughout the school day;
4. Designation and maintenance of allergen-free zones;
5. Basic food handling procedures, including hand washing, avoiding cross-contamination, and cleaning surfaces;
6. District and school level policies, procedures, and plans for managing students with chronic health conditions including allergies;
7. How to respond in the case of a possible severe or life-threatening allergic reaction;
8. Local emergency medical service procedures;
9. Proper storage and administration of epinephrine delivery systems, antihistamines, and other medications;
10. Strategies to manage student privacy and confidentiality while maintaining an inclusive class environment; and
11. How to deal with food allergy-related bullying.

Epinephrine and Other Medications

Students with severe allergies may be permitted to carry an epinephrine delivery system with them, in accordance with Policy 3510. A student's epinephrine may also be kept in other locations where it would be easily accessible for the student, such as in their classroom, with a District employee supervising lunch or recess periods, or on their bus. Locations for storage will follow the manufacturer's guidelines. Staff may be notified of the locations of epinephrine in the school. The Superintendent or building principal may require that whenever students are present at a school, at least one person who has

been trained to administer an epinephrine delivery system also be present.

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 must be immediately released into the care and custody of their parent(s)/guardian(s).

The Cafeteria

The ~~Superintendent or~~ building principal or designee may require that cafeteria staff take any of the following steps to accommodate students with severe or life-threatening allergies:

1. Prohibit specific foods;
2. Clean and sanitize kitchen surfaces and equipment to avoid cross contamination with potential food allergens;
3. Wear non-latex gloves, and change or wash gloved hands during extended use to avoid cross-contamination with potential food allergens;
4. Have photos of students with severe or life-threatening allergies placed in the kitchen, only for kitchen staff to view;
5. Make appropriate substitutions or modifications to meals served to students with serious allergies;
6. Be prepared to make food ingredient lists used in food production and service available. Maintain food labels from each food served to a child with allergies for at least 24 hours following service in case the student has a reaction from a food eaten in the cafeteria; and
7. With parental approval, set up cafeteria procedures such as entering a student's allergy into database. Such information would remain confidential and be shared on a need-to-know basis in compliance with federal privacy regulations.

Allergies and the Classroom

The school nurse, teacher, and parents/guardians of any children with severe or life-threatening allergies, may collaborate to set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parents of the affected class, and may include any of the following accommodations:

1. Parents of students with severe or life-threatening allergies may provide allergen-free snacks to be kept in the classroom and given to the student when treats are served in the classroom;

2. Students, parents, and staff may be prohibited from bringing homemade treats or specified foods for in-class consumption. Only commercially prepared treats with intact ingredient labels may be allowed in class;

3. Teachers may notify parents in writing of any school related activity that requires the use of food in advance of the project or activity;

4. Use of food for instructional lessons may be limited or eliminated;

5. Use of food or candy as part of a school project related to the curriculum may be prohibited; and

6. Allergen-containing foods may be prohibited in classrooms during after-school activities when that classroom will be used by a student with a known food allergy during the school day.

The ~~Superintendent or~~ building principal or designee may require teachers to take any of the following additional steps to accommodate students with severe or life-threatening allergies:

1. Post signs indicating rules for preventing exposure to life-threatening allergens in the classroom and ensure that these rules are enforced;
2. Eliminate the use of food allergens in the allergic student's educational tools, school-provided supplies, and incentives;
3. Participate in planning students' re-entry into school after an anaphylactic reaction; and
4. Send notices to parents of students in the classroom that the classroom is a zone to be kept free of the specified food.

Teachers may be required to develop and implement age-appropriate lessons on allergies for such subjects as health, family and consumer sciences, biology, and physical education. Such lessons may emphasize:

1. Support for, and inclusion of, classmates with chronic health conditions, such as food allergies;
2. Bullying prevention, including reporting harassment, hazing, and bullying to school personnel;
3. Knowledge of potential allergens and the symptoms of a potentially life-threatening reaction;
4. Differences between life-threatening allergies and food intolerances;
5. Appropriate response to emergency situations such as life-threatening allergic reactions;
6. Developmentally-appropriate self-management of food allergies; and

7. The importance of following District health policies and guidelines, such as those regarding hand-washing, food-sharing, and allergen safe zones.

Transportation

The school bus drivers may be informed when they are transporting a student with a life-threatening allergy. The ~~Superintendent or~~ building principal or designee may require bus drivers to take any of the following additional steps to accommodate students with severe or life-threatening allergies:

1. Strictly enforce a policy of no eating on the bus. Students with medically documented needs may be permitted to eat allergen-safe foods on the bus;
2. Refrain from handing out food treats; and
3. Assign seats to students, and/or seat students with life-threatening allergies immediately behind and to the right side of the bus driver.

The Superintendent, ~~or~~ building principal or designee may require the transportation department to send letters to parents of all students who use District transportation informing them that at least one student at the school has a life-threatening allergy, requesting that their child wash their face and hands after breakfast and before boarding the bus, and informing them of rules prohibiting students from eating on the bus.

Field Trips

The Superintendent or building principal may require that those organizing field trips take any of the following steps to accommodate students with severe or life-threatening allergies:

1. Take into consideration the potential for exposure to the student's food allergens when determining sites for field trips, and consider ways of avoiding allergen exposure during the field trip;
2. Notify parents of students with severe or life-threatening allergies and the school nurse as soon as possible of any upcoming field trip;
3. Allow parents of students with severe or life-threatening allergies to accompany the student on field trips;
4. Store meals for students with food allergies separately to minimize cross-contamination;
5. Ensure that students do not eat on the bus;
6. Prepare ways for participants to wash hands before and after eating, such as with hand wipes;

7. Appoint a District employee attending the field trip to implement any student's Emergency Care Plan if necessary, and bring all supplies necessary to do so; and
8. Note the location of closest medical facility ahead of time.

Other Accommodations

The Superintendent, ~~or~~ building principal or ~~the~~ designee may require that any of following steps be implemented to accommodate students with severe or life-threatening allergies:

1. Prohibit food and utensil trading and sharing, and post signs in schools informing students that they are expected to neither trade nor share food or utensils;

2. Designate particular tables in the cafeteria, particular classrooms, areas within classrooms, or other areas as allergen-free zones. These zones may be designated by a universal symbol, and be cleaned with a separate wash bucket and cloth with District-approved cleaning agents;

3. Post signs at points of entry to each school and/or on the school or District website advising that there are students with life-threatening allergies. Such signs may not disclose the identity of the student with the food allergy unless their parent has consented to that disclosure;

4. Have letters sent to all parents of children attending school with at least one student known to have a life-threatening allergy, notifying them of the severity of the health threat, signs and symptoms to be aware of, and a concise list of foods and materials of concern and school policy regarding them. This will be done in a way that protects the confidentiality of the student with the life-threatening allergy. If other students or parents may be able to guess or deduce which student has the life-threatening allergy, approval of the student's parent may be sought before the letter is sent;

5. Hold Emergency Care Plan drills to assure the efficiency and effectiveness of such plans;

6. Ensure that there is at least one functioning emergency communication device, such as a walkie-talkie or cell phone, available at all times in classrooms, on field trips, at recess, during physical education class, at school-sponsored extracurricular activities, and/or on school buses;

7. Develop a cleaning protocol to ensure that the threat of allergens is minimized;

8. Prohibit the sale of particular food items in the school; and

9. Request that students refrain from bringing foods to which a student is known to have a severe or life-threatening allergy to school, and request that parents refrain from sending such foods to school. A Superintendent or building principal may completely prohibit particular food items from the school or school grounds when it is felt that the benefits of doing so would outweigh the difficulty of enforcing such a ban and the controversy such a measure is likely to provoke.

Confidentiality

The District will endeavor to maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations, and Board policy.

Expectations of Students with Severe or Life-Threatening Allergies and their Parents

The Board expects students with life-threatening allergies to do the following, as age appropriate:

1. Take as much responsibility as possible for avoiding allergens, including refraining from sharing or trading of foods or eating utensils with others, refraining from eating anything with unknown ingredients or a known allergen; avoid putting anything in mouth such as writing utensils, fingers, or other foreign objects;

2. Use proper hand washing before and after eating and throughout the school day;

3. Learn to recognize personal symptoms;

4. Notify an adult immediately if they eat something they believe may contain a food to which they are allergic;

5. Notify an adult if they are being bullied, harassed, hazed, or threatened by other students as it relates to their food allergy;

6. Carry their epinephrine delivery system with them at all times if they are permitted to do so, or know where the delivery system is kept and who has access to it;

7. Know how to get to the nurse's office;

8. Develop an awareness of their environment and their allergen-free zones; and

9. Know their overall Individual Healthcare Plan and understand the responsibilities of the plan.

The Board encourages parents of students with serious allergies to do the following:

1. As age appropriate, teach their child to:

    A. Not share snacks, lunches, drinks, or utensils;
    B. Know which foods are and are not safe for them to eat, and to read labels, and understand ingredient safety;
    C. Understand the importance of hand washing before and after eating;
    D. Recognize the first symptoms of an allergic or anaphylactic reaction;
    E. Communicate with school staff as soon as they feel a reaction is starting;
    F. Understand rules and expectations about bullying related to food allergies, and report such teasing and/or bullying;
    G. Carry their own epinephrine delivery system when appropriate, or know where the epinephrine delivery system is kept and who has access to it;
    H. Administer their own epinephrine delivery system and be able to train others in its use; and
    I. Develop awareness of their environments, including allergy-controlled zones.

2. Inform the school nurse of their child's allergies prior to the opening of school, or as soon as possible after diagnosis. All food allergies must be verified by documentation from physician, nurse practitioner, or physician assistant;

3. Work with the core team collaboratively to develop the Individualized Healthcare Plan, and provide an Emergency Care Plan completed by the student's physician;

4. Complete and submit all requested and required forms. Provide the school with their current cell phone number and other emergency contact numbers;

5. Allow District health personnel to consult with the student's physician or healthcare provider, and provide current contact information for the healthcare provider;

6. Provide the school nurse with up-to-date emergency medications so they can be placed in all required locations for the current school year. Parents may be

requested to provide two or more epinephrine delivery system. Medications must comply with the District medication policy of proper labeling and expiration;

7. Consider providing a medical alert bracelet for their child;

8. If requested, provide “safe snacks” for their student’s classroom in case of an unplanned special event. Parents may also be asked to provide a nonperishable safe lunch to be kept at school in case the student forgets to bring lunch;

9. Review policies, procedures, and plans with the core team annually and following any allergic reaction at school; and

10. Provide the school nurse with at least annual updates on their child’s allergy status. Inform the school of any changes in the child’s life-threatening allergy status and provide a physician’s statement if the student no longer has food allergies.

Legal Reference:

Cross References

Code	Description
2400	Special Education
2410	Section 504 of the Rehabilitation Act of 1973
2410-P(1)	Section 504 of the Rehabilitation Act of 1973 - "Section 504"
3510	Student Medicines
3510-F(1)	Student Medicines - Authorization for Self-Administered Medication
3510-F(2)	Student Medicines - Indemnification/Hold Harmless Agreement
3516	District-Provided Epinephrine

Adopted:
Revised:
Reviewed:

{{Full_District_Heading}}

STUDENTS **3515F**

[OPTIONAL ITEM: This item mainly describes practices that are not required, but which may be of use to the Board.]

Emergency Care Plan

Name: _____

Date of Birth: _____

School: _____

Grade: _____

Insert
Student's Picture

Known Allergies: _____

_____

_____

_____

_____

Asthmatic? Yes:*_____ No: _____

**Higher risk for severe reaction*

STEP 1: TREATMENT

NOTE: Different symptoms may occur with any reaction and the severity of symptoms can change rapidly. Delay in treatment can be fatal. A high level of vigilance must be maintained for any symptoms exhibited by a student with food allergies. **Act quickly!**

Symptoms

Select the medication to be given in each circumstance (To be determined by physician authorizing treatment).				
Food allergen has been ingested, but no symptoms:	Epinephrine:		Antihistamine:	
MOUTH: Itchy, tingling, or swelling of lips, tongue, mouth	Epinephrine:		Antihistamine:	
SKIN: Hives, itchy rash, swelling of the face or extremities	Epinephrine:		Antihistamine:	
GUT: Nausea, abdominal cramps, vomiting, diarrhea	Epinephrine:		Antihistamine:	
THROAT: Tightening of throat, hoarseness, hacking cough	Epinephrine:		Antihistamine:	
LUNG: Shortness of breath, repetitive coughing, wheezing	Epinephrine:		Antihistamine:	
HEART: Thready pulse, low blood pressure, fainting, pale, blue	Epinephrine:		Antihistamine:	
OTHER:	Epinephrine:		Antihistamine:	
If more than one of the above areas is affected	Epinephrine:		Antihistamine:	

Dosage (to be determined by physician authorizing treatment)

Epinephrine: (circle one) EpiPen EpiPen Jr. Twinject 0.3 mg Twinject .15mg

Other: _____

To administer: _____ Inject intramuscularly

_____ Other: _____

Antihistamine: _____
(medication/dose/route)

Other: _____
(medication/dose/route)

Important: Asthma inhalers and antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

Important: Even if a parent or guardian cannot be reached, do not hesitate to medicate or take the child to a medical facility.

1. Call 911. State that an allergic reaction has been treated and additional epinephrine may be needed. Send someone to meet the emergency services personnel at the school entrance and direct them to the site of the incident. The student will need to be transported to the hospital for further observation.

2. Notify the school nurse and school principal. Normally the administrator or their designee will make the rest of the emergency calls.

3. Dr._____ Phone Number:_____

4. Parent:_____ Phone Number:_____

   Parent:_____ Phone Number:_____

5. Emergency Contacts:

   Name/Relationship:_____

   Phone Number(s):_____

   Name/Relationship:_____

   Phone Number(s):_____

Parent/Guardian Signature:_____ Date:_____

Doctor's Signature: _____ Date:_____

Staff Trained to Administer

The following staff members have been trained to use the epinephrine delivery system:

Name:_____ Room:_____

Name:_____ Room:_____

Name:_____ Room:_____

Name:_____ Room:_____

Name:_____ Room:_____

Once the the delivery system is used, call 911. Take the used unit with you to the emergency room. Plan to stay for observation at the emergency from for at least 4 hours.

Policy 3530 – Suicide

While the District has a responsibility to notify a student's parent/guardian regarding any known changes in the student's mental, physical, or emotional health or well-being, neither a school district nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or school district's knowledge of direct evidence of such suicidal tendencies. The Board directs the Superintendent or their designee to draft and implement procedures relating to:

1. Suicide prevention;
2. Suicide intervention; and
3. Suicide postvention.

"Postvention" shall mean counseling or other social care given to students after another student's suicide or attempted suicide.

These procedures may include, but are not limited to, the following measures:

1. Prevention:

    A. Offering and providing help and assistance, including early identification;
    B. Support and/or counseling by school support personnel for low-risk students;
    C. Referral to appropriate sources outside the school for high and moderate-risk students;
    D. The designation of a District-level **~~[AND/~~OR]** school level suicide prevention coordinator(s) by the Superintendent to be responsible for planning and coordinating the implementation of procedures addressing suicide.
    E. Encouraging staff to report to the coordinator students they believe may be at elevated risk of suicide.
    F. Education of students on suicide prevention through age-appropriate curriculum.
    G. Small group suicide prevention programming.
    H. Offering resources to parents/guardians on suicide prevention.

2. Intervention:

    A. Contacting the parents/guardians of students identified as at imminent risk of suicide.
    B. Contacting emergency services to assist a student who is at imminent risk of suicide.
    C. Providing first aid until emergency personnel arrive, as appropriate.

D. Moving other students away from the immediate area of any suicide attempt on District property or at a District event.

3. Postvention:

A. After care support by the school for faculty, staff, and students after a sudden death has occurred.
B. The development of a plan for responding to a death by suicide that has a significant impact on the school community.
C. Notification of the suicide prevention coordinator, if applicable.
D. The creation of a crisis team to respond to deaths by suicide that have a significant impact on the school community.
E. Contacting the State Department of Education to report any student deaths by suicide and to seek postvention assistance and/or resources.
F. Offering mental health services to students likely to be strongly affected by a recent death.
G. Appointing a spokesperson to handle inquiries related to issues involving suicide in the District.

~~OPTIONAL:~~ **Following notification of District staff of a suicide attempt by a student or following the identification of a student as being at imminent risk of suicide, the building principal may require a note from the student's doctor or counselor stating that it is the doctor or counselor's opinion that the student is ready to return to school. The student and their parent/guardian may meet with the [school counselor OR POSITION] to create a plan for the student's return to school, including any appropriate accommodations needed by the student.**

District personnel shall attend to the rights of the student and their family.

The District shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness. This includes providing annual professional development to staff involved in preventing, intervening, and responding to suicide on:

1. School philosophy regarding school climate and the promotion of protective factors;
2. Data on suicide for the region or state, or both;
3. Risk and protective factors for students;
4. Suicide myths and facts;
5. How to develop community partnerships related to suicide prevention;
6. How to utilize safe and appropriate language and messaging when addressing students;

7. Warning signs of suicide ideation for students;
8. Local and school-based protocols for aiding a suicidal individual;
9. Local protocols for seeking help for self and students;
10. Identification of appropriate mental health services and community resources for referring students and their families;
11. Information about state statutes on responsibility, liability, and duty to warn;
12. Confidentiality issues;
13. The need to ask others directly if they are suicidal; and
14. Evidence-based protocol for responding to a student or staff suicide.

Legal Reference:

Legal References	Description
IC § 33-136	Suicide Prevention in Schools
IC § 33-512B	District Trustees — Suicidal Tendencies — Duty to Warn
IC § 33-6001	Parental Rights
IDAPA 08.02.02.112	Suicide Prevention in Schools
IDAPA 08.02.03.160	Safe Environment and Discipline

Adopted:
Revised:
Reviewed:

Policy 4210 – Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent or designee shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the ~~Superintendent's~~ approval by a assigned designee at each facility and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

Proper protection, safety, and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with State and local fire, health, safety, and police regulations. All individuals using school facilities shall comply with the policies of this Board.

Legal Reference:

Legal References	Description
508 U.S. 384 (1993).	Lamb's Chapel v. Center Moriches Union Free School District
IC § 33-601	School Property - Real and Personal Property — Acquisition, Use or Disposal of the Same
IC § 33-602	Use of School Property or Buildings for Senior Citizen Centers
IC § 74-604	Public Funds Prohibited

Adopted:
Revised:
Reviewed:

Policy 7215 – Fund Accounting System (GASB Statement 54)

To enhance the usefulness of fund balance information, the District will provide clear fund balance classifications and use fund type definitions consistently.

The policy is designed to encourage consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. The District should maintain adequate fund balances and reserves in order to:

1. Provide sufficient cash flow for daily financial needs;
2. Secure and maintain investment grade bond ratings;
3. Offset significant economic downturns or revenue shortfalls; and
4. Provide funds for unforeseen expenditures related to emergencies.

Fund Types

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The following funds are maintained by the District:

1. The General Fund is used to account for all financial resources not accounted for and reported in another fund;
2. Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects;
3. Debt Service Funds are used to account for all financial resources restricted, committed, or assigned to expenditure for principle and interest;
4. Capital Projects Funds or Plant Facilities Funds are used to account for all financial resources restricted, committed, or assigned to expenditure for the acquisition or construction of capital assets.
5. Permanent Funds are used to account for resources restricted to the extent that only earnings, and not principle, may be used for purposes that support the District's purposes.

Note: The above list is not comprehensive and the District may have other funds such as an Activities Fund.

~~[INSERT OTHER FUNDS HERE]~~

Fund Balance Reporting in Governmental Funds

The following definitions will be used in reporting activity in governmental funds across

the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

1. **Non-spendable Fund Balance:** Includes amounts that cannot be spent because they are either:

    A. Not in spendable form; or
    B. Legally or contractually required to be maintained intact.

2. **Restricted Fund Balance:** Includes amounts that can be spent only for the specific purposes stipulated by District policy, external resource providers, or through federal regulations or State laws or rules.

3. **Committed Fund Balance:** Includes amounts that can be used only for the specific purposes determined by a formal action of the Board.

4. **Assigned Fund Balance:** Includes amounts intended to be used by the District for specific purposes, but do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Board delegates to the Superintendent or designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

5. **Unassigned Fund Balance:** Includes the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Prioritization of Fund Balance Use

The Board's primary role in adopting this policy is to identify the order of spending unrestricted resources and to acknowledge that the Board is the ultimate decision making authority with regard to committing balances upon recommendation of the Superintendent or designee.

If the Board chooses not to adopt a policy addressing the order of spending, the default approach of reducing restricted, then committed, then assigned, then unassigned fund balances will be used.

Guidelines

Classifying Fund Balance Amounts: Fund balance classifications depict the nature of the net resources that are reported in a fund. An individual fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance Reporting: Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth above.

~~**[OPTIONAL]**~~
~~**Minimum Unassigned Fund Balance:** The District will maintain a minimum unassigned fund balance in its General Fund ranging from **(15 percent)** to **(20 percent)** of **(the subsequent year's budgeted expenditures and outgoing transfers)**. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.~~

~~**[NOTE: These percentages may be adjusted to meet District needs.]**~~

~~**Replenishing Deficiencies:** When the fund balance falls below the minimum range, the District will replenish the shortage or deficiency using the budget strategies and timeframes described below.~~

~~The following budgetary strategies shall be utilized by the District to replenish funding deficiencies:~~

1. ~~The District will reduce recurring expenditures to eliminate any structural deficit; or~~
2. ~~The District will increase revenues or pursue other funding sources; or~~
3. ~~Some combination of the two options above.~~

~~Minimum fund balance deficiencies shall be replenished within the following time periods:~~

1. ~~Deficiency resulting in a minimum fund balance between **(12.5 percent)** and **(15 percent)** shall be replenished over a period not to exceed one year;~~
2. ~~Deficiency resulting in a minimum fund balance between **(10 percent)** and **(12.5 percent)** shall be replenished over a period not to exceed three years; and~~
3. ~~Deficiency resulting in a minimum fund balance of less than **(10 percent)** shall be replenished over a period not to exceed five years.~~

Surplus fund balance: Should the District ever have an unassigned fund balance of the General Fund ~~ever exceed the range,~~ the District will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing, or other recurring expenditures.

Implementation and Review: The Board authorizes the Superintendent or designee to establish any standards and procedures which may be necessary for its implementation. The Superintendent or designee shall review this policy and any procedures regarding its implementation annually or as needed and make any recommendations for changes to the Board.

The Superintendent or designee shall provide accounting procedures for the receipt, deposit, expenditure, and withdrawal of such moneys and procedures for monthly reporting to the Board of the transactions, assets, liabilities, and fund balance for each such fund.

Legal Reference:

Legal References	**Description**
Governmental Accounting Standards Board ("GASB")	Statement No. 54
IC § 33-701 et seq.	Fiscal Affairs of School Districts
IC § 33-901 et seq.	School Funds

Adopted:
Revised:
Reviewed:

Policy 7218 – Federal Grant Financial Management System

The District maintains a proper financial management system in order to receive both direct and state-administered grants and to expend funds associated with a grant award. Certain fiscal controls and procedures must be in place to ensure that all financial management system requirements are met.

Idaho Financial Reporting Management System (IFARMS)

IFARMS provides the basis for complete financial and cost accounting, for the development of program budgets, and for the preparation of periodic financial reports. The uniformity of the system enables the District to fulfill state requirements and provides the flexibility to obtain program and account detail to meet management needs.

Financial Management Standards

The standards for financial management systems are found at 2 CFR § 200.302. The required standards include:

1. **Identification:** The District shall identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification shall include the information described below under “Overview of the Financial Management/Accounting System.”

2. **Financial Reporting:** Accurate, current, and complete disclosure of the financial results of each federal award or program will be made in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

3. **Accounting Records:** The District shall maintain records that adequately identify the source and application of funds provided for federally-assisted activities. These records will contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest, and be supported by source documentation.

4. **Internal Controls:** Effective control and accountability shall be maintained for all funds, real and personal property, and other assets. The District shall adequately safeguard all such property and shall assure that it is used solely for authorized purposes.

   “Internal controls” are tools to help program and financial managers achieve results and safeguard the integrity of their program. Internal controls should be

designed to provide reasonable assurance that the following objectives are achieved:

A. Effectiveness and efficiency of operations;
B. Adequate safeguarding of property;
C. Assurance property and money is spent in accordance with grant program and to further the selected objectives; and
D. Compliance with applicable laws and regulations.

5. **Budget Control:** Actual expenditures or outlays shall be compared with budgeted amounts for each federal award.

6. **Cash Management:** The District shall maintain written procedures to implement the cash management requirements found in EDGAR. See Policy 7450.

7. **Allowable Costs:** The District shall maintain written procedures for determining allowability of costs in accordance with EDGAR. See Policy 7320 and Procedure 7320P.

Overview of the Financial Management/Accounting System

The District accounting system is established to present, with full disclosure, the financial position and results of the financial operations of the District in conformity with generally accepted accounting principles. The accounting system currently used is Software Unlimited ~~**[NAME OF SOFTWARE]**~~. The system is in compliance with IFARMS, as required by Idaho statute. IFARMS shall be used as the basis for developing program budgets and the preparation of periodic financial reports. The District Business Manager shall be responsible for managing budgets and accounts payable. As required by 34 CFR 200.302, the District shall maintain on file award letters that include Catalog of Federal Domestic Assistance (CFDA) titles and numbers, federal award identification numbers and years, names of the federal awarding agencies, and the name of the State Department of Education (the pass-through entity), for each federal award. The funds are given unique identification numbers in the IFARMS system.

The Business Manager shall be responsible for preparing financial reports, as required for local, state, and federal agencies, for review and approval by the Board of Trustees. The financial reports shall reflect the financial activity and status of the District. These reports shall include monthly and cumulative expenditures, program budgets, and balances remaining.

Budgeting

The Planning Phase: Meetings and Discussions: Before Receiving the Grant

Award Notice (GAN): The ~~Superintendent~~ Federal Programs Director, assisted by the Business Manager, shall be responsible for initial federal grant budget development. Initial budget development shall be based upon estimates of federal program award amounts as provided by the State Department of Education, as well as input from program and administrative staff with respect to individual program staff needs, number and assignments of paraprofessionals relative to program allocations, and need for instructional supplies and equipment. The primary considerations of initial budget development shall be the educational needs of students and the availability of existing District resources for meeting these needs.

Budgets shall be prepared and presented in a format that clearly identifies revenue sources and amounts and budgeted expenditures, in accordance with IFARMS accounting codes, and shall be open for public inspection.

The ~~Superintendent~~ Business Manager shall present the proposed budget to the Board for final approval of the budget and the policies reflected therein, such as proposed changes or additions to instructional programs and proposed salary schedules. Consideration of the proposed budget shall take place in an open meeting with opportunity for public comment. The approved budget shall be included in the minutes of the Board as documentation of its acceptance and approval.

After Receiving the GAN: If ~~the Superintendent~~ determine~~sd~~ that final program allocations necessitate revisions to program budgets, ~~he or she, assisted by~~ the Business Manager with input from federal programs staff, shall discuss, review, and propose budget revisions. If proposed revisions require amendment proposals, the ~~Superintendent~~ Business Manager will follow protocols of the amendment process.

Amending the Budget: The ~~Superintendent~~ Business Manager shall review and approve any necessary budget amendments and shall submit those amendments to the Board at least seven days in advance of the meeting at which the amendment will be considered. The Board shall have final approval of the amended budget and consideration of the proposed budget shall take place in an open meeting with opportunity for public comment. The approved amended budget shall be included in the minutes of the Board of Trustees as documentation of its acceptance and approval.

Budget Control: The Business Manager shall prepare monthly financial reports that monitor budget performance by comparing actual to budgeted revenues and expenditures. Monthly financial reports indicate budgeted amounts, monthly expenditures, year-to-date-expenditures and percentage of budget spent. The Superintendent shall review these reports for the preceding month prior to presentation to the Board.

Accounting Records

The Business Manager shall be responsible for the maintenance of accounting records. Electronic accounting records are maintained in the ~~**[NAME OF SOFTWARE]**~~Software Unlimited~~,~~ and paper records are maintained on file in the District office. All accounting records shall be reviewed by the District Superintendent and, where appropriate and required, the Board. The District chart of accounts and financial reports shall be established and maintained in accordance with Generally Accepted Accounting Principles (GAAP) and IFARMS, as required by Idaho Code. Accounting records shall be available for public inspection at any time.

Spending Grant Funds

In determining what items will be included in individual program budgets, the Business Manager and the ~~Superintendent~~ Federal Program Director will follow the federal cost principles and individual program statutes and regulations, as the basis for determining whether individual expenditures are allowable.

While developing and reviewing the grant budget, the District will keep in mind the difference between direct costs and indirect costs.

Direct and Indirect Costs:

1. **Determining Whether a Cost is Direct or Indirect:** Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

   Indirect costs are those that have been incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

   Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs of Federal awards. Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials, and other items of expense incurred for the Federal award.

The salaries of administrative and clerical staff shall normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

A. Administrative or clerical services are integral to a project or activity;
B. Individuals involved can be specifically identified with the project or activity;
C. Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency; and
D. The costs are not also recovered as indirect costs.

2. **Indirect Cost Rate:** It is at the discretion of the Preston School District #201 ~~{{Full_District_Name}}~~ to use the indirect cost rate. It is the normal policy of the District not to take indirect costs on federal awards. If the District elects to take indirect costs, it shall follow the procedures for calculating the indirect cost rate prescribed by the State Department of Education and apply the policies and procedures outlined in the federal regulations as described below.
3. **Applying the Indirect Cost Rate:** Once the District has an approved indirect cost rate, the percentage is multiplied against the actual direct costs (excluding distorting items such as equipment, contracts in excess of $30,000 pass-through funds, etc.) incurred under a particular grant to produce the dollar amount of indirect costs allowable to that award.

   Once the District applies the approved rate, the funds that may be claimed for indirect costs have no federal accountability and may be used as if they were non-federal funds. For direct grants, reimbursement of indirect costs is subject to the availability of funds and statutory or administrative restrictions.

   Where a federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap must include all direct administrative charges as well as any recovered indirect charges.

Legal Reference:

Legal References	**Description**
2 CFR § 200.300 et seq.	Post Federal Award Requirements
2 CFR § 200.413	Direct Costs
2 CFR § 200.56	Indirect (Facilities & Administrative (F&A)) Costs
34 CFR § 75.564	Reimbursement of Indirect Costs
34 CFR § 76.569	Using the Restricted Indirect Cost Rate
Other References	**Description**
ISBA Policy Services	https://www.idsba.org/member-services/policy/
Code	**Description**

7230	Financial Reporting and Audits
7236	Employees Paid with Federal Funds and Unexpected or Extraordinary Closures
7400	Miscellaneous Procurement Standards
7400-P(1)	Miscellaneous Procurement Standards - Federal Award Requirements
7400-P(2)	Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award
7400-P(3)	Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award - Competition
7400-P(4)	Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards

Adopted:
Revised:
Reviewed:

Policy 7240 – Programs for Indian Children

It is the intent of the District that all American Indian children of school age have equal access to all programs, services, and activities offered in the District.

It is also the intent of the District to fully comply with the requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act and regulations relating thereto. To that end, the District shall:

1. Provide tribal officials and parents of Indian children an opportunity to comment on the participation of Indian children on an equal basis in all programs and activities offered by the District;

2. Annually assess the extent to which Indian students are participating on an equal basis in the educational programs and activities of the District;

3. If and when necessary, modify its educational programs to ensure that Indian children participate on an equal basis with non-Indian children served by the District;

4. Disseminate annually all relevant applications, evaluations, program plans, and information related to the District's education programs in sufficient time to allow the tribes and parents of Indian Children an opportunity to review the materials and make recommendations on the needs of the Indian children and how the District may help those children realize the benefits of the District's education programs and activities;

5. Solicit information from tribal officials and parents of Indian children on Indian views, including information on the frequency, location, and time of meetings;

6. Notify tribal officials and parents of Indian children of the locations and times of meetings;

7. Consult and involve tribal officials and parents of Indian children in the planning and development of the District's educational programs and activities;

8. Modify its Indian policies and procedures, if and when necessary, based upon the results of the "Assessments" referenced below.

<u>Assessments</u>

Tribal officials and parents of Indian children are encouraged to assess the effectiveness of their input regarding the participation of Indian children in the District's educational programs and activities and the development and implementation of the District's Indian policies and procedures and share the results of such assessment with

the District.

Records

For all Indian students served by the District, The District shall maintain adequate records to demonstrate the District's compliance with applicable federal law regarding funds received pursuant to Title VIII (20 USC § 7703).

Legal Reference:

Legal References	Description
20 USC §§ 7441, et seq.	Special Programs and Projects to Improve Educational Opportunities for Indian Children
20 USC §§ 7703, 7704	Policies and Procedures Relating to Children Residing on Indian Lands
34 CFR 222.94	What Provisions Must be Included in a Local Educational Agency's Indian Policies and Procedures?

Adopted:
Revised:
Reviewed:

Policy 7240P1 – Programs for Indian Children – Federal Impact Funds

The Board adopts the following procedures as required by Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act:

1. The Superintendent and/or his or her designee will meet at least two times annually with tribal officials and parents of Indian children. The purpose of the meetings will be to give tribal officials and parents of Indian children an opportunity to comment on whether Indian children are participating on an equal basis with other children in the District in the educational programs and activities offered by the District. The dates and times of these meetings will be sent to tribal officials and parents of Indian children at the beginning of each school year. In addition to the meetings, tribal officials and parents of Indian children are encouraged to contact the Superintendent at any time to provide comments or concerns regarding Indian children's equal participation in the education programs of the District.

2. Each year the Board will review this procedure and the District's Policy 7240 Programs for Indian Children.

3. The Superintendent and/or designee will review school data and the comments and/or concerns of tribal officials, parents of Indian children, the community, and staff members regarding the assessment and extent of Indian students' participation and progress in the educational programs and services of the District.

4. When assessment data indicate Indian students are not participating on an equal basis with non-Indian students or making adequate progress, tribal officials and parents of Indian children will be asked to make recommended changes.

5. The complete Title VIII application will be sent to tribal officials (and the Indian Education Center, if appropriate) and a summary prepared for all Indian parents in conjunction with the January Title VIII public hearing. Review of new or continuing programs is an ongoing process of the Board. Agendas will be regularly forwarded to Tribal officials. An annual summary will be provided at the January Title VIII public hearing. Additional information is available upon request. A Board meeting will be held, usually in January, for the discussion of the disseminated material as part of a regular Board agenda. Tribal officials and Indian parents and staff will be notified at least ten days prior to the meeting. Notice will be posted in the School District office and school offices and will be sent to the Tribal Council and Education Center for posting.

6. At the Board meeting described in 5 above, members of the Indian community will be afforded the opportunity to comment and suggest alternatives to the regularly scheduled times, locations, and frequency of pertinent meetings.

7. Tribal officials, Indian parents, the Title IX Indian Parent Committee, the IPP Committee, and Indian Education Center staff will be notified as to the location and times of meetings in the same manner as that provided for the January Board meeting. Notice will be posted in the school's District office, at school offices, and will also be sent to the Tribal Council and the Tribal Education Center for posting.

8. The Title VIII application will be made available for review by the Title IX Parent Committee and/or the IPP Committee and other interested members of the Indian community, prior to the public meeting generally held in January.

A Board meeting to discuss equal participation of Indian students will generally be held in January.

The Title IX Parent Committee and/or the IPP Committee and interested Indian parents and tribal officials will review assessment data to develop or modify educational programs or services to allow participation of Indian students on an equal basis. These findings and recommendations will be presented to the Board in March or as required by federal guidelines.

Members of the Indian community, tribal officials, members of the Parent Committee and/or the IPP Committee, and staff will be notified of modifications to programs or services as provided in 5, above.

Legal Reference:

Legal References	**Description**
20 USC §§ 7441, et seq.	Special Programs and Projects to Improve Educational Opportunities for Indian Children
20 USC §§ 7703, 7704	Policies and Procedures Relating to Children Residing on Indian Lands
34 CFR 222.94	What Provisions Must be Included in a Local Educational Agency's Indian Policies and Procedures?

Adopted:
Revised:
Reviewed:

Policy 7305 – Investment of Funds

Pursuant to Idaho Code §33-701, the Board authorizes the Superintendent or designee to invest all or part of any plant facilities reserve fund, or any fund accumulated for the payment of interest on, and the redemption of, outstanding bonds, or other obligations of the District. The Superintendent or designee shall develop criteria and procedures for appropriate investments which shall be reviewed by the Board. A progress report of investments shall be made to the Board on a regular basis.

Policy Considerations

The investment policy shall be reviewed annually by the Superintendent or designee and recommended changes will be presented to the Board for consideration.

Investments may be made only in those instruments approved by, and in a method in conformity, with State law including any instrument permitted by law for the investment of State moneys.

Legal Reference:

Legal References	Description
IC § 33-701	Fiscal Year – Payment and Accounting of Funds
IC § 67-1210	Investment of Idle Moneys

Adopted:
Revised:
Reviewed:

Policy 7500 - New Fees or Increase of Fees

The Superintendent or designee shall review annually fees assessed to determine if an increase, decrease, new fee, or other change is necessary. The Superintendent or designee shall report the fee findings to the Board at least annually.

In the event a fee increase of ~~four~~ 4.99 percent or less from the prior fee amount is necessary, the Board can review and vote on such a fee increase. However, in the event a fee increase of five percent or more from the prior fee amount is necessary, the Board shall hold a hearing upon such proposed fee increase at a regular or special meeting of the Board.

The Board shall provide notice of the meeting according to Idaho Code § 63-1311A. Meeting notice shall include the reason for the meeting, (i.e. the Board is considering a fee increase that is in excess of five percent of the amount of fees last collected prior to such decision). If the Board is considering assessing a new fee, the meeting notice shall indicate such.

Legal Reference:

Legal References	Description
IC § 33-603	Payment of Fees or Returning of Property
IC § 60-106	Qualifications of Newspapers Printing Legal Notices
IC § 63-1311A	Advertisement of and Hearing on Fee Increases

Cross References	
Code	**Description**
3440	Student Fees, Fines, and Charges/Return of Property
7300	Revenues

Adopted:
Revised:
Reviewed:

Policy 7710 - Bond Continuing Disclosure and Certification Requirements

Designation of Administrator

The District hereby designates the Business Manager (the "Administrator") to have the primary responsibility to ensure compliance with the applicable securities laws and rules relating to issued bonds. The Administrator shall review these procedures annually. The Administrator will consult with Bond Counsel and/or the District's legal counsel and advisors, as necessary, to ensure that the District complies with the Bond Disclosure Agreement. This will include, without limitation, consultation in connection with any potential changes in ratings of the bonds or changes in finances or operations of the District. In addition, prior to placing any bond question on a public ballot, the Administrator will ensure that the bond resolution ballot language fits the required description in Idaho Code.

The Administrator will actively participate in the preparation of all primary disclosure materials. The Administrator will review and prepare all post-issuance disclosure materials, including, without limitation, the materials for the District's financial statements and the information described in the Required Annual Filings, and events required to be disclosed under the rule known as the Material Event Filings, and any other voluntary or required disclosure to the market.

The Administrator will review all primary and post-issuance disclosure materials and consult with all officers, employees, directors, agents, and officials of the District as necessary to ensure that such materials do not contain materially false information or omit material information that investors would want to know in making an informed investment decision about the bonds.

The Administrator will also obtain appropriate training in the issuance of municipal bonds, securities law disclosure, proficiency in the use of Electronic Municipal Market Access (EMMA), and update such training on an annual basis or as new developments arise.

Duties of the Administrator

Prior to submitting a bond question to the county clerk, the administrator will ensure it includes required ballot disclosure language found in Title 34, Chapter 9.

Upon the issuance of any bonds, or annually in the absence of such issuance, the Administrator shall update Required Annual Filings to reflect the requirements of the Disclosure Agreements of the District and the requirements thereof.

Within the time specified under each Disclosure Agreement, the Administrator will submit, or cause to be submitted through a disclosure agent if one has been appointed,

the District's Required Annual Filing to the Municipal Securities Rulemaking Board (MSRB) via EMMA.
Not more than five days after the submission of the Required Annual Filing to the MRSB, the Administrator shall provide to the Superintendent and the Board of Trustees written confirmation that the Annual Required Filing has been submitted and filed properly with the MSRB through EMMA. The Administrator shall independently verify by access to EMMA that the Required Annual Filing has been filed and properly appears on EMMA.

In the event that the Required Annual Filing is not completed in time to submit the Required Annual Filing to the MRSB through EMMA within the time specified, the Administrator will file a notice of occurrence of such event in accordance with the policy and procedures set forth below under "Reporting of Events," and in accordance with the Rule, and submit the Required Annual Filing as soon as it is available.

Reporting of Events

The Administrator will make, or cause to be made through a disclosure agent if one has been appointed, all required Material Event Filings via EMMA consistent with the requirements of the Rule.

The occurrence of certain events, including payment defaults, requires a Material Event Filing without the need for a materiality determination (i.e. they are deemed material under the rule). These include:

1. Principal and interest payment delinquencies;

2. Unscheduled draws on debt service reserves reflecting financial difficulties;

3. Unscheduled draws on credit enhancements reflecting financial difficulties;

4. Substitution of credit or liquidity providers, or their failure to perform;

5. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security. **[Note: A routine IRS audit is reportable because it could lead to an adverse tax opinion.]**

6. Defeasances;

7. Rating changes;

8. Bankruptcy, insolvency, receivership, or similar event of the obligated person;

9. Other events, such as non-payment related defaults, must be analyzed to determine if the event is material and if so, a Material Event Filing is required. The Administrator will consult with Bond Counsel regarding any questions as to whether an event has occurred and what filings are required. These include:

    A. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.

    B. Nonpayment-related defaults, if material.

    C. Modifications to rights of security holders, if material.

    D. Bond calls, if material, and tender offers.

    E. Release, substitution or sale of property securing repayment of the securities, if material.

    F. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

The Administrator shall establish appropriate procedures within the District such that officers and employees of the District who have access to material information of the kind that would be required to be disclosed under a Material Event Filing are aware of the requirements of the Disclosure Agreement, and that such officers and employees will report such events to the Administrator in a timely manner. As soon as the Administrator learns of the occurrence of an event that is either deemed material or that knowledge of such an event would be material under applicable securities law, the Administrator will prepare and file, or cause to be filed, in a timely manner not in excess of ten business days of the occurrence, a Material Event Filing via EMMA.
Not more than five days after the submission of a Material Event Filing to the MRSB, the Administrator shall independently verify by access to EMMA that the Material Event Filing has been filed and properly appears on EMMA.

Nothing in a Disclosure Agreement prevents the District from making a voluntary filing with the MSRB of other material information in addition to the events that give rise to a Material Event Filing under the rule and the Disclosure Agreement.

Failure to File

In the event the Administrator fails to make any Required Annual Filing or Material Event Filing, the Administrator shall immediately notify the officer of the District to whom the Administrator reports of such failure to file and will cooperate fully to consider whether the District should engage a Disclosure Agent if one has not already been engaged, or take other action to ensure future filings are made on a timely basis.

Correspondence from Securities and Exchange Commission (SEC)

Upon receipt of any correspondence from the SEC, the Administrator will immediately notify the District, provide the District with a copy of such correspondence, and develop a plan of action to respond to the SEC inquiry.

Record-Keeping Requirements

Unless otherwise specified in applicable District resolutions or tax certificates, the District shall maintain the following documents for the term of each issue of bonds (including refunding bonds, if any) plus at least an additional three years:

1. A copy of the bond closing transcript(s) and other relevant documentation delivered to the District at or in connection with closing of the issue of bonds;

2. A copy of all material documents relating to capital expenditures financed or refinanced by bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with bond proceeds, and records identifying the assets or portion of assets that are financed or refinanced with bond proceeds;

3. A copy of all contracts and arrangements involving private use of bond-financed assets or for the private use of output or throughput of bond-financed assets; and

4. Copies of all records of investments, investment agreements, arbitrage reports, and underlying documents, including trustee statements.

Legal Reference:

Legal References	Description
IC § 34-913	Disclosures in Elections to Authorize Bonded Indebtedness
Municipal Securities Rulemaking Board	Rule Book (Updated October 1, 2016)

Adopted:
Revised:
Reviewed:

Policy 8170 – District Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses, and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

District Bus and Vehicle Maintenance

Vehicles used in the District's transportation program shall be in safe and legal operating condition. All school buses shall conform to standards of construction prescribed by the State Board of Education, and all vehicles used to transport students shall be subject to inspections as required by law.

Drivers shall ensure the safe condition of vehicles used to transport students by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the vehicle, and reporting any vehicle defects.

All other District vehicles shall be maintained following established programs as developed by the Superintendent or designee.

District-Owned Vehicles Provided to Employees

~~The District may own vehicles that some employees use for commuting to and from work and for other District-related travel. Any mileage driven in a District-owned vehicle that is not for official District business will be considered a taxable fringe benefit to the~~

~~employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.~~

~~Records of mileage and use other than~~ Official District business must be recorded in a diary or log.

Unauthorized personal use of a District vehicle or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a District-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Health and Safety Protocols of District-Owned Vehicles

All users of vehicles owned and maintained by the District shall adhere to the cleaning and disinfection protocols outlined by the District.

Legal Reference:

Legal References	Description
IC § 33-1501	Transportation Authorized
IC § 33-1506	Inspection of School Authorized Vehicles
IC § 33-1509	School Bus Drivers – Definition – Qualification – Duties
IC 33-1006	Transportation Support Program
IC 33-1504	Authorized Vehicles
IC 33-1515	Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events
IDAPA 08.02.02.160	Maintenance Standards and Inspections Standards for Idaho School Buses and Operations

Other References	Description
10.2.6	Idaho Commercial Drivers License Manual
Idaho State Department of Education	Standards for Idaho School Buses and Operations

Legal References	Description
Idaho State Department of Education	Idaho’s School Bus Driver Training - Classroom Curriculum

Adopted:
Revised:
Reviewed:

Policy 8200 – Local School Wellness

[The Healthy, Hunger-Free Kids Act of 2010 requires that the parents, students, District staff, administrators, Trustees, food services staff, school health professionals, teachers of physical education, and the public be allowed to provide input on the development of this policy. This model policy is intended only as a starting point for this dialogue.]

It is the goal of Preston School District #201 to strive to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. Preston School District #201 promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential.

Healthy eating is demonstrably linked to reduced morbidity and risk of mortality from many chronic diseases.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

Definition

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

Goals for Wellness Promotion

The District shall review and consider evidence-based approaches in establishing goals for school based activities to promote student wellness. This may include review of the “Smarter Lunchroom” tools and strategies.

To ensure the health and well being of all students, it is the policy of the District to:

1. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by the USDA's National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools regulations. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times. Fundraisers will be tracked at each school site by a designee of the Superintendent in charge of compliance at that site;
2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. These regulations apply to food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);
3. Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.

[Note: The USDA has no role in regulating foods brought from home, but school districts are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.]

The District shall also take measures to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the District may:

1. Ensure that all District schools become certified as a Healthier US Schools Challenge schools and/or enroll as a Team Nutrition schools;
2. Host at least one health fair each year;
3. Draft and regularly distribute a wellness newsletter for students and parents;
4. Review Smarter Lunchroom Movement best practices and evaluate each school's ability to implement them;
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;

6. Provide 30 minutes of physical education per week to elementary students and 230 minutes per week to middle school students;
7. Offer a recognition or reward program for students who exhibit healthy behaviors.
8. Start a walking or physical activity club at each school;
9. Offer at least 10 after school physical activity programs;
10. Ensure students have access to hand-washing facilities prior to meals;
11. Annually evaluate the marketing and promotion of the school meal program;
12. Share school meal nutrition information with students and families;
13. Offer students taste-testing or menu planning opportunities;
14. Participate in Farm to School activities and/or have a school garden;
15. Advertise and promote nutritious foods and beverages on school grounds;
16. Offer nutritious foods and beverages at lower prices than other foods and beverages;
17. Offer fruits or non-fried vegetables everywhere foods are sold;
18. Use student feedback to improve the quality of the school meal programs;
19. Offer a staff wellness program;
20. Provide District staff with adequate pre-service and ongoing in-service training that focuses on program administration, nutrition, physical activity, safety, the importance of modeling healthy behaviors, and strategies for behavioral change; and
21. Participate in community partnerships to support wellness programs, projects, events, or activities.

Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

Community Participation

The District shall invite parents, students, representative food service staff of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public to participate in the development, implementation, and periodic review of this policy.

The Superintendent shall annually make available to the public the content of the policy and an assessment of the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District's wellness policy compares to model local school wellness policies; and
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

Record Retention

The District shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;
2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;
3. Documentation of the assessment of the wellness policy; and
4. Documentation to demonstrate the public was notified annually as required by this policy.

Monitoring Compliance

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy.

Legal Reference:

Legal References	**Description**
42 USC § 1751 et seq.	National School Lunch Act
42 USC § 1758b	Local School Wellness Policy
42 USC § 1771 et seq.	Child Nutrition Act of 1966
7 CFR § 210.30	School Nutrition Professional Standards
7 CFR §§ 210 & 220	Nutrition School Lunch and School Breakfast Programs: Final Rule
Pub. L. 108-265	The Child Nutrition and WIC Reauthorization Act of 2004

Other References	**Description**
Idaho State Department of Education	Smart Snacks

Idaho State Department of Education	Wellness Policy Guidelines—Elements of Implementation for Final Rule
Idaho State Department of Education	Implementation and Monitoring Plan
Idaho State Department of Education	Idaho Wellness Policy Progress Report

Cross References

Code	Description
2305	Nutrition Services
2310	Nutrition Education
2315	Physical Activity Opportunities and Physical Education
4175	Required Annual Notices
8230	Nutrition Standards

Adopted:
Revised:
Reviewed:

Policy 8210 – District Nutrition Committee

With the purposes of monitoring the implementation of the District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a District-wide nutrition committee is hereby established to develop, implement, monitor, and review District-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies.

Following initial development, the committee will meet a minimum of one (1) time~~s~~ annually for continued assessment.

Committee membership will consist of:

~~1. A Board Member;~~
2. The District food service coordinator;
3. A school health professional, such as a dietician or school nurse;
4. A parent representative ~~from each school level~~;
~~5. A student representative from each school level;~~
~~6. A member of the general public;~~
7. A staff member ~~representative from each school level~~;
8. An administrative representative as committee co-chair; and
~~9. The physical education and health program leader as committee co-chair.~~ Others as determined.

Appointments to the committee will be made by the Superintendent ~~Board Chair~~.

Development

To help with the initial development of the District's wellness policies, each school in the District will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the District level to identify and prioritize needs.

Monitoring

The Superintendent or designee will ensure compliance with established District-wide nutrition and physical activity wellness policies. In each school, the principal or designee with authority will ensure compliance with those policies in his or her school and will report on the school's compliance with the District Superintendent or designee.

School food service staff, at the school or District level, will also ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent (or, if done at the school level, to the school principal).

The Superintendent or designee will develop a summary report every three years on District-wide compliance with the District's established nutrition and physical activity wellness policies based on input from schools within the District. That report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the District.

Legal Reference:

Legal References	Description
42 USC § 1751 et seq.	National School Lunch Act
42 USC § 1758b	Local School Wellness Policy
42 USC § 1771 et seq.	Child Nutrition Act of 1966
Pub. L. 108-265	The Child Nutrition and WIC Reauthorization Act of 2004

Other References	Description
Idaho State Department of Education	Wellness Policy Guidelines—Elements of Implementation for Final Rule
Idaho State Department of Education	Implementation and Monitoring Plan
Idaho State Department of Education	Idaho Wellness Policy Progress Report

Cross References

Code	Description
2310	Nutrition Education

Adopted:
Revised:
Reviewed:

Policy 8300 – Emergencies and Disaster Preparedness

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. Because of this, the District has developed appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees, and parents be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur.

Development of Crisis Management Plan

The District will develop and maintain an emergency operations plan to act as a guide for District Trustees, administration, staff, students, parents/guardians, and community members to address potential crises in the District. The Board also directs the Superintendent to ensure that each District school develops its own emergency operations plan. These plans shall be exempt from disclosure under public records laws, as described in IC 74-105.

The emergency operations plan will provide direction for the District and for each site to use prior to, during, or after any emergency situation.

The Superintendent or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. They shall coordinate with school staff and local emergency response agencies in developing these plans. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The emergency operations plan will be reviewed annually by the Crisis Management Committee, which shall include representatives of principals and site managers.

Each principal and site manager shall receive a copy of the emergency operations plan and shall provide in-service training on plan implementation. This training shall be provided annually for every employee and to new employees upon hiring.

The District emergency operations plan serves as the foundation for the development of individual site and program plans.

Legal Reference:

Legal References	**Description**
IC § 33-512	District Trustees - Governance of Schools

IDAPA 08.02.03.160 Safe Environment and Discipline

Cross References

Code	Description
8520	Inspection of School Facilities

Adopted:
Revised:
Reviewed:

Policy 8300P1 – Emergencies and Disaster Preparedness

The District has developed procedures for dealing with existing and potential student and school crises. These plans provide an organized approach to helping students. They provide direction to staff members on when and how to refer a student for help. They provide an approach to collaborative decision-making in dangerous and stressful situations. An important component of these plans is a set of inter-agency guidelines with various city and county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire District.

The emergency response plans may include crisis response procedures and critical incident procedures. Crisis response procedures guide staff in responding to more frequently occurring crises, such as deaths of students or teachers and other traumatic events. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team helps administrators:

1. Gather information;
2. Establish communication with families;
3. Disseminate accurate information to faculty and students;
4. Intervene directly with students most likely to be affected;
5. Increase the available supportive counseling for students and staff; and
6. Guide students in appropriate ways to commemorate the deceased.

Critical incident procedures help District personnel handle potentially dangerous events, such as a natural disaster or an armed intruder in a school . These procedures shall emphasize a coordinated interagency approach. A plan has been established in all school buildings to provide a uniform method of warning staff and students of high-risk situations involving imminent, potentially life-threatening danger.

In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator or person in charge.

<u>Possible Hazards in Idaho</u>

The emergency operations plans should address a range of events and hazards caused by nature or humans, such as:

1. Severe weather;
2. Bus crashes;
3. Bomb threats;

4. Student or staff deaths;
5. Chemical or hazardous material spills;
6. Fire;
7. School shootings;
8. Medical emergencies;
9. Acts of terror or war; and
10. Natural disasters such as earthquakes, tornados, floods, and volcanic eruptions.

The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate Crisis Management Plans.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented, and maintained by all schools, District facilities, and school buses, and that:

1. Each school's plan be developed in coordination with local school staff and local emergency response agencies.
2. Each school's plan comply the Idaho School Safety and Security Advisory Board's guidance.
3. All employees be trained annually on the emergency operations plans and procedures to be followed at their work site to ensure their safety and the safety of others. This training shall comply with the guidelines set by the Idaho School Safety and Security Advisory Board.
4. Students and employees practice the emergency procedures implemented at their school or work site.
5. Parents be advised of the emergency procedures developed at the school their child attends by September 30 of each year.
6. If materials and supplies beyond those normally provided by the School District are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order.
7. Each school's plan be reviewed annually by the building principal. The building principal shall work with school staff and emergency response agencies to update and make other changes to these plans when needed.
8. Inservice training on plan implementation shall be provided annually for every employee and to new employees upon hiring.
9. This policy be reviewed annually.

<u>Sequence of Crisis Management</u>

The Crisis Management Plans should include the sequences of managing a disaster. Those sequences are as follows:

1. Mitigation and Prevention addresses what schools and the District can do to reduce risk to life and property;
2. Preparedness focuses on the process of planning for the worst-case scenario;
3. Response is devoted to the steps to take during a crisis; and
4. Recovery deals with how to restore the learning and teaching environment after a crisis.

Mitigation and Prevention

The goal of mitigation is to decrease the need for response rather than simply increasing response capability.

1. Connect with community emergency responders to identify local hazards;
2. Review the last safety audit to examine school buildings and grounds;
3. Determine who is responsible for overseeing violence prevention strategies in each school;
4. Encourage staff to provide input and feedback during the crisis planning process;
5. Review incident data;
6. Identify any major problems in your school with regard to student crime and violence;
7. Assess how the school addresses these problems; and
8. Conduct an assessment to determine how these problems, as well as others, may impact the District's vulnerability to different types of crises.

Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

1. Determine what crisis plans exist in the District, school, and community;
2. Identify all stakeholders involved in crisis planning;
3. Develop procedures for communicating with staff, students, families, and the media;
4. Establish procedures to account for students during a crisis;
5. Gather information about the school facility, such as maps and the location of utility shutoffs; and
6. Identify the equipment that needs to be gathered to assist staff in a crisis.

Response

A crisis is the time to follow the crisis plan and make use of the District's and school's preparations.

1. Determine if a crisis is occurring;
2. Identify the type of crisis that is occurring and determine the appropriate response;
3. Activate the incident management system;
4. Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in-place needs to be implemented;
5. Maintain communication among all relevant staff at officially designated locations;
6. Establish what information needs to be communicated to staff, students, families, and the community;
7. Monitor how emergency first aid is being administered to the injured; and
8. Decide if more equipment and supplies are needed.

Recovery

Recovery is the effort to return to learning and restore the infrastructure as quickly as possible.

1.
2. Restore the physical plant as well as the school community;
3. Monitor how staff are assessing students for the emotional impact of the crisis;
4. Identify what follow up interventions are available to students, staff, and first responders;
5. Conduct debriefings with staff and first responders;
6. Assess curricular activities that address the crisis;
7. Allocate appropriate time for recovery;
8. Plan how anniversaries of events will be commemorated; and
9. Capture “lessons learned” and incorporate them into revisions and trainings.

Define Roles and Responsibilities

The emergency response plans shall define what should happen, when, and at whose direction during an emergency. School staff should be assigned to the following roles:

1. School commander;
2. Liaison to emergency responders;
3. Student caregivers;
4. Security officers;
5. Medical staff; and
6. Spokesperson.

The District will work with law enforcement officers and emergency responders to identify crises that require an outside agency to manage the scene, such as fires, bomb threats, and hostage situations.

Legal Reference:

Legal References	Description
IC § 33-512	District Trustees - Governance of Schools
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
8520	Inspection of School Facilities

Adopted:
Revised:
Reviewed:

Policy 8320 – Fire Drills and Evacuation Plans

Goal

The Board recognizes the importance of being prepared for emergencies and the role fire drills play in being prepared. The emergency evacuation drill trains staff and students and evaluates their efficiency and effectiveness in carrying out emergency evacuation procedures.

Frequency

Monthly fire drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

First Evacuation Drill

The first evacuation drill of the school year must be completed within ten days of the beginning of classes.

Time

Fire drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill;
2. Date and time of the drill;
3. Notification method used;
4. Staff members on duty and participating;
5. Number of occupants evacuated;

6. Special conditions simulated;
7. Problems encountered;
8. Weather conditions when occupants were evacuated; and
9. Time required to accomplish a complete evacuation.

Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

Fire Evacuation Plan

The District shall ensure the safety and health of students and staff by having in place at all times an emergency evacuation plan. The District will cooperate and coordinate with city, county, and State emergency personnel. The District shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan.

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only or with a defend-in-place response;
2. Procedures for employees who must remain to operate critical equipment before evacuating;
3. Procedures for use of elevators to evacuate, if applicable.
4. Procedures for accounting for employees and occupants after the evacuation has been completed;
5. Identification and assignment of personnel responsible for rescue or emergency medical aid;
6. The preferred and any alternative means of notifying occupants of a fire or emergency;
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization;
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan; and
9. A description of the emergency voice or alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency;
2. The life safety strategy and procedures for notifying and evacuating occupants or for a defend-in-place response (if applicable);
3. Site plans indicating the following:
    A. The occupancy assembly point;
    B. The location of fire hydrants; and
    C. The normal routes of fire department vehicle access

4. Floor plans identifying the locations of the following:

    A. Exits;
    B. Primary evacuation routes;
    C. Secondary evacuation routes;
    D. Accessible egress routes;
    E. Areas of refuge;
    F. Exterior areas for assisted rescue;
    G. Manual fire alarm boxes;
    H. Portable fire extinguishers;
    I. Occupant-use hose stations; and
    J. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

In the Event of a Fire

All incidents of unintentional fires will be reported to the building principal whether or not fire department response is required. All department heads, supervisors, etc. will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc.

Do not use the elevators in the event of a fire except as authorized by the fire safety

plan.

In the event of a fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm and contact the building principal.

    A. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the building principal.

    B. For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the building principal. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!

2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.

3. If trapped on a second story or higher, hang an article of clothing out of the window to signal security officers. Anyone trapped in the room should remain close to the floor to avoid smoke.

During an evacuation, direct crowds away from fire hydrants and roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc. for persons who may be trapped inside. Do not attempt to rescue them. Notify fire department personnel.

Legal Reference:

Legal References	Description
2012 Idaho Fire Code	2012 Idaho Fire Code
2018 International Fire Code	2018 International Fire Code
IC § 41-253	Adoption of International Fire Code
IDAPA 08.02.03.160	Safe Environment and Discipline

Adopted:
Revised:
Reviewed:

Policy 8520 – Inspection of School Facilites

To ensure the safety and health of children and staff, the District shall, at least once a year, subject the facilities of the District to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, Idaho Code. The safety inspection report shall be provided to the Board of Trustees and to the administrator of the Division of Building Safety for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions. In such case, the Board shall direct the Superintendent to prepare or delegate the preparation of a plan of abatement to be completed at the earliest practicable time. The plan shall be implemented immediately. Such plan shall be provided to the Board and to the administrator of the Division of Building Safety.

Funds to conduct such abatement shall be segregated and, if necessary, secured as required by Idaho Code.

For purposes of this policy, the term “facilities” means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

Legal Reference:

Legal References	Description
IC § 33-1613	Safe Public School Facilities Required
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
8300	Emergencies and Disaster Preparedness
8300-P(1)	Emergencies and Disaster Preparedness
8300-P(2)	Emergencies and Disaster Preparedness - Explosion or Fallen Aircraft Procedure

Code	Description
8300-P(3)	Emergencies and Disaster Preparedness - Hazardous Material Spill
8300-P(4)	Emergencies and Disaster Preparedness - Bomb Threat
8300-P(5)	Emergencies and Disaster Preparedness - Violent or Criminal Behavior
8300-P(6)	Emergencies and Disaster Preparedness - Earthquake
8300-P(7)	Emergencies and Disaster Preparedness - Severe Weather Emergency: Tornado or Lightning Procedure
8300-P(8)	Emergencies and Disaster Preparedness - Natural Gas Leak
8300-P(9)	Emergencies and Disaster Preparedness - Broken Water Main
8500	Risk Management
8510	District Safety
9300	Operation and Maintenance of District Facilities
9400	Safety Program

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 are attached to this policy and ~~shall~~ include descriptions of prohibited conduct, conflict of interest, reporting and investigative procedures, employee professional development, rules for disciplining students, employees and third parties 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

Legal References	Description
IC § 33-205	Denial of School Attendance
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, volunteer 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.

Staff Mandate

All District personnel who witness, receive a report of, or become aware of hazing, intimidation, bullying, harassment, or acts of physical violence are strictly required to report the incident immediately to the building principal or Superintendent. District personnel who fail to report, fail to intervene, or attempt to conceal violations of this

policy are subject to immediate disciplinary action, up to and including mandatory suspension and recommendation for termination of employment.

Student and Third-Party Reporting

Any student, parent, or third party who has knowledge of prohibited conduct or feels they have been a victim should immediately report their concerns to school personnel.

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.

Conflict of Interest

All investigators and decision-makers must remain neutral and objective. Any potential conflict of interest must be disclosed to the Superintendent or Board Chair prior to taking action. Due to the close-knit nature of the small community, if an investigator or decision-maker has a conflict of interest, the Superintendent or Board Chair will assign an impartial decision maker to investigate.

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.

Professional Development

The District will provide ongoing professional development to all staff regarding school climate, hazing, intimidation, bullying definitions, intervention expectations and investigation protocols.

District and building administrators are strictly required to ensure that all staff members under their supervision receive the required annual professional development regarding this policy. If district or building administration fails to organize, provide, or document this required professional development to all staff annually, such failure shall constitute a direct violation of Board policy by the responsible administrator(s). Administrators found in violation of this requirement will be subject to disciplinary action, up to and including formal administrative reprimand, negative performance evaluations, suspension, and termination of administrative contract.

Discipline

Employee Disciplinary Action: Any employee found to be in violation of this policy (either by directly engaging in prohibited hazing, harassment, intimidation, bullying, or violence, or by failing to fulfill mandatory reporting and intervention requirements) will face heightened disciplinary consequences. Penalties may include formal letters of reprimand, administrative leave, termination of employment and potential referral to law enforcement.

Students: Violations will result in graduated consequences up to and including suspension or expulsion. Consequence steps may include counselor referrals, parent-administrator conferences, detention, educational prevention programs. Students with disabilities (IEP/504) will be disciplined in accordance with applicable state and federal laws.

Third Parties: Third parties who violate this policy shall be subject to immediate removal from District property and prohibition from future attendance at District events, as determined by the Superintendent or Board.

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.

The Board must review this procedure annually or when changes are made.

Legal Reference:

Adopted:
Revised:
Reviewed:

Preston School District #201

Policy 3345 Restraint & Seclusion

It is the priority of Preston School District No. 201 to promote a safe learning environment for all students and staff. The board recognizes that there may be emergency situations where it becomes necessary for a staff member to physically restrain or place a student in seclusion when the student's behavior poses an imminent risk of serious physical harm to self or others. The purpose of this policy is to ensure that all students and staff are safe in school, and that any student who may have a behavior crisis is free from the inappropriate use of physical restraint or seclusion.

The Board does not condone the use of restraint or seclusion when responding to student behavior and prohibits the use of corporal punishment and unreasonable use of physical force against a student as forms of discipline or methods of classroom governance. The Board recognizes, however, that it may be necessary to use reasonable and appropriate physical restraint and/or seclusion when it is the least restrictive intervention and when the student's behavior poses imminent danger of serious physical harm to self or others. The Board supports school-wide programs and services that promote positive student behavior to improve overall school safety and create an environment that is conducive to learning, while also minimizing the need for the use of physical restraint and seclusion and ensuring that they are only used as a last resort in an emergency.

~~**DEFINITIONS**~~

~~"Aversive technique" means physical, emotional, or mental distress as a method of redirecting or controlling behavior.~~

~~"Chemical Restraint" means using drugs or medication to control behavior; not including those prescribed by and administered in accordance with the directions of a qualified health professional.~~

~~"Crisis intervention" means implementation of a predetermined strategy to mitigate immediate harm to students or staff in a behavioral crisis.~~

~~"Corporal punishment" means knowingly and purposely inflicting physical pain on a student as a disciplinary measure.~~

~~"De-escalate" means utilizing strategically employed verbal or non-verbal interventions to reduce the intensity of threatening behavior before a crisis situation occurs.~~

~~"Emergency" means a situation in which a student's conduct creates a reasonable belief in another person that the student's conduct has placed the student or a third person in imminent danger of serious physical harm. An emergency requires an immediate intervention.~~

~~"Functional behavioral assessment (FBA)" means the evaluation process of gathering information that can be used to hypothesize about the function of student behavior to develop a behavior intervention plan (BIP) for those students demonstrating, or at risk for demonstrating, challenging behavior.~~

~~"Imminent" means likely to happen right away or within a matter of minutes.~~

~~"Mechanical Restraint" means the use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:~~

~~a. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports~~

~~b. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle~~

~~c. Restraints for medical immobilization; or~~

~~d. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm~~

~~"Physical escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. In addition, physical restraint does not include behavioral interventions used as a response to calm and comfort (e.g., proximity control, verbal soothing) an upset student.~~

~~"Physical Restraint" means personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort.~~

~~"Life-threatening physical restraint" 1) restricts airflow to a student's lungs, whether by compressing the student's chest or otherwise, or 2) immobilizes or reduces a prone student's ability to freely move his or her arms, legs, or head. The use of prone (i.e., lying face down) physical restraints should be avoided.~~

~~"Positive behavioral interventions and supports" means application of a broad range of systematic and individualized strategies for achieving important social and learning outcomes, while preventing challenging behaviors by making them irrelevant, inefficient, and ineffective.~~

~~"Seclusion" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.~~

A. Definitions

The following definitions apply to the use of restraint and seclusion:

1. Corporal Punishment. Knowingly and purposely inflicting physical pain on a student as a disciplinary measure.

2. Chemical Restraint. Using drugs or medication to control behavior; not including those prescribed by and administered in accordance with the directions of a qualified health professional.

3. Mechanical Restraint. The use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

    a. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;

    b. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;

    c. Restraints for medical immobilization; or

    d. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

4. Physical Escort. Temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of directing a student to a safe location. Physical escorting that involves methods used to immobilize a student's movement should be considered a physical restraint.

5. Physical Restraint. Personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. The term physical restraint does not include a physical escort.

6. Seclusion. The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

B. Use of Restraint and Seclusion

1. Corporal punishment shall not be used.

2. Chemical restraint shall not be used.

3. Restraint and/or seclusion:

    a. shall not be used as forms of discipline or methods of classroom governance;

    b. may be deployed only in circumstances where a student's conduct has placed self, employees, or any other individual in imminent danger of serious bodily harm; and

    c. shall be terminated immediately once it is determined that the student is no longer an immediate danger to self or to any other individual or

when a parent or legal guardian has taken custody of the student.

~~**PROHIBITED PRACTICES**~~

~~The following are prohibited under all circumstances, including emergency situations:~~

~~1. The use of restraint and seclusion, and corporal punishment, as a form of discipline, punishment, or as a method of managing classroom behavior.~~

~~2. The use of chemical restraints (i.e., drugs or medication) to control behavior or restrict freedom of movement unless it is (1) prescribed by a qualified health professional, and (2) administered as prescribed by the qualified health professional.~~

~~3. School employees may not use a life-threatening physical restraint on a student.~~

~~4. The use of physical restraint or seclusion procedures when a known psychiatric, medical or physical condition of the student would make physical restraint or seclusion dangerous for that student. For example, seclusion is inappropriate for students who are severely self-injurious or suicidal.~~

APPROPRIATE USE OF PHYSICAL RESTRAINT OR SECLUSION

Restraint or seclusion will only be implemented in situations where a student's behavior poses imminent danger of serious bodily harm to self or others, and not as a routine strategy to address classroom management or inappropriate behavior. School staff will implement positive behavioral interventions and supports, functional behavioral assessments and related behavior and crisis plans, and utilize constructive methods to de-escalate potentially dangerous situations.

Staff members are authorized to restrain a student or place a student in seclusion when an emergency, exists, or when a student's individualized education program (IEP), behavioral intervention plan (BIP), or crisis plan describes the specific behaviors and circumstances in which restraint and seclusion may be used as a response to imminent danger of serious physical harm to self or others.

The following applies to the use of physical restraint or seclusion:

1. Staff members will take reasonable efforts to prevent the need for the use of physical restraint or seclusion by implementing positive behavioral interventions and supports.

2. Staff members will only use physical restraint or seclusion in situations where (1) the student's behavior poses imminent danger of serious bodily harm to self or others, **and** (2) efforts at deescalation or interventions are ineffective.

3. Staff members will utilize the least restrictive technique necessary to end the threat of imminent danger of serious bodily harm.

4. Any behavioral intervention used by staff members must be consistent with the child's rights to dignity and to be free from abuse.

5. Staff members will carefully and continuously visually monitor the student when physical restraint or seclusion is used to ensure the appropriateness of its use and the safety of the student and others.

6. Staff members will immediately terminate the use of physical restraint or seclusion as soon as it is determined the student is no longer in imminent danger of serious bodily harm to self or others, or if the student is observed to be in severe

distress.

7. Staff members will document in writing each incident requiring physical restraint or incident immediately and no later than 24 hours after the event.

8. All staff members directly assigned to students or classrooms who demonstrate aggressive or dangerous behaviors will receive training in crisis management, de-escalation techniques, classroom behavior management, functional behavior assessment, behavior intervention planning, and when appropriate, the safe use of physical restraint and seclusion. Only trained personnel will employ these interventions whenever possible.

9. Staff members will review and revise behavioral strategies as appropriate to address the underlying cause of the dangerous behavior and to prevent the repeated use of physical restraint or seclusion for managing the dangerous behavior.

10. Parents will be notified verbally regarding physical restraint or seclusion as soon as possible and no later than 24 hours following the restraint or seclusion. (See "Notice to Parent/Guardian" section).

NOTICE TO ADMINISTRATOR

Staff members must notify the building principal and, if appropriate, special education director, immediately when a student is physically restrained or placed in seclusion.

OBSERVATION OF STUDENT

Seclusion will not be used unless a staff member can continuously monitor the student for visual and auditory signs of physiological distress and can communicate with the student. A staff member will maintain continuous, direct visual and auditory contact with the student throughout the duration of any physical restraint or seclusion to ensure the appropriateness of its use and the safety of the student and others.

Students will be permitted to use the restroom upon request and will be escorted to and from the restroom. Students will also be provided with water on request. Students will not be denied access to meals. If the student's level of escalation prevents the student from participating in planned mealtimes, the student will be permitted access to meals immediately as soon as the risk of serious physical danger to self or others has passed. See Time and Duration section below for information on allowable length of seclusion.

Monitoring will be conducted by a staff member who has received the required training to ensure the safety of the student and that procedures are appropriately implemented and documented.

SECLUSION AREA

If seclusion is to be employed by the district, each school building must designate a clean and safe seclusion area intended for confining a student without causing or allowing the student to harm him-or herself or others. The seclusion area will be of reasonable size; adequately lighted, ventilated, and heated/cooled; free from any objects or potential hazards that unreasonably expose the student or others to harm; permit direct, continuous visual and auditory monitoring of the student; must not be locked; and must comply with state and federal fire safety requirements. A push lock may be used with consistent monitoring but may not prevent the student from exiting the area should an emergency arise.

A staff member will visually inspect the seclusion area before and after each use to determine whether the area is clean and safe and address any concerns by cleaning the area and/or reporting the concerns to maintenance staff.

TIME AND DURATION

Physical restraint and seclusion will not be used any longer than necessary to allow a student to regain control of his/her behavior and may not exceed thirty (30) minutes.

If an emergency seclusion lasts longer than thirty (30) minutes, the following are required: additional support (e.g., change of staff, introducing a nurse or specialist, or obtaining additional expertise) and documentation to explain the extension beyond the time limit.

REINTEGRATION INTO THE CLASSROOM

Staff members will follow the steps outlined in the student's Crisis Plan to determine when the student is ready to be reintegrated into the classroom or activities. If no Crisis Plan is in place, staff members (at least two staff members) may make an independent judgment about when the student is ready to rejoin classmates or other activities. Reintegration may occur quickly, or may be very gradual, but will depend on the circumstances and the emotional state and readiness of the student to return to the normal situation.

INCIDENT REPORTING

Immediately after the student has restored emotional and behavioral control following the use of physical restraint or seclusion, a staff member not involved with the incident will visually examine the student to ascertain if any injury has been sustained during the physical restraint or seclusion.

The staff member(s) involved with the incident will complete a written incident report immediately and no later than 24 hours after the event. The building principal or designee will place a copy of the report in the student's education file.

Each staff member involved in an incident will engage in a debriefing session within two (2) days of the incident to determine what could have been done to prevent the need for the use of physical restraint or seclusion for this student specifically and for other students in similar situations.

Incident Report Requirements

The following information will be included in the incident report created after each instance of physical restraint or the use of seclusion:

1. Information about the student (i.e., name, grade, etc.).
2. If the student has a disability (IDEA or Section 504), and the type of disability.
3. The date and start and end times of the restraint or seclusion.
4. The location of the incident.
5. A description of the incident.
6. Possible events that triggered the dangerous behavior that led to restraint or seclusion.
7. Prevention, redirection, or pre-correction strategies that were used during the incident.
8. A description of the dangerous behavior that resulted in the implementation

of physical restraint or seclusion.

9. A description of the restraint or seclusion strategies that were used during the incident and a log of the student's behavior during physical restraint or seclusion.
10. A description of any injuries or physical damage that occurred during the incident.
11. How the student was monitored during and after the incident.
12. A description of behaviors displayed demonstrating the student's ability to return to the educational environment.
13. The staff member(s) who participated in the implementation, monitoring, and supervision of physical restraint or seclusion and whether the person(s) had training related to restraint or seclusion.
14. The extent to which the staff member(s) adhered to state and district procedural implementation guidelines.
15. The follow-up that will occur to review or develop the student's positive behavioral interventions and supports in order to avoid the use of restraint or seclusion in the future.
16. The date and time the parent/guardian was notified.

FREQUENT USE OF RESTRAINT OR SECLUSION

Schools must follow these procedures in cases where a student is placed in physical restraint or seclusion four (4) or more times in 20 school days.

In cases where such a student requires, may require, or is being evaluated for special education services or a 504 plan, the student's planning and placement team must meet to (1) conduct or revise the student's functional behavioral assessment and (2) create or revise any applicable behavioral intervention plan, including the student's IEP or 504.

For all other students, a school administrator, at least one of the student's teachers, the student's parent, or guardian, and, if any, a mental health professional must meet to (1) conduct or revise the student's behavioral assessment, (2) create or revise any applicable behavioral intervention plan, and
(3) determine if the student may require special education services.

NOTICE TO PARENT/GUARDIAN

The building principal or designee will verbally notify the parent/guardian of a student requiring physical restraint or seclusion as soon as possible and no later than 24 hours following the incident.

Verbal notice will include a brief summary of the incident and contact information for the staff member who will provide additional information. The delivery of the notice will be documented by the district.

Verbal notice will be provided via telephone or in person. In the event a staff member is unable to speak directly to the parent via telephone, a message will be left on the individual's voicemail, if available. If unable to reach the parent via telephone or leave a message on voicemail, the staff member will send an e-mail to the parent, if the e-mail address is known.

Parents/guardians will receive written, annual notice about the district's policies and procedures for restraint and seclusion. Parents/guardians will be notified within thirty (30) days of any changes to such policies and procedures.

All student handbooks in our schools will contain a statement regarding the use of restraint and seclusion consistent with this policy and outline reporting procedures.

CRISIS INTERVENTION TRAINING

The district will provide all staff directly assigned to students or classrooms with annual professional development training regarding positive behavior supports, de-escalation techniques, and classroom behavior management. This training will be recurrent and will be provided to new staff during orientation.

All staff directly serving students or classrooms with students who demonstrate aggressive or dangerous behaviors will receive annual professional development training in crisis management, deescalation techniques, the correct use of restraints and seclusion when required, and the implementation of functional behavior assessment, behavior intervention plans, and crisis plans. This training will be recurrent and will be provided to new staff during orientation.

Restraint and seclusion techniques will only be utilized by a person who has been trained in crisis intervention. Untrained staff should request assistance from trained staff as soon as possible.

MONITORING AND REPORTING

The superintendent or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy in the district. The superintendent or designee will comply with all state and federal requirements for reporting incidents of physical restraint or seclusion. The building principal or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy within the school.

ANNUAL POLICY REVIEW

The district will, not less than annually, review this policy and related procedures to determine the efficacy of the policy and procedures; whether modification of the policy or procedures is necessary; and whether selected school staff should receive additional training on positive behavior intervention and supports, or the proper use of restraint, seclusion, and other aversive techniques. The review must include a review of the documentation and reporting of incidents involving physical restraint and seclusion.

In conducting this annual review, the district shall also review the reports of all events of seclusion or restraint that occurred with the district's students in the past school year. This review will include an analysis as to whether or not the district's personnel are following the terms of this policy, whether additional training activities are necessary, or if there is any weakness in the implementation of this policy that can be strengthened.

Annually, the superintendent designee shall submit to the Board a report containing all the following disaggregated data:

a. The total number of incidents of seclusion during the previous school year.

b. The total number of students (i.e. students with and without disabilities) who were involved in incidents of seclusion during the previous school

year;

c. The number of students with disabilities who were involved in incidents of seclusion during the previous school year;

d. The number of incidents of physical restraint during the previous school year;

e. The total number of students (i.e. students with and without disabilities) who were involved in incidents of physical restraint during the previous school year; and

f. The number of students with disabilities who were involved in incidents of physical restraint during the previous school year.

Legal Reference:

I.C. § 33-1224 Power and Duties of Teachers

Policy History:
Adopted on:August 16, 2023
Revised on:
Reviewed on:

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 unless both parties consent to the communications and participates in them.

Neutral Party Review

Jointly, the District and the association shall provide the neutral party 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
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. 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 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

Limited Use of Social Media on District Equipment Permitted

Employees will use email 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 Tik Tok 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, and all digital communications with students must occur on an approved district device and platform. ~~Excessive informal or social involvement with students is therefore prohibited. This includes:~~ Digital communications with students in violation of the Code of Ethics for Idaho Professional Educators is prohibited. This may include, but not necessarily be limited to:

1. Listing current students as "friends" on social 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 as described in Policy 5335. ~~the District's email and telephone system;~~

3. Coaches electronically contacting a team member or members without including 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 appropriate use of the District approved devices and platforms for student communication ~~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.

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

Code	Description
	(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 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

Legal References	Description
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;
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

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:

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-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

The Board shall:	The Superintendent shall:
	payroll.
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.
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 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 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
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

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 District 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.

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 Districts 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

For students who reside in the District, the parent/guardian completes the Open Enrollment Application form and submits it to the District designee.

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:

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

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-3	23 students per classroom
Grades 4-5	26 students per classroom
Grades 6-8	23 students per full-time general education teacher
Grades 9-12	School Capacity: 700 students
Special Education classroom, Self-Contained	8 students per classroom
Alternative Schools	15 students per classroom
Preschool	24 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
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 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.

Interpretation and Enforcement of the Dress Code

Teachers shall be responsible for referring possible dress code violations to the building principal OR designee 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 designee shall be final.

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

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:

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

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.

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. Each school may have more restrictive rules.

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.

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.

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.

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.
5.

The Superintendent shall report to the Board 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

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 building principal shall monitor student internet access.

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 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:

Legal References	Description
20 USC § 7131	Internet Safety
20 USC § 9134(f)	State Plans - Internet Safety
IC § 18-1514(6)	Obscene Materials — Definitions
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 33-132	Local School Boards — Internet Use Policy Required
IC § 33-2508	Digital and Online Library Resources for K-12 Students
Idaho Executive Order	2022-06

Cross References

Code	Description
2335	Digital Citizenship and Safety Education
2395	Idaho Digital Learning Academy Classes
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
3265	Student Owned Electronic Communication Devices
3275	District Provided Mobile Computing Devices (Alternatives)
3275-F(1)	District Provided Mobile Computing Devices (Alternatives) -

Code	Description
	AGREEMENT
3330	Student Discipline
5325	Employee Use of Social Media Sites, Including Personal Sites
8705	Generative Artificial Intelligence

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.

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.

Parental Permission

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,

Code	Description
	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
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;
   Using, possessing, controlling, or transferring a weapon in violation of Policy 3331;
10. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon;
11. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct;
12. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property;
14. 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;
15. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;
16. Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in Idaho Code;
17. Initiations;
18. 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;

19. 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.
5.

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
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

Code	Description
	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
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 Superintendent or designee 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.

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.

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
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.

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.

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
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 Minors ~~Children~~

Providing blanket consent is optional and may, instead, be given on a case-by-case basis. Blanket consent may be withdrawn by a parent at any time.

[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 blanket consent requested in this form applies only to the health services or examinations for which the parent/guardian has provided permission below. A parent or guardian is not required to provide blanket consent. If blanket consent is not provided, the District will seek consent on a case-by-case basis when consent is required. This blanket consent does not limit or replace the District's authority or obligation to respond to a medical emergency. Consistent with Idaho law

and District policy, the District may provide health care services without prior parent/guardian consent when District staff reasonably determine that a medical emergency exists and:

- The health care service is necessary to prevent the minor child's death or address serious bodily harm; or

- Despite a reasonably diligent effort, District staff are unable to contact the parent or guardian, and the health care service is furnished to prevent loss of life or serious physical illness or injury to the minor child.

Emergency care provided under these circumstances is not conditioned on the parent or guardian signing this blanket consent form.
~~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 authorized by law and described in Policy 3540 Parental/guardian consent to this item does not limit the District's authority or obligation to respond to a medical emergency when prior consent cannot reasonably be obtained.		

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.

Acknowledgment and Authorization

Please select one of the following:

_____ **Blanket Consent**: I have read and understand the District's policy on student health services. I voluntarily provide blanket consent for the services indicated in the table above. I understand that I am not required to provide blanket consent and that I have a right to withdraw this consent at any time by notifying the District in writing.

_____ **Case-by-Case Consent**: I decline to provide blanket consent at this time. I will provide consent on a case-by-case basis for each health service requested by the District.

_____
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 work with the District's health supervisor 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 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 health supervisor's office.

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.

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 received a dose.**	**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**

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
IC § 39-4801	Immunization - Exemptions
IDAPA 16.02.15	Immunization Requirements for Idaho School Children

Cross References

Code	Description

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 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 Preston School District #201 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 Preston School District #201 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 Preston School District #201 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 Preston School District #201. I hereby hold harmless and release and forever discharge Preston School District #201 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;

Other content of the student record shall be maintained for a period of seven (7) years or longer time period after a student graduates or permanently leaves the District, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with then-applicable special education laws, as such may change from time to time.

<u>Personnel Responsible for Records Maintenance</u>

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. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District information 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:

Policy 7310 – Advertising in Schools/Revenue Enhancement

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.

Floor Sponsorship contracts will be awarded by closed bid to the highest bidder, with the maximum of a 5-year contract.

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

Legal Reference:

Legal References	Description
42 USC § 1751 et seq.	National School Lunch Act
42 USC § 1758b	Local School Wellness Policy
42 USC § 1771 et seq.	Child Nutrition Act of 1966
42 USC § 204	Local School Wellness Policy
7 CFR § 210.30	School Nutrition Professional Standards

Cross References

Code	Description
2100	Curriculum Development and Assessment
2310	Nutrition Education
2500	Library Materials
2500-F(1)	Library Materials
2520	Selection, Adoption, Use, and Removal of Curricular Materials
8250	Guidelines for Food and Beverage Sales

Adopted:
Revised:
Reviewed:

PSD Policy Cross-Reference

New Policy 2nd Reading 09/16/26	Old Policy
5295 - Professional Employee Representation for Purposes of Negotiations	446 Negotiated Agreement Terms
5296 - Limits on Local Education Association Activities	
5325 - Employee Use of Social Media Sites, Including Personal Site	490 Employee Use of Electronic Communication and Entertainment Devices
5750 - Employing Retired Teachers and Administrators	314 Employing Retired Administrators
5900 - Prohibition on Staff Support of Social Transitions	
6000 - Goals - Administration	300 Administrative Appointment
6100 - Superintendent	302 Administrative Appointment 304 Superintendent Appointment 305 Superintendent Evaluation 306 Superintendent Authority
6200 - District Organization	
6300 - Duties and Qualifications of Administrative Staff Other Than Superintendent	
6310 - Employment Restrictions for Administrative Personnel	
6320 - Evaluation of Administrative Staff	310 Principal Evaluations
6330 - Professional Growth and Development	
6400 - Principals	308 Principals Contracts 310 Principals Evaluations
3000 - Student Guiding Principles	500 Statement of Guiding Principles
3005 - Entrance, Placement and Transfer	680 Transfer of Student Records
3010 - Open Enrollment	631 Open Enrollment
3070 - Students of Legal Age	
3255 - Student Dress	517 Student Dress Code
3265 - Student Owned Electronic Communication Devices	518 Student Use of Electronic Devices
3270 - District-Provided Access to Electronic Information, Services and Networks	942 Acceptable Use of Internet, Computer and Network Re Resources
3297 - Names, Pronouns and Titles	
3330 - Student Discipline	540 Maintenance of Orderly Conduct 545 Disciplining Students with Disabilities (IDEA)

New Policy 2nd Reading 09/16/26	Old Policy
	546 Disciplining Students with Disabilities (Section 504) 547 Corporal Punishment NOT SURE ON THESE 3
3331 - Weapons at School	541 Prohibition of Weapons
3440 - Student Fees, Fines and Charges/Return of Property	
3500 - Student Health/Physical Screenings/Examinations	
3516 - District Provided Epinephrine	560 Epinephrine Auto Injectors
3518 - Treatment of Opioid Overdoses	
3525 - Immunization Requirements	565 Immunization Requirements
3540 - Emergency Treatment	564 Health Records and Emergency Care
3570 - Student Records	681 Student Records
7310 - Advertising in Schools/Revenue Enhancement	1044 Advertising and Distributing materials in the Schools by Non-School Related Entities