Preston Joint School District #201
Board of Education

Regular Meeting

Wednesday, October 21, 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 - September 16, 2026
   - 4.B. Financial Summary - September 2026
   - 4.C. Monthly Expenditures - September 2026
   - 4.D. Personnel Report - September 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
   - 7.B. Co-Teaching
8. Policy - Action Item
   - 8.A. Policy 1st Reading
   - 8.B. Policy 2nd Reading
   - 8.C. Rescind Policies
9. Executive Session - Pursuant to Idaho Code 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student
10. Resume Open Session - Action Item
11. Board Meeting Summary and Assignment Review
12. Adjourn

Preston Joint School District #201
Board of Education

Regular Meeting

Wednesday, 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
   Meeting was called to order at 6:00pm by chairman Chris Jones.
2. Pledge of Allegiance
3. Approve/Amend Agenda - Action Item
   Motion to approve the agenda. This motion, made by Rachel Randall (Zone 5 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.
   Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
   Yea: 5, Nay: 0
4. Consent Agenda - Action Item
   Motion to approve the consent agenda. This motion, made by Mason Jensen (Zone 3 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.
   Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
   Yea: 5, Nay: 0
   4.A. Minutes of Regular Board Meeting - 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
   Superintendent Gary Thomas reported that the maintenance department has repaired the fence between the junior high and the dental office that was brought up in a previous meeting.
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.
   Officer Jared Griffin, PHS SRO Officer, introduced himself to the school board. One of the key points he took from SRO training was to get involved, including school board meetings. He is here just to observe and learn.
7. Informational Items
   Superintendent Thomas made the board aware of some items the district will be disposing of that are under the $500 threshold. There are some old choral shells/sound

shells that are broken and no longer used that have been in storage. There are also old textbooks that have been well-used.

- BIOLOGY Principles & Explorations (35)
- MODERN BIOLOGY (25)
- MODERN BIOLOGY Teacher Edition (1)
- PSYCHOLOGY Its Principles and Applications (1)
- The Earth Through Time (1)
- BIOLOGY Living Systems (1)

7.A. Superintendent Report

Superintendent Gary Thomas reported on the enrollment numbers for the beginning of the 2026-2027 school year compared to last year at the end of the 1st week. Last year there were 2293 and this year there are 2246 students, for a decrease of 47. There are several factors that play into the numbers. Last year our senior class had 28 more students than this year's senior class. Our incoming kindergarten class is also smaller by 21 students. We did find out that several kindergarten students (14) from our District have chosen to go to the West Side School District. We aren't sure if it is because they offer 1/2 day kindergarten or not. It will be interesting to see if they stay over there next year in first grade or if they come back to our District. We need to be aware of that.

Next item is health insurance. We belong to a trust, which has approximately 100 charter and public school districts in it, which gives us a larger group when it comes to shopping and the bargaining factor for our health insurance. This year the trust is short of being able to meet their claims. They are a self-funded group, which means the group as an entity takes on the risk and ends up paying the difference. We received notice late in July of this, after we had already negotiated with the teachers' group and given our renewal rate, which was pretty steep at a 19.5% increase by our agent. The trust came up with their best guess estimate of how short they were and then divided it by the number of people on the insurance plan and then charged it back to the District. Our amount is approximately $322,000. We had two options: We could pay the lump sum up front or make installment payments over 3 years, which would cost us another $30,000 in interest. We had to let them know by the 10th of this month what our intent was and we let them know that we would be paying the lump sum. I have also drafted a letter to our employees to let them know what we have done and why, that I will send at the end of the month. Chairman Chris Jones pointed out that the District has managed their funds well so they are able to make this payment and not pass any of it on to the employees. This is a big surprise and does dip into the surplus, but we are obligated to pay it and are fortunate that we can. Geniel Lyons asked if this continues, how long will we be able to pay it and not pass it on? Superintendent Thomas explained that as of September 1, this trust has moved from a self-funded to a fully funded, which means in the future we will not be left holding the bag but what it does mean is you will see rates increase. As a school district in Idaho you don't have a lot of choices when it comes to health insurance. Questions were asked about the broker and their knowledge in this insurance scenario. As a District we will definitely be looking at all our options at renewal time.

Preston School District is #6 on the state report card for K-3 on the IRI for the state as a whole and #1 for large districts. We need to recognize everyone who had a part in that: teachers, paraprofessionals, principals and literacy facilitators. This is something to be proud of. Superintendent Thomas shared some of the other numbers as well. The state as a whole did not meet their goals in most of the other areas. ELA (English/Language/Arts) was 54% with the state target at 54.6. Mathematics was 43.1% with the target at 43.6%. Science was 42.7%. As a District in ELA we were 55.3% which is above the state and above the target but when we look at Math we were below the state by 4.1% and below the target by 4.6%. In Science we were 50.1% which is well above the state. As a District we need to make some changes in the math program. I will be meeting with the administrators

and discussing what we can do, and we will be setting some goals. If we break it down to the different levels tested, in the 3rd grade in math, we were above the state at 48.4%. If we compare the junior high they were below, they were 32.5% which is 10.6% below the state average. In the high school we were less than 32%. Anytime it is less than 32% they don't tell you your exact percent, you are anywhere between 0 and 32. There is no reason we should be below the state. As a District we need to do better. We need to change some things, and it starts with us, and it does matter. This is the measurement that is being used, and we are being compared against everyone else in the state. We need to give it the attention that it deserves.

Another item we need to discuss is the strategic plan as we move away from the continuous improvement plan. There is an upcoming meeting December 3 & 4th which is for board members and the superintendent. As a board, this is where you can help set some goals for the District. The plan isn't due until October 2027. This is where we can work together to have a positive impact on student learning. The board members discussed what the math requirements are to graduate and are students required to pass their classes in junior high. They want our students to be prepared when they leave the district to succeed, and what does that mean? How can we improve student learning?

November 4-6th is the ISBA Convention if the board is interested in attending. On October 9th, the teachers will be attending professional development in Pocatello with classes being held on AI in the classroom & Behavior Management in the Classroom.

8. Action Items

8.A. Surplus - MIDAS Venus 240 Sound Board

The sound board has a couple of components that need fixed. From what we could find, its value could still be over $500.

Motion to declare the MIDAS Venice 240 sound board as surplus property and authorize the administration to dispose of the equipment in accordance with District policy. 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. Floor Sponsorship

The policy committee feels with the direction given from the board and current policy, we are ready for a action item to allow the bidding process for advertising on the gym floor. The administration will put all the regulations in the bidding process instructions that addresses the minimum bid, maximum years and responsibilities and expense. There will be verbiage later in the policy section of Policy 7310 that addresses floor sponsorship.

Motion to approve the placement of commercial advertising on the District gymnasium floors and authorize the administration to solicit sealed bids for the advertising opportunity, with the advertising rights awarded to the highest bidder, subject to District-approved specifications and terms. 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

8.C. Uniform Guidance for Federal Awards

Superintendent Thomas explained these are the rules and regulations the district has to follow for Federal funds. The State Department provides us with the template, and we just plug the District name into their regulations. The board needs to review and approve it each year.

Uniform Guidance for Federal Awards - 2 CFR Part 200

To deliver on the promise of a 21st-Century government that is more efficient, effective, and transparent, the Office of Management and Budget (OMB) is streamlining the Federal government's guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. These modifications are a key component of a larger Federal effort to more effectively focus Federal resources on improving performance and outcomes while ensuring the financial integrity of taxpayer dollars in partnership with non-Federal stakeholders. This guidance provides a government-wide framework for grants management which will be complemented by additional efforts to strengthen program outcomes through innovative and effective use of grant-making models, performance metrics, and evaluation. This reform of OMB guidance will reduce administrative burden for non-Federal entities receiving Federal awards while reducing the risk of waste, fraud and abuse.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR Part 200 supersedes and streamlines requirements found in eight separate OMB Circulars.

Federal Programs Receiving Grants

The Idaho Department of Education, after setting aside necessary and allowable reservations for state administration and other state-level activities (as described in the ESSA), allocates the remainder of grants as flow-through subawards to Idaho school districts and Local Education Agencies (LEAs).

The following programs receive these grants:

- 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, (Sec. 5003) - Rural Education Initiative
- Title IX - Education for the Homeless

Motion to approve the Uniform Guidance for Federal Awards. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Mason Jensen (Zone 3 Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

9. Policy - Action Item

9.A. Policy 1st Reading

Mason Jensen explained that Policy 1303 lists all the policies the board is required to review annually so the committee chose to bring all of them for a first reading instead of reviewing the old policies and then still needing to update to the new ISBA policy numbers. This did cause the committee to go out of order, but then next month we will jump back to the student section. The committee also spent more time on Policy 3295 to get it to where they felt there was clear direction. The procedure for policy 3295 states it will also require board approval to change. Launa Moser suggested in Procedure 2320P1 adding the word "the" before teacher on the 5th line in the first paragraph. Launa also asked on Policy 2605 why the committee lowered the percentage from 80 to 70. It was explained that now that the junior high only has 6 classes a day, if a student fails 1 class, it would put them

below that percentage and doesn't really reflect that they are failing the grade when it is one class.

Polices will be approved by the board and any corresponding procedure or forms will be noted as reviewed, once the policy is approved and moved to district policy.

Motion to move the following policies to a 2nd reading, policy 1303, 2200, 2320, 2420, 2605, 3285, 3295, 3300, 3320, 3345, 3510, 3515, 3530, 4210, 7215, 7218, 7240, 7305, 7500, 7710, 8170, 8200, 8210, 8300, 8320, and 8520. This motion, made by Rachel Randall (Zone 5 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.B. Policy 2nd Reading

Policy 7310 - verbiage was added about sponsorship on the gymnasium floor.

Geniel Lyon asked on policy 3570 and form 3570 what is considered reasonable time? She had an individual ask because records aren't available during the summer, what if they need it during the summer. Discussion was had that if employees aren't on contract days they can't be expected to provide records. Employees wouldn't receive requests until they are back at school. SPED has specific timeframes but it specifically says school days.

Chris Jones asked about 6100P1 - clarification was given that the board wouldn't be approving procedure, it is there for their review to go with the policy that they will approve. They can make changes to procedure but it doesn't require board approval. In procedure 6100P1 it was asked if the board is really supposed to approve the course of study and approve textbooks.

- Policy 5325 has been updated by ISBA
- Form 3500F4 has been updated by ISBA

Motion to move the following policies to District policy, policy 5295, 5296, 5325, 5750, 5900, 6000, 6100, 6200, 6300, 6310, 6320, 6330, 6400, 3000, 3010, 3070, 3255, 3265, 3270, 3297, 3330, 3331, 3440, 3500, 3516, 3518, 3525, 3540, 3570, and 7310. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Mason Jensen (Zone 3 Trustee), Carried.
Mason Jensen (Zone 3 Trustee): Yea, Chris Jones (Zone 4 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Rachel Randall (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

9.C. Rescind Policies

These policies are cross-referenced to the best of my knowledge, per board clerk. Yellow highlight indicates there may be things that haven't been addressed in the new policies.

Rachel Randall, also a member of the policy committee, clarified to the board that the yellow highlighted policy numbers were for us as a committee to make sure we felt they could be rescinded. Chairman Chris Jones clarified that when Rachel mentions an email, she is meaning amongst the policy committee, which does not have a quorum of board members on it, no open meeting laws have been violated. No correspondence on these polices has been amongst a quorum of the board, only amongst the policy committee. Rachel explained to the board which policies should not be rescinded, 680, 545, 546, 547 and 1044 until we have some other policies in place.

Motion to rescind policy 446, 490, 314, 300, 302, 304, 305, 306, 310, 308, 500, 631, 517, 518, 942, 540, 541, 560, 565, 564, 681. This motion, made by Mason Jensen (Zone 3 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

10. Board Meeting Summary and Assignment Review
    Within 3 months, Superintendent Thomas will have someone who can speak overall about the insurance issue and help educate the board on where things are at.
    Each month, the board would like an update on Math, the goals the schools are setting and what they are doing and the steps being taken to help the students improve in that area.
    Report from the policy committee or Mr. Thomas on procedure 6100P1 and if we feel courses and textbooks should be approved at the board level.
11. Adjourn
    Motion to adjourn at 7:20pm. 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

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	(604,387.53)	(1,998,126.61)	(2,602,514.14)
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:	9,565,002.59	(1,998,126.61)	7,566,875.98
Other Assets				
100 113000	TAXES RECEIVABLE - GENERAL FUND	14,678.63	0.00	14,678.63
100 114100	STATE SUPPORT RECEIVABLE	454,079.15	0.00	454,079.15
	Other Assets Subtotal:	468,757.78	0.00	468,757.78
	Total Assets and Deferred Outflows of Resources:	10,033,760.37	(1,998,126.61)	8,035,633.76
Current Liabilities				
100 217100	SALARIES PAYABLE - GENERAL FUND	1,526,641.40	0.00	1,526,641.40
100 217200	BENEFITS PAYABLE - GENERAL FUND	316,260.40	0.00	316,260.40
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	120.15	0.00	120.15
	Current Liabilities Subtotal:	1,846,089.03	0.00	1,846,089.03
Other Liabilities				
100 223100	SALES TAX PAYABLE	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
Fund Balance				
100 320100	FUND BALANCE	8,187,671.34	(1,998,126.61)	6,189,544.73
	Fund Balance Subtotal:	8,187,671.34	(1,998,126.61)	6,189,544.73
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	10,033,760.37	(1,998,126.61)	8,035,633.76

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	14,534.26	0.00	14,534.26
238 111100 116	CASH IN BANK - PIONEER ELEMENTARY	63,183.41	0.00	63,183.41
238 111100 201	CASH IN BANK - PRESTON JUNIOR HIGH	120,815.59	0.00	120,815.59
238 111100 401	CASH IN BANK - PRESTON HIGH SCHOOL	778,500.88	0.00	778,500.88
238 111100 700	CASH IN BANK - FRANKLIN COUNTY HIGH SCHOOL	7,122.99	0.00	7,122.99
	Current Assets Subtotal:	984,157.13	0.00	984,157.13
	Total Assets and Deferred Outflows of Resources:	984,157.13	0.00	984,157.13
Fund Balance				
238 320100	FUND BALANCE - STUDENT ACTIVITY	984,157.13	0.00	984,157.13
	Fund Balance Subtotal:	984,157.13	0.00	984,157.13
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	984,157.13	0.00	984,157.13

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 241	**DRIVERS ED FUND**			
Current Assets				
241 111100	Cash in Bank	(36,458.36)	11,923.33	(24,535.03)
	Current Assets Subtotal:	(36,458.36)	11,923.33	(24,535.03)
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:	(24,391.52)	11,923.33	(12,468.19)
Current Liabilities				
241 218101	FIT PAYABLE	0.00	0.00	0.00
241 218102	STATE PAYABLE	0.00	0.00	0.00
241 218103	FICA PAYABLE	0.00	0.00	0.00
241 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
241 218105	INSURANCE PAYABLE	0.00	0.00	0.00
241 218106	TSA PAYABLE	0.00	0.00	0.00
241 218108	MISC PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
Fund Balance				
241 320100	Designated Fund Balance	(24,391.52)	11,923.33	(12,468.19)
	Fund Balance Subtotal:	(24,391.52)	11,923.33	(12,468.19)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(24,391.52)	11,923.33	(12,468.19)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 243	**PROFESSIONAL TECHNICAL FUND**			
Current Assets				
243 111100	Cash in Bank	14,194.99	6,990.57	21,185.56
	Current Assets Subtotal:	14,194.99	6,990.57	21,185.56
	Total Assets and Deferred Outflows of Resources:	14,194.99	6,990.57	21,185.56
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	0.00	0.00	0.00
243 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
Fund Balance				
243 320100	Designated Fund Balance	14,194.99	6,990.57	21,185.56
	Fund Balance Subtotal:	14,194.99	6,990.57	21,185.56
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	14,194.99	6,990.57	21,185.56

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 245	**TECHNOLOGY FUND**			
Current Assets				
245 111100	Cash in Bank	(105,917.82)	(33,230.62)	(139,148.44)
	Current Assets Subtotal:	(105,917.82)	(33,230.62)	(139,148.44)
	Total Assets and Deferred Outflows of Resources:	(105,917.82)	(33,230.62)	(139,148.44)
Fund Balance				
245 320100	Designated Fund Balance	(105,917.82)	(33,230.62)	(139,148.44)
	Fund Balance Subtotal:	(105,917.82)	(33,230.62)	(139,148.44)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(105,917.82)	(33,230.62)	(139,148.44)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 251	**TITLE I-A FUND**			
Current Assets				
251 111100	Cash in Bank	(91,568.79)	(7,474.85)	(99,043.64)
	Current Assets Subtotal:	(91,568.79)	(7,474.85)	(99,043.64)
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:	264,702.15	(7,474.85)	257,227.30
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	283,875.00	0.00	283,875.00
	Current Liabilities Subtotal:	283,875.00	0.00	283,875.00
Fund Balance				
251 320100	Designated Fund Balance	(19,172.85)	(7,474.85)	(26,647.70)
	Fund Balance Subtotal:	(19,172.85)	(7,474.85)	(26,647.70)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	264,702.15	(7,474.85)	257,227.30

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 257	**IDEA PART B FUND**			
Current Assets				
257 111100	Cash in Bank	(984,996.01)	893,617.05	(91,378.96)
	Current Assets Subtotal:	(984,996.01)	893,617.05	(91,378.96)
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:	(69,074.01)	893,617.05	824,543.04
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	(69,074.01)	893,617.05	824,543.04
	Fund Balance Subtotal:	(69,074.01)	893,617.05	824,543.04
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(69,074.01)	893,617.05	824,543.04

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 258	**IDEA PART B-PRESCHOOL FUND**			
Current Assets				
258 111100	Cash in Bank	(16,362.44)	(1,564.68)	(17,927.12)
	Current Assets Subtotal:	(16,362.44)	(1,564.68)	(17,927.12)
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:	(2,927.06)	(1,564.68)	(4,491.74)
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
258 221000	DEFERRED REVENUES	141.49	0.00	141.49
	Current Liabilities Subtotal:	141.49	0.00	141.49
Fund Balance				
258 320100	Designated Fund Balance	(3,068.55)	(1,564.68)	(4,633.23)
	Fund Balance Subtotal:	(3,068.55)	(1,564.68)	(4,633.23)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(2,927.06)	(1,564.68)	(4,491.74)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 260	**SCHOOL BASED MEDICAID FUND**			
Current Assets				
260 111100	Cash in Bank	33,215.85	(1,558.07)	31,657.78
	Current Assets Subtotal:	33,215.85	(1,558.07)	31,657.78
	Total Assets and Deferred Outflows of Resources:	33,215.85	(1,558.07)	31,657.78
Fund Balance				
260 320100	Designated Fund Balance	33,215.85	(1,558.07)	31,657.78
	Fund Balance Subtotal:	33,215.85	(1,558.07)	31,657.78
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	33,215.85	(1,558.07)	31,657.78

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 261 TITLE IV-A FUND				
Current Assets				
261 111100	Cash in Bank	(3,660.00)	0.00	(3,660.00)
	Current Assets Subtotal:	(3,660.00)	0.00	(3,660.00)
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:	13,695.75	0.00	13,695.75
Current Liabilities				
261 221000	DEFERRED REVENUE - TITLE IV	16,095.75	0.00	16,095.75
	Current Liabilities Subtotal:	16,095.75	0.00	16,095.75
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:	13,695.75	0.00	13,695.75

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
Fund Balance				
263 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:	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	(494.55)	(494.55)
	Current Assets Subtotal:	0.00	(494.55)	(494.55)
	Total Assets and Deferred Outflows of Resources:	0.00	(494.55)	(494.55)
Fund Balance				
270 320100	DESIGNATED FUND BALANCE	0.00	(494.55)	(494.55)
	Fund Balance Subtotal:	0.00	(494.55)	(494.55)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	0.00	(494.55)	(494.55)

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 271 TITLE II-A FUND				
Current Assets				
271 111100	Cash in Bank	(1,760.99)	(53,550.00)	(55,310.99)
	Current Assets Subtotal:	(1,760.99)	(53,550.00)	(55,310.99)
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:	115,271.01	(53,550.00)	61,721.01
Current Liabilities				
271 221000	DEFERRED REVENUE- Title II	115,271.01	0.00	115,271.01
	Current Liabilities Subtotal:	115,271.01	0.00	115,271.01
Fund Balance				
271 320100	Designated Fund Balance	0.00	(53,550.00)	(53,550.00)
	Fund Balance Subtotal:	0.00	(53,550.00)	(53,550.00)
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	115,271.01	(53,550.00)	61,721.01

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 290	**NUTRITION FUND**			
Current Assets				
290 111100	Cash in Bank	(419,271.61)	0.00	(419,271.61)
290 111100 001	PAYROLL CASH	(123,830.62)	426,327.53	302,496.91
290 111101	CASH IN BANK	898,911.48	(550,288.57)	348,622.91
	Current Assets Subtotal:	355,809.25	(123,961.04)	231,848.21
	Total Assets and Deferred Outflows of Resources:	355,809.25	(123,961.04)	231,848.21
Current Liabilities				
290 217100	SALARIES PAYABLE--FOOD SERVICE	40,815.86	0.00	40,815.86
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
290 218108	MISC PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	61,013.65	0.00	61,013.65
Fund Balance				
290 320100	FUND BALANCE - FOOD SERVICE	294,795.60	(123,961.04)	170,834.56
	Fund Balance Subtotal:	294,795.60	(123,961.04)	170,834.56
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	355,809.25	(123,961.04)	231,848.21

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 420	**PLANT FACILITY FUND**			
Current Assets				
420 111100	Cash in Bank	755,524.75	1,398.69	756,923.44
	Current Assets Subtotal:	755,524.75	1,398.69	756,923.44
Other Assets				
420 113000	TAXES RECEIVABLE - PLANT FACILITY	2,061.60	0.00	2,061.60
	Other Assets Subtotal:	2,061.60	0.00	2,061.60
	Total Assets and Deferred Outflows of Resources:	757,586.35	1,398.69	758,985.04
Current Liabilities				
420 221000	DEFERRED REVENUE - PLANT FACILITY	1,502.29	0.00	1,502.29
	Current Liabilities Subtotal:	1,502.29	0.00	1,502.29
Fund Balance				
420 320100	Designated Fund Balance	756,084.06	1,398.69	757,482.75
	Fund Balance Subtotal:	756,084.06	1,398.69	757,482.75
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	757,586.35	1,398.69	758,985.04

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 435	**School District Facilities Fund**			
Current Assets				
435 111100	CASH IN BANK	2,556,236.13	0.00	2,556,236.13
	Current Assets Subtotal:	2,556,236.13	0.00	2,556,236.13
	Total Assets and Deferred Outflows of Resources:	2,556,236.13	0.00	2,556,236.13
Fund Balance				
435 320100	DESIGNATED FUND BALANCE	2,556,236.13	0.00	2,556,236.13
	Fund Balance Subtotal:	2,556,236.13	0.00	2,556,236.13
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	2,556,236.13	0.00	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	151,374.13	(156.11)	151,218.02
	Current Assets Subtotal:	151,374.13	(156.11)	151,218.02
	Total Assets and Deferred Outflows of Resources:	151,374.13	(156.11)	151,218.02
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	151,374.13	(156.11)	151,218.02
	Fund Balance Subtotal:	151,374.13	(156.11)	151,218.02
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	151,374.13	(156.11)	151,218.02

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	31,145.27	1,206,898.28	23,047,957.72
9	Expenditure		24,254,856.00	2,029,271.88	5,663,530.62	18,591,325.38
100	GENERAL FUND (M&O) FUND		0.00	(1,998,126.61)	(4,456,632.34)	
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	13,800.00	13,800.00	45,000.00
9	Expenditure		58,800.00	1,876.67	26,268.19	32,531.81
241	DRIVERS ED FUND		0.00	11,923.33	(12,468.19)	
Fund Number	243	PROFESSIONAL TECHNICAL FUND				
8	Revenue		120,000.00	10,000.00	10,000.00	110,000.00
9	Expenditure		120,000.00	3,009.43	9,299.93	110,700.07
243	PROFESSIONAL TECHNICAL FUND		0.00	6,990.57	700.07	
Fund Number	245	TECHNOLOGY FUND				
8	Revenue		450,000.00	2,400.00	2,400.00	447,600.00
9	Expenditure		450,000.00	35,630.62	340,934.13	109,065.87
245	TECHNOLOGY FUND		0.00	(33,230.62)	(338,534.13)	
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	7,474.85	26,647.70	208,553.30
251	TITLE I-A FUND		0.00	(7,474.85)	(26,647.70)	
Fund Number	257	IDEA PART B FUND				
8	Revenue		441,569.00	915,922.00	915,922.00	(474,353.00)
9	Expenditure		441,569.00	22,304.95	91,378.96	350,190.04
257	IDEA PART B FUND		0.00	893,617.05	824,543.04	
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	1,564.68	4,633.23	10,791.77
258	IDEA PART B-PRESCHOOL FUND		0.00	(1,564.68)	(4,633.23)	
Fund Number	260	SCHOOL BASED MEDICAID FUND				
8	Revenue		360,000.00	0.00	49,558.21	310,441.79
9	Expenditure		360,000.00	1,558.07	17,900.43	342,099.57
260	SCHOOL BASED MEDICAID FUND		0.00	(1,558.07)	31,657.78	
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	494.55	494.55	25,466.45
270	Title III - ELL		0.00	(494.55)	(494.55)	
Fund Number	271	TITLE II-A FUND				
8	Revenue		47,075.00	0.00	0.00	47,075.00
9	Expenditure		47,075.00	53,550.00	53,550.00	(6,475.00)
271	TITLE II-A FUND		0.00	(53,550.00)	(53,550.00)	
Fund Number	290	NUTRITION FUND				
8	Revenue		1,350,000.00	(320.37)	(1,059.12)	1,351,059.12
9	Expenditure		1,350,000.00	123,640.67	209,678.94	1,140,321.06
290	NUTRITION FUND		0.00	(123,961.04)	(210,738.06)	
Fund Number	420	PLANT FACILITY FUND				
8	Revenue		500,000.00	1,398.69	2,202.95	497,797.05
9	Expenditure		500,000.00	0.00	0.00	500,000.00
420	PLANT FACILITY FUND		0.00	1,398.69	2,202.95	
Fund Number	435	School District Facilities Fund				
8	Revenue		200,000.00	0.00	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	0.00	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	156.11	690.81	28,309.19
720	BRIGHT FUND		0.00	(156.11)	(690.81)	
Grand Total:			0.00	(1,306,186.89)	(3,106,959.17)	

Checking Account: 1 GENERAL CHECKING

Check Number: 746 Check Type: Automatic Payment Check Date: 09/14/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 8,782.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0797803	08/12/2026	Tech PO 20-27	Wired Keyboard (22)	245 623 410 0000	2,150.94
0948259	08/26/2026		Kickdown Door Stopper	100 661 410 0096	55.99
100426	09/09/2026		District Membership Renewal	100 651 310 0000	779.00
1609047	08/18/2026	Tech PO 22-27	Laptop Chargers (200)	245 623 410 0000	4,178.00
2700216	08/25/2026		Wireless Hearing Protector	100 661 410 0096	55.90
2700216	08/25/2026		Office Chair Wheels	100 661 410 0096	23.99
4135403	09/02/2026		Wireless Hearing Protector	100 661 410 0096	55.90
4135403	09/02/2026		Batteries	100 661 410 0096	51.39
4554658	08/28/2026		Wide Angled Hinge	100 664 410 0499	111.00
4666	08/19/2026		Hole Punch	100 651 410 0000	13.89
4666	08/19/2026		Charging Block	100 651 410 0000	6.99
5207409	08/18/2026		Ratchet Straps	100 681 425 0000	11.49
5207409	08/18/2026		Tamper Seals	100 681 425 0000	4.48
6001062	09/01/2026		Rechargeable Floodlight Battery	100 661 410 0497	65.98
7385069	08/24/2026		Suction Cup Tool	100 664 410 0096	5.67
7385069	08/24/2026		Light Bulb Removal Tool	100 664 410 0096	6.85
8254642	08/25/2026		Outdoor Irrigation Controller	100 665 410 0000	105.63
8426625	07/28/2026	Tech PO 17-27	Wedge Anchors for Concrete	245 623 410 0000	107.70
8426625	07/28/2026	Tech PO 17-27	Wedge Anchors for Concrete	245 623 410 0000	36.85
8426625	07/28/2026	Tech PO 17-27	Wedge Anchors for Concrete	245 623 410 0000	117.90
8426625	07/28/2026	Tech PO 17-27	Power Adapter (11)	245 623 410 0000	250.36
8426625	07/28/2026	Tech PO 17-27	Dewalt Cordless Saw	245 623 410 0000	123.39
8426625	07/28/2026	Tech PO 17-27	Saw Blades	245 623 410 0000	33.94
8426625	07/28/2026	Tech PO 17-27	Ratcheting Modular Data Cable	245 623 410 0000	49.97
8426625	07/28/2026	Tech PO 17-27	Electrician Scissors	245 623 410 0000	59.91
8426625	07/28/2026	Tech PO 17-27	Permanent Markers	245 623 410 0000	25.18
8426625	07/28/2026	Tech PO 17-27	Cable Labels	245 623 410 0000	17.28
8426625	07/28/2026	Tech PO 17-27	Electrical Tape	245 623 410 0000	44.66
8426625	07/28/2026	Tech PO 17-27	Electrical Tape	245 623 410 0000	41.45
8426625	07/28/2026	Tech PO 17-27	Solar Battery Charger	245 623 410 0000	59.99
8426625	07/28/2026	Tech PO 17-27	Multimeter	245 623 410 0000	15.99
8426625	07/28/2026	Tech PO 17-27	Utility Scissors	245 623 410 0000	59.94
9893827	09/02/2026		Fire Pull	100 664 410 0497	34.99
FGWY	08/25/2026		Extension Cord	100 661 410 0497	19.44

Check Number: 747 Check Type: Automatic Payment Check Date: 09/14/2026 Vendor: GREATAMERI GREAT AMERICA FINANCIAL Check Total: 12,014.61

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
42922632	09/04/2026		Copier Lease	100 641 322 0000	4,607.61
42940645	09/05/2026		Dynabook Laptops	245 623 410 0000	7,407.00

Checking Account: 1 GENERAL CHECKING

Check Number: 748 Check Type: Automatic Payment Check Date: 09/14/2026 Vendor: ROCKYMOUN1 ROCKY MOUNTAIN POWER Check Total: 18,179.32

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
090126	09/01/2026		August 2026 Electricity District	100 661 331 0000	406.60
090126	09/01/2026		August 2026 Electricity PHS	100 661 331 0096	7,692.00
090126	09/01/2026		August 2026 Electricity PJH	100 661 331 0291	3,167.49
090126	09/01/2026		August 2026 Electricity Oakwood	100 661 331 0497	2,739.69
090126	09/01/2026		August 2026 Electricity Pioneer	100 661 331 0499	3,724.84
090126	09/01/2026		August 2026 Electricity FCHS	100 661 331 8844	287.38
090126	09/01/2026		August 2026 Electricity Transportation	100 681 331 0000	161.32

Check Number: 749 Check Type: Automatic Payment Check Date: 09/14/2026 Vendor: VERIZONWIR VERIZON WIRELESS Check Total: 58.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6152209667	09/01/2026		Nurse Mobile Phone	100 681 354 0000	38.70
6152209667	09/01/2026		Tablet - Thomas, G	100 691 350 0000	20.02

Check Number: 750 Check Type: Automatic Payment Check Date: 09/14/2026 Vendor: VISA VISA Check Total: 1,445.41

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
090126	09/01/2026		Longhorn Steak -Administrator Dinner	100 632 380 0000	269.34
090126	09/01/2026		Lee's - Admin Assistant Meeting	100 632 410 0000	54.73
090126	09/01/2026		CCI JSign	100 632 410 0000	19.99
090126	09/01/2026		Zoom.com	100 632 410 0000	202.98
090126	09/01/2026		PLAUD	100 632 410 0000	99.99
090126	09/01/2026		Jotform Inc	100 632 410 0000	234.00
090126	09/01/2026		Shutterfly - Thank You Cards	100 632 410 0000	55.97
090126	09/01/2026		Big J Burgers - District Office Luncheon	100 632 410 0000	58.29
090126	09/01/2026		All States Ag Parts	100 664 410 0000	348.67
090126-2	09/01/2026		Admin Assistant Training Lunch	100 632 410 0000	101.45

Check Number: 751 Check Type: Automatic Payment Check Date: 09/14/2026 Vendor: WEXBANK WEX BANK Check Total: 3,174.15

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
114875183	08/31/2026		August 2026 Ag/FFA	100 532 380 0000	111.28
114875183	08/31/2026		August 2026 Activities Fuel	100 532 380 0000	891.00
114875183	08/31/2026		August 2026 Maintenance	100 664 410 0000	518.61
114875183	08/31/2026		August 2026 Grounds Fuel	100 665 410 0000	1,137.07
114875183	08/31/2026		August 2026 District Admin	100 681 422 0000	92.78
114875183	08/31/2026		August 2026 School Bus	100 681 422 0000	542.38
114875183	08/31/2026		Rebate Credit	100 681 422 0000	(186.11)
114875183	08/31/2026		August 2026 Drivers Ed	241 515 380 0000	67.14

Check Number: 762 Check Type: Automatic Payment Check Date: 09/24/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 747.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0957028	09/16/2026		Right Tail Light Assembly	100 681 426 0000	44.49
1309851	09/15/2026		Seal Kit - Food Disposal	100 664 410 0096	408.50

Checking Account: 1 GENERAL CHECKING

4736253	09/16/2026	Bissel Upright Vacuum	100 661 410 0096	88.50	
4741039	09/21/2026	Dryer Vent Hose	100 661 410 0096	49.99	
5397068	09/16/2026	Rhino Gland Nut Wrench	100 664 410 0000	37.99	
5405053	09/23/2026	Rechargable Batteries	100 661 410 0497	36.76	
6142619	09/17/2026	Oven Ignitor	100 664 410 0499	33.15	
6433816	09/22/2026	Office Chair Wheels	100 661 410 0096	47.98	

Check Number: 763 Check Type: Automatic Payment Check Date: 09/24/2026 Vendor: IDAHOSTAT5 IDAHO STATE TAX COMMISSION Check Total: 3,565.43

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
083126	09/22/2026		PJH Sales Tax	100 223100	478.50
083126	09/22/2026		PHS Sales Tax	100 223100	3,086.93

Check Number: 6193 Check Type: Check Check Date: 09/14/2026 Vendor: AIDISTRIB A & I Distributors Check Total: 91.95

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
258429-00	09/02/2026		Premium Glass Cleaner	100 681 425 0000	91.95

Check Number: 6194 Check Type: Check Check Date: 09/14/2026 Vendor: ALSCO ALSCO Check Total: 124.95

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
LBLA2702495	08/26/2026		Bus Shop Laundry	100 681 330 0000	41.65
LBLA2704316	09/02/2026		Bus Shop Laundry	100 681 330 0000	41.65
LBLA2706080	09/09/2026		Bus Shop Laundry	100 681 330 0000	41.65

Check Number: 6195 Check Type: Check Check Date: 09/14/2026 Vendor: BURBACHAR1 CHARLOTTE BURBANK Check Total: 100.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
091226	08/19/2026		Mathematical Thinking K-3	100 512 410 0497 312	100.00

Check Number: 6196 Check Type: Check Check Date: 09/14/2026 Vendor: CAPTHEART Capturing Kids Hearts Check Total: 31,000.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
84933	07/13/2026		Professional Learning 2026-2027	271 621 380 0000	5,500.00
85719	08/19/2026		Professional Training	271 621 380 0000	23,500.00
85719	08/19/2026		2 day Travel Package	271 621 380 0000	2,000.00

Check Number: 6197 Check Type: Check Check Date: 09/14/2026 Vendor: CHEMSEARCH CHEMSEARCH Check Total: 1,038.66

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9754978	08/27/2026		Contract Water Treatment Program	100 664 410 0096	1,038.66

Check Number: 6198 Check Type: Check Check Date: 09/14/2026 Vendor: CLASSLINKI CLASSLINK INC Check Total: 10,055.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
26040	09/01/2026	SOFT PO 03-27	Annual License	245 623 310 0000	10,055.40

Check Number: 6199 Check Type: Check Check Date: 09/14/2026 Vendor: VALLEYIMPL Valley Implement Check Total: 181.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
P9580601	09/03/2026		Bulk Def Fluid	100 681 422 0000	181.50

Check Number: 6200 Check Type: Check Check Date: 09/14/2026 Vendor: DEXIMAGIN Dex Imaging Check Total: 207.35

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AR15918618	08/27/2026		PHS Library Overage 02/27/26-08/26/26	100 515 410 0096	207.35

Check Number: 6201 Check Type: Check Check Date: 09/14/2026 Vendor: ELITEMECHA ELITE MECHANICAL Check Total: 3,690.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4315	08/24/2026		Labor	100 664 314 0497	125.00
4315	08/24/2026		Parts - Capacitor	100 664 314 0497	86.00
4323	08/27/2026		Service Call	100 664 314 0096	125.00
4323	08/27/2026		Additional Labor	100 664 314 0096	125.00
4323	08/27/2026		1/2 hp fan motor	100 664 314 0096	372.00
4324	08/25/2026		Service Call	100 664 314 0291	125.00
4324	08/25/2026		Condenser Fan Motor	100 664 314 0291	285.00
4324	08/25/2026		2 pole contactor	100 664 314 0291	140.00
4325	08/26/2026		Service Call	100 664 314 0096	125.00
4326	08/25/2026		Service Call 4 AC Units	100 664 314 0291	125.00
4326	08/25/2026		Additional Labor	100 664 314 0291	312.50
4327	08/25/2026		Service Call PHS Library	100 664 314 0096	125.00
4327	08/25/2026		Additional Labor	100 664 314 0096	187.50
4327	08/25/2026		Control Board	100 664 314 0096	685.00
4327	08/25/2026		Blower Relay	100 664 314 0096	88.00
4327	08/25/2026		T-stat	100 664 314 0096	92.00
4328	08/26/2026		Service Call RTU Oakwood	100 664 314 0497	125.00
4328	08/26/2026		Additional Labor	100 664 314 0497	62.50
4328	08/26/2026		Fan Capacitor	100 664 314 0497	82.00
4328	08/26/2026		Refrigerant	100 664 314 0497	297.50

Check Number: 6202 Check Type: Check Check Date: 09/14/2026 Vendor: ENBRIDGE Enbridge Gas Check Total: 685.16

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082426	08/24/2026		District/Maintenace Natural Gas	100 661 334 0000	30.24
082426	08/24/2026		PHS Natural Gas	100 661 334 0096	218.60
082426	08/24/2026		PJH Natural Gas	100 661 334 0291	169.78
082426	08/24/2026		Oakwood Natural Gas	100 661 334 0497	45.14
082426	08/24/2026		Pioneer Natural Gas	100 661 334 0499	158.48
082426	08/24/2026		FCHS Natural Gas	100 661 334 8844	33.82
082426	08/24/2026		Transportation Natural Gas	100 681 334 0000	29.10

Check Number: 6203 Check Type: Check Check Date: 09/14/2026 Vendor: GRANITETEL GRANITE TELECOMMUNICATIONS Check Total: 2,514.63

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
761900869	09/01/2026		September Landline Services	100 661 350 0000	1,257.74
761900869	09/01/2026		August Landline Services	100 661 350 0000	1,256.89

Check Number: 6204 Check Type: Check Check Date: 09/14/2026 Vendor: HANSONJANI HANSON JANITORIAL SUPPLY Check Total: 1,730.33

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

Checking Account: 1 GENERAL CHECKING

798636-1	08/08/2026	Pro Link Liner 60 gal	100 661 410 0291	240.04	
798636-1	08/08/2026	Dust Mop Fusion	100 661 410 0291	69.51	
798930	08/28/2026	Shop Labor - Scrub Head	100 664 314 0096	129.00	
799203	08/08/2026	Pro Link Liner 20 gal	100 661 410 0096	188.95	
799203	08/08/2026	Pro Link Liner 33 gal	100 661 410 0096	133.80	
799203	08/08/2026	Pro Link Liner 60 gal	100 661 410 0096	375.68	
799203	08/08/2026	Clario Pink Foam Cleanser	100 661 410 0096	86.10	
799284	08/28/2026	Dust Mop	100 661 410 0291	46.34	
799284	08/28/2026	Toilet Bowl Brush	100 661 410 0291	16.54	
799284	08/28/2026	Dolly Wheels	100 661 410 0291	111.20	
799284	08/28/2026	44 Gal Gray Gator Container	100 661 410 0291	113.70	
799287	08/28/2026	Bleach Gallons	100 661 410 0499	34.44	
799287	08/28/2026	Vac Bags	100 661 410 0499	104.40	
799287	08/28/2026	Island Fresh Dry Air	100 661 410 0499	5.53	
799287	08/28/2026	Urinal Screen Diamond Mountain Air	100 661 410 0499	30.20	
799335	08/28/2026	Clario Pink foam Cleanser	100 661 410 0497	44.90	

Check Number: 6205 Check Type: Check Check Date: 09/14/2026 Vendor: HATCHELECT HATCH ELECTRIC LLC Check Total: 1,965.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1380	09/09/2026		Scoreboard	100 664 314 0096	165.00
1380	09/09/2026		PHS Outlet	100 664 314 0096	162.50
1380	09/09/2026		Scoreboard	100 664 314 0096	1,020.00
1380	09/09/2026		PHS Outlet	100 664 314 0096	227.50
1380	09/09/2026		Scoreboard	100 664 314 0096	162.50
1380	09/09/2026		Scoreboard	100 664 314 0096	162.50
1380	09/09/2026		Pioneer Motion Sensor	100 664 314 0499	65.00

Check Number: 6206 Check Type: Check Check Date: 09/14/2026 Vendor: IDAHODIGIT IDAHO DIGITAL LEARNING ACADEMY Check Total: 120.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
201355-1	08/31/2026		English 11B - Padilla, B	100 515 312 0096 315	40.00
201355-2	08/31/2026		Algebra 2A - Sharp, A	100 515 312 0096 315	40.00
201355-2	08/31/2026		US History - Sharp, A	100 515 312 0096 315	40.00

Check Number: 6207 Check Type: Check Check Date: 09/14/2026 Vendor: IDHW IDHW Check Total: 1,558.07

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
081726	08/17/2026		August Medicaid Match	260 616 395 0000	1,558.07

Check Number: 6208 Check Type: Check Check Date: 09/14/2026 Vendor: INSTRUCTUR INSTRUCTURE INC Check Total: 19,558.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV695426	09/01/2026	SOFT PO 01-27	2026-2027 Canvas Subscription	100 621 310 0000	13,808.40
INV695426	09/01/2026	SOFT PO 01-27	Mastery Connect	100 621 310 0000	5,750.00

Check Number: 6209 Check Type: Check Check Date: 09/14/2026 Vendor: JACKSONGRP Jackson Group Peterbilt Check Total: 193.41

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
54369PC	09/01/2026		Sensor, Pressure	100 681 425 0000	193.41

Check Number: 6210 Check Type: Check Check Date: 09/14/2026 Vendor: KENWORTHSA KENWORTH SALES COMPANY INC Check Total: 512.31

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
002P50790	08/25/2026		Valve Pressure Relief	100 681 425 0000	387.19
002P51160	09/03/2026		Filter-Fuel/Water Separator	100 681 425 0000	125.12

Check Number: 6211 Check Type: Check Check Date: 09/14/2026 Vendor: MCGRAWHILL MCGRAW-HILL Check Total: 494.55

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
141189761001	08/04/2026		Achieve 3000 Boost	270 641 410 0000	494.55

Check Number: 6212 Check Type: Check Check Date: 09/14/2026 Vendor: MOUNTAINPE MOUNTAIN PEAK BUILDERS INC Check Total: 862.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
13519	08/31/2026		Voids in the seams	100 664 410 0497	862.00

Check Number: 6213 Check Type: Check Check Date: 09/14/2026 Vendor: MNTWESTAUT Mountain West Auto Group Check Total: 395.90

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
760704802	08/21/2026		2014 Toyota Camry - Labor	241 515 314 0000	33.50
760704802	08/21/2026		2014 Toyota Camry - Parts/Oil/Filter/	241 515 314 0000	64.79
760704874	08/24/2026		2008 Chev Mailibu - Labor	241 515 314 0000	33.50
760704874	08/24/2026		2008 Chev Mailibu - Oil Change	241 515 314 0000	55.39
760704931	08/27/2026		2015 Kia Optima - Service	241 515 314 0000	57.93
760704931	08/27/2026		2015 Kia Optima - Labor	241 515 314 0000	33.50
760704931	08/27/2026		2015 Kia Optima - Parts/Oil/Filter	241 515 314 0000	41.51
760705003	08/31/2026		2001 Chev Impala - Labor	241 515 314 0000	33.50
760705003	08/31/2026		2001 Chev Impala - Oil Change	241 515 314 0000	42.28

Check Number: 6214 Check Type: Check Check Date: 09/14/2026 Vendor: OAKWOODELE OAKWOOD ELEMENTARY SCHOOL Check Total: 59.99

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
DXN4	08/26/2026	OE26023	PBIS Prizes	100 512 410 0497	59.99

Check Number: 6215 Check Type: Check Check Date: 09/14/2026 Vendor: OXFORDSUIT OXFORD SUITES Check Total: 2,221.84

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
530129645	08/14/2026		Communications Class - Emily Burnett	100 515 410 0096	2,099.70
530129645	08/14/2026		Delivery Charge	100 515 410 0096	122.14

Check Number: 6216 Check Type: Check Check Date: 09/14/2026 Vendor: POWERSCHOO POWERSCHOOL Check Total: 2,779.63

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV509105	08/26/2026		Universal Rostering Connector (2248)	245 623 314 0000	2,779.63

Check Number: 6217 Check Type: Check Check Date: 09/14/2026 Vendor: PRESTONAUT PRESTON AUTO PARTS Check Total: 10.18

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6546-316867	09/09/2026		Top Terminal	100 664 410 0000	10.18

Checking Account: 1 GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
6218	Check	09/14/2026	PRESTONCI3	PRESTON CITY WATER DEPT.	3,070.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
083126	08/31/2026		August 2026 Water/Sewer	100 661 332 0096	875.00
083126	08/31/2026		August 2026 Water/Sewer PJH	100 661 332 0291	247.00
083126	08/31/2026		August 2026 Water/Sewer Oakwood	100 661 332 0497	338.50
083126	08/31/2026		August 2026 Water/Sewer Pioneer	100 661 332 0499	449.00
083126	08/31/2026		August 2026 Water/Sewer FCHS	100 661 332 8844	202.00
083126	08/31/2026		August 2026 Water/Sewer District	100 661 335 0000	756.50
083126	08/31/2026		August 2026 Water/Sewer Transportation	100 681 353 0000	202.00

Check Number	Check Type	Check Date	Vendor		Check Total
6219	Check	09/14/2026	PRESTONHIG	PRESTON HIGH SCHOOL	17,700.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
202627	09/14/2026		Cross Country x 34	100 532 380 0000	1,020.00
202627	09/14/2026		Football x 63	100 532 380 0000	1,890.00
202627	09/14/2026		Golf x 20	100 532 380 0000	600.00
202627	09/14/2026		Soccer Boys x 30	100 532 380 0000	900.00
202627	09/14/2026		Soccer Girls x 34	100 532 380 0000	1,020.00
202627	09/14/2026		Volleyball x 29	100 532 380 0000	870.00
202627	09/14/2026		Track x 96	100 532 380 0000	2,880.00
202627	09/14/2026		Band x 30	100 532 380 0000	900.00
202627	09/14/2026		Dance x 21	100 532 380 0000	630.00
202627	09/14/2026		Cheer x 34	100 532 380 0000	1,020.00
202627	09/14/2026		Choir x 47	100 532 380 0000	1,410.00
202627	09/14/2026		Orchestra x 36	100 532 380 0000	1,080.00
202627	09/14/2026		Basketball Boys x 33	100 532 380 0000	990.00
202627	09/14/2026		Basketball Girls x 24	100 532 380 0000	720.00
202627	09/14/2026		Wrestling Boys x 16	100 532 380 0000	480.00
202627	09/14/2026		Wrestling Girls x 10	100 532 380 0000	300.00
202627	09/14/2026		Baseball x 16	100 532 380 0000	480.00
202627	09/14/2026		Softball x 17	100 532 380 0000	510.00

Check Number	Check Type	Check Date	Vendor		Check Total
6220	Check	09/14/2026	PRESTONSC6	PRESTON SCHOOL LUNCH DEPT.	265.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
083126	08/31/2026		PHS Adult Lunches	100 710 410 0096	148.40
083126	08/31/2026		PJH Adult Lunches	100 710 410 0291	5.30
083126	08/31/2026		FCHS Adult Lunches	100 710 410 8844	111.30

Check Number	Check Type	Check Date	Vendor		Check Total
6221	Check	09/14/2026	PRESTONVAL	PRESTON VALLEY COUNTRY STORE	1,049.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
A75043	09/02/2026		Bus Shop Propane Delivery	100 681 423 0000	1,049.72

Check Number	Check Type	Check Date	Vendor		Check Total
6222	Check	09/14/2026	RSDISTRIBU	R & S DISTRIBUTING	441.36

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

Checking Account: 1 GENERAL CHECKING

127033	08/21/2026		Preserve Roll Towel	100 661 410 0096	441.36	
Check Number: 6223	Check Type: Check		Check Date: 09/14/2026 Vendor: RELADYNE	RelaDyne West, LLC	Check Total:	5,331.84
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
1416785-IN	09/08/2026		Fuel	100 681 422 0000	5,331.84	
Check Number: 6224	Check Type: Check		Check Date: 09/14/2026 Vendor: RENAISSAN1	RENAISSANCE LEARNING	Check Total:	27,256.60
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
INV5732412	09/01/2026		Oakwood 3rd Grade AR	100 512 310 0000 312	1,884.55	
INV5732412	09/01/2026		Pioneer AR	100 512 310 0000 312	4,138.04	
INV5732412	09/01/2026		Oakwood 4th and 5th AR	100 512 322 0497	3,769.09	
INV5732412	09/01/2026		STAR	100 515 310 0096	10,308.38	
INV5732412	09/01/2026		STAR	100 515 310 0291	7,156.54	
Check Number: 6225	Check Type: Check		Check Date: 09/14/2026 Vendor: RIGBYSARA	Sarah Rigby	Check Total:	100.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
082826	08/28/2026		Dyslexia Training	100 512 310 0000 312	100.00	
Check Number: 6226	Check Type: Check		Check Date: 09/14/2026 Vendor: ROCKYMOUNT	ROCKY MOUNTAIN BOILER INC	Check Total:	901.40
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20264613	08/25/2026		Flush boiler for summer	100 664 314 0096	825.00	
20264613	08/25/2026		Parts - Gasket, Glass Ring	100 664 410 0096	76.40	
Check Number: 6227	Check Type: Check		Check Date: 09/14/2026 Vendor: RYTEL	RYTEL	Check Total:	2,351.27
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
19774	09/01/2026		September VOIP Services	100 661 350 0000	2,351.27	
Check Number: 6228	Check Type: Check		Check Date: 09/14/2026 Vendor: SCHOLASTI1	SCHOLASTIC MAGAZINES	Check Total:	3,478.79
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
M7686611	08/11/2026		Scholastic News 1 & 2	100 512 410 0499 312	3,478.79	
Check Number: 6229	Check Type: Check		Check Date: 09/14/2026 Vendor: SOUTHFORKH	SOUTH FORK HARDWARE	Check Total:	237.64
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
090326	09/03/2026		Hose Mender	100 665 410 0000	6.99	
090326	09/03/2026		SS Clamp	100 665 410 0000	3.18	
090326	09/03/2026		SS Clamp	100 665 410 0000	3.18	
090826	09/08/2026		Edger Blade	100 665 410 0000	9.99	
090826	09/08/2026		Nuts, Bolts, Screws	100 665 410 0000	3.16	
547408	08/26/2026		Nuts, Bolts, Screws, Nails	100 665 410 0000	92.99	
547409	08/26/2026		PVC Bush 1 x 1/2	100 665 410 0000	2.79	
547409	08/26/2026		PVC Bush 3/4 x 1/2	100 665 410 0000	3.98	
547409	08/26/2026		PVC Bush 1 x 3/4	100 665 410 0000	2.79	
547496	08/28/2026		Nuts, Bolts, Screws, Nails	100 664 410 0096	79.80	
547506	08/28/2026		Lumber/Drywall/Polyplastic	100 664 410 0096	16.59	

Checking Account: 1 GENERAL CHECKING

547820	09/04/2026		Nuts Bolts Screws Nails	100 664 410 0096	12.20	
Check Number: 6230	Check Type: Check		Check Date: 09/14/2026 Vendor: STANDARDPL	STANDARD PLUMBING SUPPLY CO	Check Total:	168.56
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
BDB514	09/01/2026		HDL ASMBLY	100 661 410 0096	77.65	
BDB514	09/01/2026		HDL Coupling	100 661 410 0096	20.16	
BDB514	09/01/2026		Funnel	100 661 410 0096	5.99	
BDGQ28	09/02/2026		Programmable Thermostat	100 664 410 0291	42.00	
BDLG67	09/04/2026		1/2 SLDR CPPR	100 664 410 0291	0.99	
BDLG67	09/04/2026		FP Ball Valve	100 664 410 0291	10.98	
BDLG67	09/04/2026		Mini Monster THD	100 664 410 0291	3.14	
BDLG67	09/04/2026		1/2 COP	100 664 410 0291	2.46	
BDLG67	09/04/2026		1/2 COP FPT	100 664 410 0291	5.19	
Check Number: 6231	Check Type: Check		Check Date: 09/14/2026 Vendor: STATEDEPTO	STATE DEPT. OF EDUCATION	Check Total:	224.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
091026	09/10/2026		Employment - Berg, JaNae	100 632 410 0000	32.00	
091026	09/10/2026		Employment - Camphouse, Lee	100 632 410 0000	32.00	
091026	09/10/2026		Employment - Guiterrez Ibanez, Idaly	100 632 410 0000	32.00	
091026	09/10/2026		Employment - Jorgensen, Audrey	100 632 410 0000	32.00	
091026	09/10/2026		Employment - Priestley, Rickie	100 632 410 0000	32.00	
091026	09/10/2026		Employment - Stone, Kristen	100 632 410 0000	32.00	
091026	09/10/2026		Employment - Wilson, Chance	100 632 410 0000	32.00	
Check Number: 6232	Check Type: Check		Check Date: 09/14/2026 Vendor: STOKESMARK	STOKES MARKET PLACE	Check Total:	204.53
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
02-208532	08/26/2026		Fabuloso Cleaner (6)	100 661 410 0291	31.14	
02-208532	08/26/2026		Pinesol (3)	100 661 410 0291	25.17	
02-208532	08/26/2026		Duct Tape	100 661 410 0291	5.79	
02-208532	08/26/2026		Putty	100 661 410 0291	1.49	
02-208532	08/26/2026		Plas Weld	100 661 410 0291	9.49	
02-219901	08/27/2026		Plates	100 632 410 0000	7.58	
02-219901	08/27/2026		Cups	100 632 410 0000	5.99	
02-219901	08/27/2026		Silverware	100 632 410 0000	6.99	
02-219901	08/27/2026		Treats for counter	100 632 410 0000	22.99	
02-219901	08/27/2026		Treats for counter	100 632 410 0000	22.99	
02-225197	09/01/2026		Drinks for luncheion	100 632 410 0000	15.54	
66-770943	09/03/2026		Rivets	100 661 410 0291	9.79	
66-770943	09/03/2026		Alcohol Isopropyl (6)	100 661 410 0291	23.82	
66-770943	09/03/2026		Alcohol Isopropyl (8)	100 661 410 0291	15.76	
Check Number: 6233	Check Type: Check		Check Date: 09/14/2026 Vendor: UNIVOREGON	University of Oregon	Check Total:	875.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	

Checking Account: 1 GENERAL CHECKING

00083683	09/01/2026	OE26030	SWIS Annual License	100 512 322 0497	500.00
00083683	09/01/2026	OE26030	CICO-SWIS Annual License	100 512 322 0497	500.00
00083683	09/01/2026	OE26030	Bundle Discount	100 512 322 0497	(125.00)

Check Number: 6241 Check Type: Check Check Date: 09/24/2026 Vendor: ALSCO ALSCO Check Total: 41.65

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
LBLA2707858	09/16/2026		Bus Shop Launddry	100 681 330 0000	41.65

Check Number: 6242 Check Type: Check Check Date: 09/24/2026 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
081026	09/03/2026		Physical - Gunderson, L	100 681 260 0000	110.00
082626	09/03/2026		Physical - Christopherson, D	100 681 260 0000	110.00

Check Number: 6243 Check Type: Check Check Date: 09/24/2026 Vendor: BLUECROSSO BLUE CROSS OF IDAHO Check Total: 322,338.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
262575008810	09/14/2026		Shortfall 25-26	100 512 240 0000	161,169.36
262575008810	09/14/2026		Shortfall 25-26	100 515 240 0000	161,169.36

Check Number: 6244 Check Type: Check Check Date: 09/24/2026 Vendor: BOMGAARS BOMGAARS Check Total: 143.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
77112499	08/25/2026		5/32 Gold Oxide (3)	100 664 410 0096	6.69
77113136	08/27/2026		Belt	100 664 410 0096	25.99
77115089	09/02/2026		Extension Cord (2)	100 661 410 0499	59.98
77115089	09/02/2026		Batteries (2)	100 661 410 0499	25.98
77115342	09/03/2026		Silicone	100 664 410 0000	6.49
77119167	09/14/2026		Snap, Swivel Eye	100 664 410 0096	9.87
77119167	09/14/2026		Link 3/16 Zinc	100 664 410 0096	1.89
77119167	09/14/2026		Link 1/8 Zinc	100 664 410 0096	4.47
77119167	09/14/2026		Clip 3/16	100 664 410 0096	0.79
77119167	09/14/2026		Clip 5/16	100 664 410 0096	1.09

Check Number: 6245 Check Type: Check Check Date: 09/24/2026 Vendor: BOSTJULIE Julie Bost Check Total: 7,500.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
06162026	09/18/2026		Professional Development Co-teaching	100 515 310 0096	7,500.00

Check Number: 6246 Check Type: Check Check Date: 09/24/2026 Vendor: BRYSONSALE BRYSON SALES & SERVICE INC Check Total: 21.10

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
215972	09/09/2026		Plug, Switch Panel	100 681 425 0000	21.10

Check Number: 6247 Check Type: Check Check Date: 09/24/2026 Vendor: CAXTONPRIN CAXTON PRINTERS LTD. Check Total: 685.44

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1065558	09/09/2026		MA Inspire Sci Bundle	100 512 410 0497	546.60
1065558	09/09/2026		SRA OCR SKL PRC Workbook 1 GR4	100 512 410 0497	53.10
1065558	09/09/2026		SRA OCR SKL PRC Workbook 2 GR4	100 512 410 0497	53.10

Checking Account: 1 GENERAL CHECKING

1065558	09/09/2026		Freight	100 512 410 0497	32.64

Check Number: 6248 Check Type: Check Check Date: 09/24/2026 Vendor: CDWGOVERNM CDW GOVERNMENT INC Check Total: 1,884.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AK91X5K	09/10/2026	GRANT 01-27	Touch Screen Computers (6)	245 515 410 0000	1,884.72

Check Number: 6249 Check Type: Check Check Date: 09/24/2026 Vendor: CHEMSEARCH CHEMSEARCH Check Total: 1,038.66

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9786385	09/17/2026		Contract Water Treatment Program	100 664 410 0096	1,038.66

Check Number: 6250 Check Type: Check Check Date: 09/24/2026 Vendor: CIRCLEB Circle B Irrigation Check Total: 36.97

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2609-269925	09/21/2026		Bulk SD Blade	100 664 410 0000	36.97

Check Number: 6251 Check Type: Check Check Date: 09/24/2026 Vendor: VALLEYIMPL Valley Implement Check Total: 145.20

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
P9659501	09/16/2026		Bulk Def Fluid	100 681 422 0000	145.20

Check Number: 6252 Check Type: Check Check Date: 09/24/2026 Vendor: CONSOLIDA1 CONSOLIDATED IRRIGATION CO Check Total: 1,788.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3443	08/13/2026		Irrigation Assessment - A Shares	100 661 335 0000	877.50
3443	08/13/2026		Irrigation Assessment - D Shares	100 661 335 0000	1,534.00
3443	08/13/2026		Admin Fee	100 661 335 0000	135.00
3443	08/13/2026		Hydro Credit - D Shares	100 661 335 0000	(708.00)
3443	08/13/2026		Credit for early payment	100 661 335 0000	(50.00)

Check Number: 6253 Check Type: Check Check Date: 09/24/2026 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
5427457	08/31/2026	Tech PO 14-27	Lease Rental	245 623 314 0000	6,130.42

Check Number: 6254 Check Type: Check Check Date: 09/24/2026 Vendor: ELITEMECHA ELITE MECHANICAL Check Total: 3,250.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4334	09/04/2026		A/C Replacement Band Room - PJH	100 664 410 0291	3,250.00

Check Number: 6255 Check Type: Check Check Date: 09/24/2026 Vendor: FRANKLINC5 FRANKLIN COUNTY LANDFILL Check Total: 161.95

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
7968	09/03/2026		Extra Pickup Fee PHS	100 661 336 0096	43.45
7968	09/03/2026		Extra Pickup Fee PJH	100 661 336 0291	43.45
7968	09/03/2026		Extra Pickup Fee Oakwood	100 661 336 0497	43.45
7968	09/03/2026		Extra Pickup Fee Pioneer	100 661 336 0499	31.60

Check Number: 6256 Check Type: Check Check Date: 09/24/2026 Vendor: HANSENGLAS HANSEN GLASS & PAINT Check Total: 99.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0759	08/18/2026		Covers	100 661 410 0096	11.00
0759	08/18/2026		Primer	100 661 410 0096	33.00

Checking Account: 1 GENERAL CHECKING

0759	08/18/2026	Paint	100 661 410 0096	55.00	

Check Number: 6257 Check Type: Check Check Date: 09/24/2026 Vendor: HANSONJANI HANSON JANITORIAL SUPPLY Check Total: 901.48

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
799203-1	09/11/2026		Kresto Solvent	100 661 410 0096	84.80
799287-1	09/11/2026		Velcro Trowel	100 661 410 0499	12.64
799504	09/11/2026		Dust Pan	100 661 410 0096	24.00
799504	09/11/2026		Broom	100 661 410 0096	43.11
799885	09/11/2026		Opticore 2 Ply Toilet Tissue	100 661 410 0497	171.18
799885	09/11/2026		Roll Towel Natural	100 661 410 0497	61.62
799885	09/11/2026		Vac Bags	100 661 410 0497	13.40
799896	09/11/2026		STIX 20% Phosphoric	100 661 410 8844	11.58
799896	09/11/2026		Roll Towel Natural	100 661 410 8844	61.62
799896	09/11/2026		Opticore 2 Ply Toilet Tissue	100 661 410 8844	57.06
799896	09/11/2026		Pro Link 60 gal	100 661 410 8844	43.10
799896	09/11/2026		Green Earth Restroom	100 661 410 8844	14.70
799896	09/11/2026		Citrus Splash Aerosol	100 661 410 8844	40.62
799898	09/11/2026		Roll Towel Natural	100 661 410 0499	111.74
799898	09/11/2026		Clario Pink Foam Cleanser	100 661 410 0499	44.90
799898	09/11/2026		Enzysan 2000	100 661 410 0499	105.41

Check Number: 6258 Check Type: Check Check Date: 09/24/2026 Vendor: HORIZONAU Horizon Automotive Check Total: 78.90

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
77088	09/14/2026		Oil Change- Labor	100 681 426 0000	25.99
77088	09/14/2026		Oil Change - 2020 Ford Fusion	100 681 426 0000	52.91

Check Number: 6259 Check Type: Check Check Date: 09/24/2026 Vendor: IDAHODIGIT IDAHO DIGITAL LEARNING ACADEMY Check Total: 3,480.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
201356-0	09/15/2026		Everyone Can Create with iPads	100 515 312 0291 315	3,480.00

Check Number: 6260 Check Type: Check Check Date: 09/24/2026 Vendor: IDAHOSALVA IDAHO SALVAGE & METALS Check Total: 102.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
27680	08/24/2026		1/2 Expanded	100 664 410 0000	102.00

Check Number: 6261 Check Type: Check Check Date: 09/24/2026 Vendor: IDAHOTRANS IDAHO TRANSPORTATION DEPT Check Total: 5.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
092226	09/22/2026		2014 Blue Bird Bus	100 683 420 0000	5.00

Check Number: 6262 Check Type: Check Check Date: 09/24/2026 Vendor: INTERMOUN1 INTERMOUNTAIN FARMERS ASSOC Check Total: 2,043.71

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1024713233	08/04/2026		Stripe Paint White	100 665 410 0000	1,439.82
1024750259	08/12/2026		Fertilizer	100 665 410 0000	494.91
1024775724	08/18/2026		Weedmaster	100 665 410 0000	89.99
1024775724	08/18/2026		Amdro Ant Block	100 665 410 0000	18.99

Checking Account: 1 GENERAL CHECKING

Check Number: 6263 Check Type: Check Check Date: 09/24/2026 Vendor: JACKSONGRP Jackson Group Peterbilt Check Total: 186.90

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
54614PC	09/15/2026		Actuator, Fuel	100 681 425 0000	186.90

Check Number: 6264 Check Type: Check Check Date: 09/24/2026 Vendor: LAWSONPROD LAWSON PRODUCTS INC Check Total: 138.12

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9313786588	09/09/2026		Box Blue Towels	100 681 426 0000	138.12

Check Number: 6265 Check Type: Check Check Date: 09/24/2026 Vendor: OXFORDUNIV Oxford University Press Check Total: 2,221.84

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
530129645	08/14/2026	H73026	Communication Class - Emily Burnett	100 515 410 0096	2,099.70
530129645	08/14/2026	H73026	Delivery Charge	100 515 410 0096	122.14

Check Number: 6266 Check Type: Check Check Date: 09/24/2026 Vendor: PRESTONAUT PRESTON AUTO PARTS Check Total: 178.86

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6546-317279	09/18/2026		Cabin Filter	100 664 410 0000	15.82
6546-317358	09/21/2026		Battery	100 681 426 0000	173.04
6546-317358	09/21/2026		Core Return	100 681 426 0000	(10.00)

Check Number: 6267 Check Type: Check Check Date: 09/24/2026 Vendor: PRESTONHIG PRESTON HIGH SCHOOL Check Total: 394.11

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
10125	09/01/2026	H8003	Dry Cleaning Choir Robes	720 515 314 0096	156.11
42056	08/28/2026		Lodging Bus Drivers	100 532 380 0000	238.00

Check Number: 6268 Check Type: Check Check Date: 09/24/2026 Vendor: PRESTONROT PRESTON ROTARY CLUB Check Total: 145.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
091626	09/16/2026		2026 3rd Quarter Dues	100 632 310 0000	145.00

Check Number: 6269 Check Type: Check Check Date: 09/24/2026 Vendor: PRESTONVAL PRESTON VALLEY COUNTRY STORE Check Total: 597.45

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
A75345	09/17/2026		Bus Shop Propane Delivery	100 681 423 0000	597.45

Check Number: 6270 Check Type: Check Check Date: 09/24/2026 Vendor: RSDISTRIBU R & S DISTRIBUTING Check Total: 331.02

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
090926	09/09/2026		Preserve Roll Towel -Pioneer	100 661 410 0499	331.02

Check Number: 6271 Check Type: Check Check Date: 09/24/2026 Vendor: ROBSREPAIR ROB'S REPAIRS AND WINDSHIELDS Check Total: 225.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
006903	09/15/2026		Backhoe Windows	100 664 310 0000	200.00
006906	09/16/2026		Rock Chip Repair	100 681 426 0000	25.00

Check Number: 6272 Check Type: Check Check Date: 09/24/2026 Vendor: SIGLER Russell Sigler Inc Check Total: 164.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
26000131	09/04/2026		Pleated Filter	100 661 410 0096	82.20
26000131	09/04/2026		Pleated Filter	100 661 410 0499	82.20

Checking Account: 1 GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
6273	Check	09/24/2026	SOUTHFORKH	SOUTH FORK HARDWARE	63.29

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
091426	09/14/2026		Copper Coupling	100 664 410 0096	3.18
091426	09/14/2026		3/4 45 Copper Ell	100 664 410 0096	7.58
091426	09/14/2026		3/4 45 Copper ST Ell	100 664 410 0096	2.59
091826	09/18/2026		SS Strainer	100 664 410 0096	10.99
091826	09/18/2026		Tailpiece	100 664 410 0096	7.99
091826-2	09/18/2026		Trap Adapter	100 664 410 0096	3.79
091826-2	09/18/2026		1 1/2 ABS 1/4 Bend	100 664 410 0096	3.59
091826-2	09/18/2026		ABS Cement	100 664 410 0096	5.59
091826-2	09/18/2026		Plumbing Supplies	100 664 410 0096	17.99

Check Number	Check Type	Check Date	Vendor		Check Total
6274	Check	09/24/2026	STATEINSUR	STATE INSURANCE FUND	9,673.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31415425	09/11/2026		Installment Premium WorkersCompensation	100 632 270 0000	9,673.00

Check Number	Check Type	Check Date	Vendor		Check Total
6275	Check	09/24/2026	STOKESMARK	STOKES MARKET PLACE	331.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
02-218532	08/26/2026		Fabuloso Cleaner (6)	100 661 410 0291	31.14
02-218532	08/26/2026		Pinesol Cleaner (3)	100 661 410 0291	25.17
02-218532	08/26/2026		Duct Tape	100 661 410 0291	5.79
02-218532	08/26/2026		Putty Knife	100 661 410 0291	1.49
02-218532	08/26/2026		Plas Weld	100 661 410 0291	9.49
66-782876	09/16/2026		Entry Ball Knob Lock	100 664 410 0291	52.99
66-782876	09/16/2026		SATSS Storeroom Lock	100 664 410 0291	52.99
66-782876	09/16/2026		SATSS Storeroom Lock	100 664 410 0291	52.99
66-782876	09/16/2026		COMM Entry Knob	100 664 410 0291	41.99
66-787126	09/21/2026		Hardware	100 661 410 0096	56.99

Check Number	Check Type	Check Date	Vendor		Check Total
6276	Check	09/24/2026	TETONSTA	Teton Stage Lines	1,277.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
23002	09/15/2026		Transportation to Blackfoot	100 532 380 0000	1,277.50

Check Number	Check Type	Check Date	Vendor		Check Total
6277	Check	09/30/2026	CAPTHEART	Capturing Kids Hearts	22,550.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
86249	09/28/2026		Capturing Kids Hearts 1 Process	271 621 380 0000	16,000.00
86249	09/28/2026		2 Day Travel Package	271 621 380 0000	2,000.00
86249	09/28/2026		Campus TrAction Pac - Campus By Design	271 621 380 0000	3,250.00
86249	09/28/2026		1 Day Travel Package	271 621 380 0000	1,300.00

Check Number	Check Type	Check Date	Vendor		Check Total
18046	Direct Deposit	09/14/2026	SMITHJENN1	JENNIFER SMITH	59.90

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
082726	08/27/2026	82726	Postage to mail SPED Records	100 521 421 0000	59.90

Checking Account: 1 GENERAL CHECKING

Check Number: 18047	Check Type: Direct Deposit	Check Date: 09/14/2026	Vendor: FREDRTERR	Terri Fredrickson	Check Total:	48.73
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
03-1343914	08/31/2026		Food Purchase for Salads	100 632 410 0000	48.73	
Check Number: 18048	Check Type: Direct Deposit	Check Date: 09/14/2026	Vendor: NATEJEFF	Jeffrey Nate	Check Total:	5.12
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
262331639443648423	08/21/2026		Dodge Ram License Plate	100 681 395 0000	5.12	
Check Number: 18049	Check Type: Direct Deposit	Check Date: 09/14/2026	Vendor: SMITHBRIN	Brinkley Smith	Check Total:	100.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
090126	09/01/2026		Boise State Credits	100 512 310 0000 312	100.00	
Check Number: 18050	Check Type: Direct Deposit	Check Date: 09/14/2026	Vendor: WATSOSPEN	Spencer Watson	Check Total:	70.61
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
082926	08/29/2026		Fuel Reimbursement	100 681 425 0000	70.61	
Check Number: 18405	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: ALLRERACH	Rachael Allred	Check Total:	150.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
091126	09/11/2026		CDL Reimbursement	100 681 390 0000	150.00	
Check Number: 18406	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: BIRDLAUR	Laurel Bird	Check Total:	74.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
082926	08/29/2026		Bus Driver Meal Reimbursement	100 532 380 0000	74.00	
Check Number: 18407	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: CHECKBRIA	Brian Checketts	Check Total:	40.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
091126	09/11/2026		Bus Driver Meal Reimbursement	100 532 380 0000	40.00	
Check Number: 18408	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: CHECKNILE	Nile Checketts	Check Total:	140.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
091126	09/11/2026		Bus Driver Meal Reimbursement	100 532 380 0000	140.00	
Check Number: 18409	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: CHRISDAVI	David Christopherson	Check Total:	12.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
082726	08/27/2026		Bus Driver Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 18410	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: CROSSLARI	Larin Crossley	Check Total:	60.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
8152	06/11/2026		U of I- Summer Inservice	100 515 310 0096	60.00	
Check Number: 18411	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: CROSSREBE	Rebecca Crossley	Check Total:	100.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
000579156	09/11/2026		Continuing Ed Reimbursement- Crossley, R	100 515 370 0000	100.00	
Check Number: 18412	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: GALEJEFF	Jeffery Gale	Check Total:	136.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	

Checking Account: 1 GENERAL CHECKING

091526	09/15/2026		Bus Driver Meal Reimbursement	100 532 380 0000	136.00	
Check Number: 18413	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: GARNEBRAD	Brady Garner	Check Total:	334.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
080526	08/05/2026		Mileage Reimbursement	100 632 380 0000	252.00	
080526	08/05/2026		Meal Reimbursement	100 632 380 0000	82.00	
Check Number: 18414	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: GRIFFKATI	Katie Griffin	Check Total:	100.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
082126	08/21/2026		ISU- Continuing Education	100 515 310 0096	100.00	
Check Number: 18415	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: HYMASEARL	Earl Hymas	Check Total:	12.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
091226	09/12/2026		Bus Driver Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 18416	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: LARSECIND	Cindy Larsen	Check Total:	92.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
091226	09/12/2026		Bus Driver Meal Reimbursement	100 532 380 0000	92.00	
Check Number: 18417	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: RADACERIC	Eric Radack	Check Total:	12.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
090526	09/05/2026		Bus Driver Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 18418	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: SCHVAGLAD	Glade Schvaneveldt	Check Total:	72.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
091226	09/12/2026		Bus Driver Meal Reimbursement	100 532 380 0000	72.00	
Check Number: 18419	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: WATSOSPEN	Spencer Watson	Check Total:	84.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
082726	08/27/2026		Bus Driver Meal Reimbursement	100 532 380 0000	84.00	
Check Number: 18420	Check Type: Direct Deposit	Check Date: 09/24/2026	Vendor: WILLISAVA	Savanna Williamson	Check Total:	100.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
083126	08/31/2026		NW Nazarene University	100 512 310 0000 312	100.00	
Check Number: 18421	Check Type: Direct Deposit	Check Date: 09/30/2026	Vendor: HAMBLINKAY	HAMBLIN KAYLYNN	Check Total:	75.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00	
Check Number: 18422	Check Type: Direct Deposit	Check Date: 09/30/2026	Vendor: ATKINDAKO	Dakota Atkinson	Check Total:	75.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0291	75.00	
Check Number: 18423	Check Type: Direct Deposit	Check Date: 09/30/2026	Vendor: DESPABETS	Betsy Despain	Check Total:	75.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
FY27-0002	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00	

Checking Account: 1 GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
18424	Direct Deposit	09/30/2026	GARNEBRAD	Brady Garner	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18425	Direct Deposit	09/30/2026	HARRITAMA	Tamara Harris	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18426	Direct Deposit	09/30/2026	HEWARJACL	Jaclyn Heward	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0096	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18427	Direct Deposit	09/30/2026	KEELEAARO	Aaron Keele	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18428	Direct Deposit	09/30/2026	KUNZCRAI	Craig Kunz	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18429	Direct Deposit	09/30/2026	MCKENSHEL	Shelby McKenna	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18430	Direct Deposit	09/30/2026	NATEJEFF	Jeffrey Nate	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18431	Direct Deposit	09/30/2026	PEERYCLIN	Clint Peery	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0096	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18432	Direct Deposit	09/30/2026	SCHMITHOM	Thomas Schmidt	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0291	75.00

Check Number	Check Type	Check Date	Vendor		Check Total
18433	Direct Deposit	09/30/2026	THOMAGARY	Gary Thomas	75.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
FY27-0003	09/27/2026		Phone Reimbursement FY27	100 691 350 0000	75.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 587,125.49

Checking Account: 2 CHILD NUTRITION CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
54	Automatic Payment	09/24/2026	AMAZONCAPI	AMAZON CAPITAL SERVICES	167.89

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
8528267	09/14/2026		HP Toner for Printer	290 710 410 0000	167.89

Check Number	Check Type	Check Date	Vendor		Check Total
55	Automatic Payment	09/24/2026	IDAHOSTAT5	IDAHO STATE TAX COMMISSION	6.97

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
083126	09/22/2026		Child Nutrition Sales Tax	290 416100	6.97

Check Number	Check Type	Check Date	Vendor		Check Total
1594	Check	09/14/2026	BODILHOLLY	Holly Bodily	420.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0167	08/27/2026		Tshirts	290 710 410 0000	420.00

Check Number	Check Type	Check Date	Vendor		Check Total
1595	Check	09/14/2026	BRADYINDUS	BRADY INDUSTRIES of Utah	70.71

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11760057	05/26/2026		Food Purchases Pioneer	290 710 450 0499	70.71

Check Number	Check Type	Check Date	Vendor		Check Total
1596	Check	09/14/2026	DFADAIRYBR	DFA DAIRY BRANDS - MEADOW GOLD DAIRY	3,596.20

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31692916	08/20/2026		Milk Purchases PJH	290 710 450 0291 710	473.80
31692922	08/20/2026		Milk Purchases PHS	290 710 450 0096 710	251.98
31692925	08/20/2026		Milk Purchases Pioneer	290 710 450 0499 710	639.64
31693160	08/24/2026		Milk Purchases Oakwood	290 710 450 0497 710	851.40
31693313	08/27/2026		Milk Purchases PHS	290 710 450 0096 710	166.89
31693553	08/31/2026		Milk Purchases Pioneer	290 710 450 0499 710	525.04
31693554	08/31/2026		Milk Purchases Oakwood	290 710 450 0497 710	249.75
31693556	08/31/2026		Milk Purchases PJH	290 710 450 0291 710	437.70

Check Number	Check Type	Check Date	Vendor		Check Total
1597	Check	09/14/2026	GEMSTATEPA	GEM STATE PAPER & SUPPLY	2,486.42

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4145908	08/27/2026		Low Density 60 gal liner	290 710 410 0096	483.30
4145908	08/27/2026		Vinyl Glove	290 710 410 0096	22.90
4145908	08/27/2026		Red Plaid Food Tray	290 710 410 0096	48.88
4145908	08/27/2026		Full Sheet Panliner	290 710 410 0096	112.60
4145908	08/27/2026		Red Plaid Food Tray	290 710 410 0096	49.42
4145908	08/27/2026		Tallfold Napkin	290 710 410 0096	49.00
4145908	08/27/2026		Red Plaid Food Tray	290 710 410 0096	64.38
4145909	08/27/2026		Fork Medium Weight	290 710 410 0291	63.20
4145909	08/27/2026		Teaspoon Medium Weight	290 710 410 0291	63.20
4145909	08/27/2026		Red Plaid Food Tray	290 710 410 0291	122.20
4145909	08/27/2026		Low Density 60 gal liner	290 710 410 0291	289.98
4145909	08/27/2026		Vinyl Glove M	290 710 410 0291	45.80
4145909	08/27/2026		Vinyl Glove L	290 710 410 0291	45.80
4145909	08/27/2026		Tallfold Napkin	290 710 410 0291	49.00

Checking Account: 2 CHILD NUTRITION CHECKING

4145909	08/27/2026	Chlorine Test Strip	290 710 410 0291	5.98
4145909	08/27/2026	Vinyl Glove XL	290 710 410 0291	45.80
4145911	08/27/2026	Bun Pan Cover	290 710 410 0497	35.58
4145911	08/27/2026	Full Sheet Pan Liner	290 710 410 0497	112.60
4145911	08/27/2026	Paper Bag	290 710 410 0497	42.84
4145911	08/27/2026	Souffle Cup	290 710 410 0497	26.78
4145911	08/27/2026	Saddle Pack Bag 1.75 Flip	290 710 410 0497	7.84
4145911	08/27/2026	Vinyl Glove	290 710 410 0497	45.80
4145911	08/27/2026	Enmotion Roll Towel	290 710 410 0497	91.88
4145911	08/27/2026	Fork Medium Weight	290 710 410 0497	63.20
4145911	08/27/2026	Teaspoon Medium Weight	290 710 410 0497	63.20
4145913	08/27/2026	Red Plaid Food Tray	290 710 410 0499	146.64
4145913	08/27/2026	Spork	290 710 410 0499	63.20
4145913	08/27/2026	Foil Sheets	290 710 410 0499	88.02
4145913	08/27/2026	Vinyl Glove	290 710 410 0499	91.60
4145913	08/27/2026	Vinyl Glove	290 710 410 0499	45.80

Check Number: 1598 Check Type: Check Check Date: 09/14/2026 Vendor: GOLDSTARF Gold Star Foods Check Total: 40,832.61

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3488509	08/18/2026		Food Purchases PHS	290 710 450 0096	8,464.79
3488522	08/18/2026		Food Purchases PJH	290 710 450 0291	6,127.42
3488574	08/18/2026		Food Purchases Oakwood	290 710 450 0497	9,922.45
3488576	08/18/2026		Food Purchases Pioneer	290 710 450 0499	1,563.56
3488619	08/18/2026		Food Purchases PHS	290 710 450 0096	487.62
3488623	08/18/2026		Food Purchases PJH	290 710 450 0291	543.02
3489547	08/25/2026		Food Purchases Oakwood	290 710 450 0497	152.25
3489957	09/01/2026		Food Purchases Oakwood	290 710 450 0497	243.60
3490656	08/25/2026		Food Purchases PHS	290 710 450 0096	661.48
3490658	08/25/2026		Food Purchases PJH	290 710 450 0291	975.22
3490661	08/25/2026		Food Purchases Oakwood	290 710 450 0497	1,257.38
3490662	08/25/2026		Food Purchases Oakwood	290 710 450 0497	350.30
3490663	08/25/2026		Food Purchases Pioneer	290 710 450 0499	1,085.86
3490872	08/25/2026		Food Purchases PJH	290 710 450 0291	498.70
3490873	08/25/2026		Food Purchases Pioneer	290 710 450 0499	353.22
3490880	09/01/2026		Food Purchases PHS	290 710 450 0096	137.65
3490881	09/01/2026		Food Purchases PJH	290 710 450 0291	120.02
3491080	09/01/2026		Food Purchases PJH	290 710 450 0291	783.87
3491082	09/01/2026		Food Purchases Oakwood	290 710 450 0497	1,939.14
3491229	09/01/2026		Food Purchases Pioneer	290 710 450 0499	1,685.44
3491230	09/01/2026		Food Purchases PHS	290 710 450 0096	3,479.62

Check Number: 1599 Check Type: Check Check Date: 09/14/2026 Vendor: MEEKSAMY Amy Meeks Check Total: 313.40

Checking Account: 2 CHILD NUTRITION CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
083126	08/31/2026		Lunch Refund- Hollister Belnap	290 416100	313.40

Check Number: 1600 Check Type: Check Check Date: 09/14/2026 Vendor: NICHOLASCO NICHOLAS & COMPANY Check Total: 5,830.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1000180145	08/18/2026		Food Purchases PHS	290 710 450 0096	551.01
1000180146	08/18/2026		Food Purchases PJH	290 710 450 0291	473.43
1000180147	08/18/2026		Food Purchases PJH	290 710 450 0291	420.69
1000192785	08/25/2026		Food Purchases PJH	290 710 450 0291	462.88
1000192786	08/25/2026		Food Purchases Pioneer	290 710 450 0499	451.23
1000192787	08/25/2026		Food Purchases PHS	290 710 450 0096	741.27
1000192788	08/25/2026		Food Purchases Oakwood	290 710 450 0497	709.19
1000205392	09/01/2026		Food Purchases Pioneer	290 710 450 0499	172.66
1000205394	09/01/2026		Food Purchases PJH	290 710 450 0291	342.14
1000205397	09/01/2026		Food Purchases Oakwood	290 710 450 0497	369.44
1000205400	09/01/2026		Food Purchases PHS	290 710 450 0096	1,136.09

Check Number: 1601 Check Type: Check Check Date: 09/14/2026 Vendor: STOKESMARK STOKES MARKET PLACE Check Total: 337.99

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
01-224353	08/24/2026		Food Purchases Oakwood	290 710 450 0497	99.69
01-226625	08/26/2026		Food Purchases Pioneer	290 710 450 0499	26.00
01-226693	08/26/2026		Batteries (4)	290 710 410 0497	53.96
01-226693	08/26/2026		Food Purchases Oakwood	290 710 450 0497	14.50
01-232301	08/31/2026		Kraft Clasp Envelope	290 710 410 0096	7.28
01-232301	08/31/2026		Food Purchases	290 710 450 0096	40.95
01-241613	09/08/2026		Food Purchases PHS	290 710 450 0096	31.98
01-241760	09/08/2026		Food Purchases PHS	290 710 450 0096	13.98
02-217562	08/25/2026		Food Purchases PHS	290 710 450 0096	7.77
02-233180	09/08/2026		Lysol	290 710 410 0499	4.49
02-233180	09/08/2026		Lubriderm Intense Lotion	290 710 410 0499	10.99
02-233180	09/08/2026		Food Purchases Pioneer	290 710 450 0499	10.94
03-307585	09/02/2026		Food Purchases PJH	290 710 450 0291	15.46

Check Number: 1602 Check Type: Check Check Date: 09/24/2026 Vendor: DFADAIRYBR DFA DAIRY BRANDS - MEADOW GOLD DAIRY Check Total: 3,901.99

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31693704	09/03/2026		Milk Purchases PHS	290 710 450 0096 710	111.19
31694045	09/08/2026		Milk Purchases Pioneer	290 710 450 0499 710	328.57
31694187	09/10/2026		Milk Purchases PHS	290 710 450 0096 710	206.03
31694428	09/14/2026		Milk Purchases Oakwood	290 710 450 0497 710	688.69
31694429	09/14/2026		Milk Purchases Pioneer	290 710 450 0499 710	515.64
31694431	09/14/2026		Milk Purchases PJH	290 710 450 0291 710	432.42
31694577	09/17/2026		Milk Purchases PHS	290 710 450 0096 710	156.59

Checking Account: 2 CHILD NUTRITION CHECKING

31694818	09/21/2026	Milk Purchases Oakwood	290 710 450 0497 710	560.54
31694819	09/21/2026	Milk Purchases Pioneer	290 710 450 0499 710	461.50
31694820	09/21/2026	Milk Purchases PJH	290 710 450 0291 710	440.82

Check Number: 1603 Check Type: Check Check Date: 09/24/2026 Vendor: GEMSTATEPA GEM STATE PAPER & SUPPLY Check Total: 2,092.25

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4145911-01	09/10/2026		Oxiclean Liquid Detergent	290 710 410 0497	41.30
4145913-01	09/10/2026		Snap-It Hinged Containers	290 710 410 0499	45.88
4146635	09/10/2026		Fork Medium Weight	290 710 410 0096	23.70
4146635	09/10/2026		Spoon Medium Weight	290 710 410 0096	23.70
4146635	09/10/2026		Vinyl Glove M	290 710 410 0096	22.90
4146635	09/10/2026		Vinyl Glove L	290 710 410 0096	22.90
4146635	09/10/2026		Damp Mop	290 710 410 0096	40.84
4146636	09/10/2026		Foil Sheets	290 710 410 0291	176.04
4146636	09/10/2026		Vinyl glove	290 710 410 0291	68.70
4146636	09/10/2026		Souffle Cup	290 710 410 0291	26.78
4146637	09/10/2026		Low Density 60 gal	290 710 410 0497	289.98
4146637	09/10/2026		Food Tray Kraft	290 710 410 0497	187.95
4146637	09/10/2026		Tallfold Napkin	290 710 410 0497	49.00
4146637	09/10/2026		Sparclean All Temp Detergent	290 710 410 0497	135.64
4146637	09/10/2026		Sparclean Rinse Aid	290 710 410 0497	142.30
4146637	09/10/2026		Consume Liq Wastewater	290 710 410 0497	304.86
4146637	09/10/2026		Souffle Lid	290 710 410 0497	18.96
4146637	09/10/2026		Embossed Glove	290 710 410 0497	55.56
4146638	09/10/2026		Purell Foam Soap	290 710 410 0499	238.32
4146638	09/10/2026		Sparclean All Temp Detergent	290 710 410 0499	135.64
4146638	09/10/2026		Oxiclean Detergent	290 710 410 0499	41.30

Check Number: 1604 Check Type: Check Check Date: 09/24/2026 Vendor: GOLDSTARF Gold Star Foods Check Total: 15,694.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3490882	09/08/2026		Food Purchases PJH	290 710 450 0291	132.53
3491439	09/08/2026		Food Purchases PJH	290 710 450 0291	743.66
3491443	09/08/2026		Food Purchases Pioneer	290 710 450 0499	1,255.38
3491613	09/15/2026		Food Purchases Oakwood	290 710 450 0497	34.80
3491614	09/15/2026		Food Purchases Oakwood	290 710 450 0497	4,948.04
3491740	09/08/2026		Food Purchases PHS	290 710 450 0096	237.18
3491938	09/08/2026		Food Purchases Pioneer	290 710 450 0499	176.61
3492057	09/15/2026		Food Purchases PJH	290 710 450 0291	1,359.56
3492058	09/15/2026		Food Purchases Oakwood	290 710 450 0497	815.18
3492059	09/15/2026		Food Purchases Pioneer	290 710 450 0499	1,307.84
3492091	09/15/2026		Food Purchases PHS	290 710 450 0096	386.58
3492474	09/15/2026		Food Purchases PHS	290 710 450 0096	849.53

Checking Account: 2 CHILD NUTRITION CHECKING

3492545	09/22/2026	Food Purchases PJH	290 710 450 0291	1,090.37
3492546	09/22/2026	Food Purchases Pioneer	290 710 450 0499	748.87
3492574	09/22/2026	Food Purchases Pioneer	290 710 450 0499	89.34
3492855	09/22/2026	Food Purchases PJH	290 710 450 0291	939.01
3493292	09/22/2026	Food Purchases PHS	290 710 450 0096	579.88

Check Number: 1605 Check Type: Check Check Date: 09/24/2026 Vendor: NICHOLASCO NICHOLAS & COMPANY Check Total: 5,678.98

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1000219079	09/08/2026		Food Purchases PJH	290 710 450 0291	275.39
1000219080	09/08/2026		Food Purchases PHS	290 710 450 0096	657.92
1000219081	09/08/2026		Food Purchases Oakwood	290 710 450 0497	355.49
1000219082	09/08/2026		Food Purchases Pioneer	290 710 450 0499	545.20
1000232462	09/15/2026		Food Purchases Pioneer	290 710 450 0499	154.75
1000232463	09/15/2026		Food Purchases PJH	290 710 450 0291	298.09
1000232464	09/15/2026		Food Purchases Oakwood	290 710 450 0497	734.08
1000232465	09/15/2026		Food Purchases PHS	290 710 450 0096	989.31
1000244492	09/22/2026		Food Purchases Oakwood	290 710 450 0497	150.08
1000244493	09/22/2026		Food Purchases Pioneer	290 710 450 0499	217.09
1000244494	09/22/2026		Food Purchases PJH	290 710 450 0291	419.19
1000244495	09/22/2026		Food Purchases PHS	290 710 450 0096	882.39

Check Number: 1606 Check Type: Check Check Date: 09/24/2026 Vendor: STOKESMARK STOKES MARKET PLACE Check Total: 156.98

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
01-248041	09/14/2026		Food Purchases PHS	290 710 450 0096	53.18
01-255754	09/21/2026		Post It Notes	290 710 410 0096	3.79
01-255754	09/21/2026		Food Purchases PHS	290 710 450 0096	50.13
03-322123	09/16/2026		Batteries	290 710 410 0000	7.94
03-327123	09/21/2026		BAR Soft Cleanse	290 710 410 0499	3.39
03-327123	09/21/2026		Lysol Pourable	290 710 410 0499	4.49
03-327123	09/21/2026		Bic Pen	290 710 410 0499	2.59
03-327123	09/21/2026		Meat Chopper	290 710 410 0499	5.49
03-327123	09/21/2026		Food Purchases Pioneer	290 710 450 0499	25.98

Check Number: 1607 Check Type: Check Check Date: 09/24/2026 Vendor: TARBECOLE COLE TARBET Check Total: 200.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1541	09/15/2026		SEIPA Member, bid process	290 710 390 0096	200.00

*Denotes Expensed Invoice Item

Checking Account ID: 2 Total without Voids: 81,786.78

Preston Joint School District No. 201

Personnel Report

Recommended Hires

Name	Position	Department	Location	FTE
Sanchez, Marilyn	Paraprofessional	SPED	Pioneer	0.74

Recommended Acceptance of Resignation/Termination/Retirement

Name	Position	Department	Location	Resign/Retire	FTE
Dyer, Matt	Head Coach	Athletics	PHS		
Shaffer, Jessica	Paraprofessional	Title I	Oakwood	Resign	0.74

Recommended Acceptance of Change of Assignment

Name	Current Position	Current Location	New Position	New Location	FTE

Policy 3270P1 – District-Provided Access to Electronic Information, Service, and Networks – Acceptable Use of Electronic Networks

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. ~~**[OPTION 1:**~~ **Educational Purposes Only**~~]~~ All use of the District's electronic network must be either in support of education or research and in furtherance of the District's stated educational goals; or for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and other messages.

   ~~**[OPTION 2: Primarily for Educational Purposes]** The District provides students with an electronic network to support education and research and for the conduct of school business. Student personal use of computers that is consistent with the District's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of District computers and networks outside of class is permissible, but must comply with District policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and other messages.~~

2. Privileges: The use of the District's electronic networks is a privilege, not a right, and Inappropriate use of the District's electronic networks may result in cancellation of those privileges. The system administrator **(AND/OR building principal** ~~**AND/OR Internet Safety Coordinator)**~~ will make all decisions regarding whether or not a user has violated these procedures, and may deny,

revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven days. Their decision is final.

3. Unacceptable Uses: The user is responsible for their actions and activities involving the network. Some examples of unacceptable uses are the following:

    A. Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or of contracts, or transmitting any material in violation of any U.S. or State law;
    B. Accessing sites which allow or promote online gambling;
    C. Accessing information pertaining to the manufacture of weapons or the promotion of illegal weapons;
    D. Downloading the TikTok app or visiting the TikTok website;
    E. Uses that cause harm to others or damage property;
    F. Unauthorized downloading, installation, or copying of software, regardless of whether it is copyrighted or checked for viruses;
    G. Downloading copyrighted material or trade secret information;
    H. Viewing, transmitting, or downloading pornographic materials, materials harmful to minors, or other sexually explicit materials;
    I. Using the network for private financial or commercial activities;
    J. Wastefully using resources, such as file space or a printer;
    K. Hacking, attempting to bypass security systems, or gaining unauthorized access to files, resources, or entities;
    L. Uploading a worm, virus, or other harmful form of programming and other uses the jeopardize the security of the network;
    M. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
    N. Using another user’s account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
    O. Posting material authored or created by another person, or pictures of another person, or another person’s private information or messages without his or her consent;
    P. Posting anonymous messages or messages using a name other than one’s own;
    Q. Using the network for commercial or private advertising;
    R. Uses that are commercial transactions;
    S. Accessing, submitting, posting, publishing, sending, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
    T. Accessing sites which promote violence or depict or describe graphic violence. This includes promotion of self-harm;

U. Accessing sites which advocate discrimination or which promote intolerance.
V. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying;
W. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation;
X. Using the network while access privileges are suspended or revoked;
Y. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District;
Z. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;
AA. ~~[OPTIONAL]~~ Students are prohibited from using personal e-mail unless authorized to do so by District staff. Students are prohibited from joining chat rooms or using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity; and

4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

   A. Be polite. Do not become abusive in messages to others.
   B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
   C. Do not reveal personal information (including the addresses or telephone numbers) of other students or staff.
   D. Recognize that District email is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   E. Do not use the network in any way that would disrupt its use by other users.

5. Security: Network security is a high priority. If the user can identify a security problem with the District's electronic devices or services, the user must notify the system administrator, Internet Safety Coordinator, or building principal. The user shall not demonstrate the problem to other users. Users shall keep their account and passwords confidential. Users shall not use another individual's account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

6. Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges.

7. Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District websites or file servers, without explicit written permission.

    A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.

    B. Students engaged in producing website pages must provide library media specialists with email or hard copy permissions before the website pages are published. Evidence of the status of “public domain” documents must be provided.

    C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material is not necessarily authorized to act as a source of permission.

    D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

    E. Student work may only be published if there is written permission from both the parent/guardian and the student.

    F. Violation of the copyright web publishing rules may result in denial of access to the network.

8. Use of Email

    A. The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities and as an education tool.

    B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.

    C. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the

account's user. Unauthorized access by any student to an email account is strictly prohibited.

D. Each person should use the same degree of care in drafting an electronic email message that would be put into a written memo or document. Nothing should be transmitted in an email that would be inappropriate in a letter or memorandum.

E. Email sent from a District account carry with them an identification of the user's internet domain. This domain name identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all emails transmitted to external recipients.

F. Any message received from an unknown sender should treated with caution and handled as directed by the system administrator. Downloading any file attached to any electronic based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

G. Use of the District's email system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," detailed in these procedures.

2. Staff members shall supervise students while students are using District internet access at school, to ensure that the students abide by the Terms and Conditions for Internet Access contained in these procedures.

3. Each District computer with internet access shall be equipped with a filtering device that blocks materials that are obscene, pornographic, or harmful or inappropriate for students as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The filter may also block other materials students are prohibited from accessing by District policy or procedure. The Superintendent or designee shall enforce the use of such filtering devices. Students must use the District's filtered network for all online activities on school grounds or using District equipment. Such filter shall also block access to the TikTok website. Measures shall also be undertaken to prevent the downloading of TikTok onto any District device or via the District's electronic network.

4. The system administrator, Internet Safety Coordinator, and/or building principals shall monitor student internet access.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

Legal References:

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) - AGREEMENT
3330	Student Discipline
5325	Employee Use of Social Media Sites, Including Personal Sites
8705	Generative Artificial Intelligence

Policy 5740P1 – Reduction in Force Procedures

~~**[OPTIONAL POLICY: This policy mainly describe practices that are not required, but which may be of use to the Board.]**~~

~~5740PA1~~
~~Alternative 1~~

~~As used in this procedure, "teacher" means any employee of the District who holds a certificate issued by the State Board of Education who is employed in a teaching or administrative position, below the rank of Superintendent.~~

1. ~~Prior to commencing action to terminate teacher contracts under these procedures, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:~~

   A. ~~Voluntary retirements;~~
   B. ~~Voluntary resignations;~~
   C. ~~Transfer of existing staff members; or~~
   D. ~~Voluntary leaves of absence.~~

2. ~~In the event a reduction in force is required, teachers who are retained pursuant to these procedures may be reassigned if suitable position openings are available in instructional areas~~ ~~**[OPTIONAL: for which they are highly qualified and]**~~ ~~for which the principal has approved transfer pursuant to Idaho Code.~~

3. ~~When determining which individuals will be released pursuant to the Reduction in Force, the Board will consider the criteria set out below. Each criterion shall be considered in terms of the total context when selecting those employees who are to be considered for release pursuant to the provisions of these procedures. The following criteria will be considered:~~

   A. ~~**[OPTIONAL: Area(s) of certification for which the teacher is highly qualified which are classified by the District as hard to fill positions;]**~~
   B. ~~The positions classified by the District as hard to fill that the teacher is certified and qualified to fill;~~
   C. ~~Number of areas **[SELECT ONE: in which the teacher is certified OR of certification for which the teacher is highly qualified]**;~~
   D. ~~Educational or degree status;~~
   E. ~~National certifications held;~~
   F. ~~The teacher's status as a lead **[OPTIONAL: or master]** teacher within the District;~~

G. Whether the teacher is **[SELECT ONE: highly qualified in OR certified to teach]** a course necessary for high school graduation requirements
H. Whether the teacher is **[SELECT ONE: highly qualified in OR certified to teach]** a course necessary for middle school advancement;
I. Contribution and/or involvement in extracurricular or co-curricular positions with students;
J. Compliance with Professional Standards and Conduct over the course of their employment with the District; and
K. The teacher's evaluation, including components required by Idaho Code to be included in teacher evaluations.

The Board will consider the individual and cumulative effect of each criterion on the welfare of students and the best long-term and short-term interest of the District.

The Board will give primary consideration to the quality of instruction and the progress that students are making throughout the course of the school year, as well as that properly endorsed, **[OPTIONAL: highly qualified]** instructors be in classroom positions in order for the District to be compliant with federal and State education requirements. Thus, all criteria shall be considered in terms of this total context.

The factors for consideration shall be reviewed periodically by the District's administration to determine whether factors should be added, eliminated, or weighted differently. Such recommendations for modification will then be brought before the Board for consideration.

4. The Human Resources Department shall advance notice of the possible reduction in force to all teachers who may be released, based upon the number of teachers who may be released, in whole or in part, and the school programs, teacher positions, or categories of positions that may be affected.

5. Upon receipt of this notification, it is recommended that the subject teachers review their personnel file materials with the District's Administrative Office to assure that the school has appropriate information relating to the various criteria referenced above.

A. If a teacher receiving a teacher profile believes that there is an error, the teacher shall notify the Human Resources Department of their concern of an error, in writing, by the close of the school day on the _____ school day after the teacher has received notice of the possible reduction in force.

B. This written notice shall specifically identify what element or elements of the teacher's personnel file and criteria are believed to be erroneous and

explain specifically why the element(s) is believed to be in error.

C. If the District receives notice of a possible error, each such written notice, timely received, shall be individually reviewed for possible reconsideration or evaluation of the information used in consideration of the Reduction in Force.

D. Should a teacher fail to inspect their personnel file and have inaccurate information in their personnel file and/or have failed to provide the District with updated information, the information contained in the file will be utilized for the Reduction in Force determination and the teacher will not have the opportunity to subsequently correct such information after the reduction in force has been implemented.

6. If the Board determines that a reduction in force will be implemented, the Superintendent shall submit a list of the teachers recommended for release, through use of the above process, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.

7. All releases shall be done in conformance with the applicable provisions of Idaho Code and all affected teachers will be promptly notified, in writing, of the Board's decision and actions that need to be taken by the Board relating to applicable due process activities, if any.

[OPTIONAL]

8. **Recall Provisions: If the contract of employment of a teacher is terminated because of the implementation of a reduction in force, the name of the teacher shall be placed upon a reappointment list and remain on such list for a period of ____ year(s).**

If a position becomes open during such period, and the teacher has been selected by the Board as a person on the recall list [OPTIONAL: who is highly qualified and] most capable of holding the position, then the teacher will be notified in writing by certified mail, sent to the last known address, at least 30 days prior to the anticipated date of employment, when possible.

In determining whether a teacher is qualified for reappointment, the Board shall consider the criteria set forth in these procedures. The teacher shall accept or reject the appointment in writing within seven days after receipt of such notification. If the appointment is accepted, the teacher shall receive a written contract within 20 days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this

~~procedure within seven days after receipt of such notification, the name of the teacher will be removed from the recall list.~~

5740PA2
Alternative 2

As used in this procedure, “teacher” means any employee of the District who holds a certificate issued by the State Board of Education who is employed in a teaching or administrative position, below the rank of Superintendent.

1. Prior to commencing action to terminate teacher contracts under this procedure, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:

    A. Voluntary retirements;
    B. Voluntary resignations;
    C. Transfer of existing staff members; or
    D. Voluntary leaves of absence.

2. In the event a reduction in force is required, teachers who are retained pursuant to these procedures may be reassigned if suitable position openings are available in instructional areas ~~**[OPTIONAL: for which they are highly qualified and]**~~ for which the principal has approved transfer pursuant to Idaho Code.

3. When determining which individuals will be released pursuant to the reduction in force, the Board will consider the criteria set out below. Each criterion shall be considered in terms of the total context when selecting those employees who are to be considered for release pursuant to the provisions of these procedures. The following criteria will be considered:

    ~~A. **[OPTIONAL: Area(s) of certification for which the teacher is highly qualified which are classified by the District as hard to fill positions;]**~~
    B. The positions classified by the District as hard to fill that the teacher is certified and qualified to fill;
    C. Number of areas **[SELECT ONE: in which the teacher is certified ~~OR of certification for which the teacher is highly qualified]~~;**
    D. Educational or degree status;

~~E. National certifications held;~~
~~F. The teacher's status as a lead **[OPTIONAL: or master]** teacher within the District;~~
G. Whether the teacher is ~~**[SELECT ONE: highly qualified in OR**~~ **certified to teach**~~**]**~~ a course necessary for high school graduation requirements;
H. Whether the teacher is ~~**[SELECT ONE: highly qualified in OR**~~ **certified to teach**~~**]**~~ a course necessary for middle school advancement;
I. Contribution and/or involvement in extracurricular or co-curricular positions with students;
J. Compliance with Professional Standards and Conduct over the course of their employment with the District; and
K. The teacher's evaluation, including components required by Idaho Code to be included in teacher evaluations.

The Board will consider each of the above criteria be given a point value for consideration in the implementation of this reduction in force. The appended chart, which is adopted and incorporated as part of these procedures, identifies the specific point values for each of these areas of consideration.

For each teacher subject to reduction in force consideration based upon the Board's method of implementation, a teacher profile shall be developed by the Human Resources Department, applying the criteria to each respective teacher.

The factors for consideration shall be reviewed periodically by the District's administration to determine whether factors should be added, eliminated, or weighted differently. Such recommendations for modification will then be brought before the Board for consideration.

4. The Human Resources Department shall advance notice of the possible reduction in force to all teachers who may be released, based upon the number of teachers who may be released, in whole or in part, and the school programs, teacher positions or categories of positions that may be affected.

5. With this notification, the Human Resources Department shall provide a copy of the teacher's profile, utilizing the established point system, and the steps a teacher should take if they believe that there is an error in their individual teacher profile.

6. If a teacher receiving a teacher profile believes that an error has been made on their individual profile, the teacher shall notify the Human Resources Department of their concern of an error, in writing, by the close of the school day on the third school day after the teacher profile has been delivered to the teacher or the teacher's mailbox or emailed to the teacher. This written notice shall specifically identify what element or elements of the teacher profile are believed to be

erroneous and explain specifically why the element(s) is believed to be in error.

7. If the Human Resources Department receives notice of possible error, each such written notice, timely received, shall be individually reviewed for possible reconsideration or evaluation of the information used to create the Teacher Profile. This may include a member of the administration communicating directly with the teacher to obtain more information or documentation relating to the alleged error.

    A. If the Human Resources Department determines that an error was made in completion of the teacher profile, a new profile will be created and forwarded to the teacher in question.

    B. If the Human Resources Department determines that no error was made in completion of the teacher profile, the teacher shall be notified of this determination.

    C. The teacher shall have a period of three school days to file written notice of an appeal of this decision to the District's Superintendent. Thereafter the Superintendent or the Superintendent's designee shall review the dispute, in whatever manner the Superintendent or designee deems appropriate for the circumstance, and make a final decision on the issue of the appeal and alleged error in the teacher profile.

8. If the Board determines that a reduction in force in fact will be implemented, the Superintendent shall submit a list of the teachers recommended for release, through use of the above process, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.

9. All releases shall be done in conformance with the applicable provisions of Idaho Code, and all affected teachers will be promptly notified, in writing, of the Board's decision and of actions that need to be taken by the Board relating to applicable due process activities, if any.

~~[OPTIONAL]~~

10. **~~Recall Provisions: If the contract of employment of a teacher is terminated because of the implementation of these reduction in force procedures, the name of the teacher shall be placed upon a reappointment list and remain on such list for a period of ____ year(s).~~**

~~If a position becomes open during such period, and the teacher has been selected by the Board as a person on the recall list who is [OPTIONAL: highly~~

~~qualified and] most capable of holding the position, then the teacher will be notified in writing by certified mail, sent to the last known address, at least 30 days prior to the anticipated date of employment, when possible.~~

~~In determining whether a teacher is qualified for reappointment, the Board shall consider the criteria set forth in this policy. The teacher shall accept or reject the appointment in writing within seven days after receipt of such notification. If the appointment is accepted, the teacher shall receive a written contract within 20 days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this procedure within seven days after receipt of such notification, the name of the teacher will be removed from the recall list.~~

Legal References:

Legal References	Description
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-522	Financial Emergency
IC § 33-522A	District Trustees - Reduction in Force

Adopted:
Revised:
Reviewed:

Policy 8170P1 – District Owned Vehicles Procedure

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment or personal vehicles for official District purposes.

District Vehicles and Equipment

Authorization for Use

Preston School District #201 employees shall operate District owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;

2. Holds a valid Idaho operator's license for each class of vehicle or piece of equipment they are approved to operate. The District may verify the employee's license status by checking motor vehicle records; and

3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle or Equipment Operator

Employees operating District vehicles and equipment shall:

1. Inspect vehicles or equipment before operating as described in Policy 8170 to ensure the vehicle or equipment will function in a safe manner;

2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;

3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;

4. Pull off to a safe area and stop driving to use a cell phone in a vehicle;

5. Be personally responsible for traffic fines and/or penalties arising from their violation of traffic laws while operating District vehicles or equipment;

6. Refrain from operating any District vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of

equipment;

7. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure;

8. If the vehicle or piece of equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;

9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;

10. Report all accidents immediately to the supervisor ~~and/or to the Risk Management Specialist~~ so that they can be reported to the District's insurance carrier. All Commercial Driver's License holders shall comply with federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;

11. Use of District fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;

12. Not allow others to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and

13. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating District vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;

5. Any negligent use of District owned vehicles or pieces of equipment.

Any employee who has engaged in any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a District vehicle or piece of equipment, may be permanently prohibited from operating District vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Callout

In specific instances, the Superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a District vehicle to keep at their personal residence in order to respond more quickly to emergencies. Which employees are assigned to keep a vehicle at their residence may be changed at any time by the Superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a District vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of District property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

Accident Management Procedures

Preston School District #201 establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District vehicles and equipment:

1. All accidents, collisions, or vandalism (herein collectively referred to as “accidents”) involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver’s supervisor and/or any other identified District personnel. Failure to report an accident shall be cause for disciplinary action;

2. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of

Education within 15 days.

3. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Any employee involved in any accident while transporting students will be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;

4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District vehicle or equipment;

5. All accidents shall be investigated by a designated District Safety Coordinator or their designee;

6. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed $1,000 shall be reviewed by the Safety Committee;

7. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.

    A. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer the Committee's questions;
    B. The Committee shall inform the driver of their findings in a timely manner; and
    C. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the District Grievance Procedure.

8. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:

    A. If the accident was non-preventable, a statement to that effect shall be included in the employee’s personnel file and no disciplinary action will be recommended.

    B. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.

9. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who

are operating District vehicles under the instructor's supervision, as part of the District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

"Equipment" for purposes of this procedure means utility vehicles, and construction and lawn equipment.

"Vehicle" for purposes of this procedure means buses, vans and passenger vehicles, and maintenance and delivery trucks.

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
Idaho State Department of Education	Idaho's School Bus Driver Training - Classroom Curriculum

Adopted:
Revised:
Reviewed:

Policy 5335 – Employee Use of Electronic Communications Devices

~~5335A1~~
~~Alternative 1: Staff Allowed to Take Devices Home~~

~~The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned, and hereby adopts this policy.~~

~~Communication devices issued by the District may include, for example, cell phones; walkie-talkies; laptop computers; and CB radios, either installed in vehicles or hand-held.~~

~~Before they are issued an electronic communications device, each staff member must submit an executed Electronic Communications Device Agreement and the Employee Email and Online Services Usage Acknowledgment Agreement. Each form must be signed by the staff member.~~

~~Staff may take District issued devices out of the State of Idaho at the discretion of the building principal. The District directs the Superintendent to establish procedures for staff to request permission to take the device with them.~~

~~At the end of the school year, the school will collect all devices from staff. At the school's discretion, staff continuing under contract for the next school year and/or for the summer school session may be issued devices to support summer school programs, or other work-related activities.~~

~~The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which staff member.~~

~~Care and Safety~~

~~Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and for the exercise of reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.~~

~~Managing Files~~

~~Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where staff should save important documents.~~

Staff members should also back up their work frequently.

Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course taught by staff. Periodic reviews of devices may be made to ensure that staff members have deleted software that is no longer required and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

Staff members wishing to add additional software onto a device must first obtain the permission of the school's technology department. Each staff member is responsible for ensuring that only licensed software pre-approved by the school's technology department is loaded onto their device.

Staff members shall refrain from downloading the TikTok app onto any District issued device. If TikTok has already been downloaded onto a device issued to a staff member, they shall delete the app or seek assistance from **[District technology personnel OR the building principal]** in deleting it.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors. Such filter shall also block access to the TikTok website. Measures shall also be undertaken to prevent the downloading of TikTok onto any District devices or via the District's electronic network.

If technical difficulties occur or unauthorized software or any other violation of District policy is discovered on the device, any files on the device may be deleted and programs may be uninstalled. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted.

Email, network usage, and any stored files shall not be considered confidential and may be monitored at any time by designated District staff. The District or its designee may demand the return of the device at any time for inspection, copying, or review of all files, histories, saved data, meta-data, or other information on the device. After the inspection, copying, or review of the device, it shall be returned to the employee unless there is a reason not to return it. Failure to turn over the device upon demand may result

in disciplinary action, up to and including termination. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or for any other appropriate District purpose. A staff member does not need to be asked for permission prior to remote software maintenance.

Any individual in receipt of a school-issued device does not have the authority to deactivate the remote access feature of the device. Any employee doing so may be subject to discipline and may be required to return the device to the District.

Personalizing District-Issued Electronic Communications Devices

CHOOSE ONE OPTION FROM THE FOLLOWING:

[OPTION 1: While at no time does the device become the personal property of staff members; they may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Staff members may be permitted to select their own screen savers and backgrounds provided they are appropriate.

Staff members may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should staff members place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. Further, the content on such device may be subject to disclosure pursuant to a public records request under the Idaho Public Writings Act. No content placed on District provided devices is privileged or confidential.]

OR

[OPTION 2: Staff members may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should any staff member place personalized items on the device in violation of this policy, such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential and may potentially be subject to a public

records request pursuant to the Idaho Public Writings Act.]

Electronic Communications with Students

Electronic communications between any District employee and any District student must be via a District-approved device and via a District-approved platform. The following are devices approved by the District:

1. District-issued electronic devices;
2. A personal staff cell phone, provided the staff member notified the building principal or their supervisor they will be using the device for this purpose; and
3. **[OTHER]**.

The following are platforms approved by the District:

1. A District-issued email account; and
2. **[ANY OTHER PLATFORM APPROVED BY THE DISTRICT]**.

Both an approved device and approved platform must be used for any electronic communication between staff and students.

[OPTIONAL: A student's parent/guardian shall be included on any email, text message, or [OTHER COMMUNICATION] between the staff member and the student.]

The Board delegates to the Superintendent the ability to temporarily approve additional platforms and devices. The Superintendent shall report such temporary approvals at the next board meeting. The Board may then revise this policy to include such devices or platforms permanently or direct the Superintendent to discontinue approval of them.

Use

Any such devices issued shall be with the expectation that they are to be used for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety and/or as specifically authorized under this policy.

District-issued equipment shall be used in a manner that does not disrupt instruction or other work-related activities unless there is a reason of personal health or safety involved.

District-issued equipment may be used only in a manner consistent with the Code of Ethics for Idaho Professional Educators as well as all State and federal laws relating to

~~electronic communications with students and/or minors.~~

~~Use of this equipment for local education association activities, as described in Policy 5296, shall be prohibited.~~

~~Any District-issued equipment is to be surrendered to the District immediately upon request.~~

~~Protecting and Storing Devices~~

~~Staff members are expected to password protect their devices and shall keep their password confidential, except for requested disclosure by the school's administration or technology department personnel.~~

~~Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, the library, unlocked classrooms, dressing rooms, and hallways.~~

~~Repair of Devices~~

~~Staff members are to report all device problems to **[District technology personnel OR the building principal]**.~~

~~The Superintendent will issue a document clarifying staff responsibility for lost and damaged devices when the details of the District's insurance policy are known.~~

~~Personally-Owned Communications Devices~~

~~Employees may carry and use personally-owned electronic communications devices during the school day on school property, except that personally owned hand-held CB radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.~~

~~Personal electronic communications devices should not be used during the employee's normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Personally owned devices should not be used during the employee's normal duty times unless they are being used solely for the purposes of one's job duties for the school. Use of personal electronic communication devices should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.~~

~~Any employee violating the above rules may be subject to disciplinary action.~~

~~**5335A2**~~
~~**Alternative 2: Staff NOT Allowed to Take Devices Home**~~

~~The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned, and hereby adopts this policy.~~

~~Communication devices issued by the District may include, for example, cell phones, walkie-talkies, or laptop computers, and CB radios, either installed in vehicles or hand-held.~~

~~Before they are issued an electronic communications device, each staff member must submit an executed Electronic Communications Device Agreement and the Employee Email and Online Services Usage Acknowledgment Agreement. Each form must be signed by the staff member.~~

~~At the end of the school year, the school will collect all devices from staff. At the school's discretion, staff continuing under contract for the next school year or for the summer school session may be issued devices to support summer school programs, or other work-related activities.~~

~~The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which staff member.~~

~~Care and Safety~~

~~Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and for the exercise of reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.~~

~~Managing Files~~

~~Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where staff should save important documents.~~

~~Staff members should also back up their work frequently.~~

~~Software~~

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course taught by staff. Periodic reviews of devices may be made to ensure that staff members have deleted software that is no longer required and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

Staff members wishing to add additional software onto a device must first obtain the permission of the school's technology department. Each staff member is responsible for ensuring that only licensed software pre-approved by the school's technology department is loaded onto their device.

Staff members shall refrain from downloading the TikTok app onto any District issued device. If TikTok has already been downloaded onto a device issued to a staff member, they shall delete the app or seek assistance from **[District technology personnel OR the building principal]** in deleting it.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors. Such filter shall also block access to the TikTok website. Measures shall also be undertaken to prevent the downloading of TikTok onto any District devices or via the District's electronic network.

If technical difficulties occur or unauthorized software or any other violation of District policy is discovered on the device, any files on the device may be deleted and programs may be uninstalled. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted.

Email, network usage, and any stored files shall not be considered confidential and may be monitored at any time by designated District staff. The District or its designee may demand return of the device at any time for an inspection, copying, or review of all files, histories, saved data, meta-data, or other information on the device. After the inspection, copying, or review of the device, it shall be returned to the employee unless there is a reason not to return it. Failure to turn over the device upon demand may result in disciplinary action, up to and including termination. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or for any other appropriate District purpose. A staff member does not need to be asked for permission prior to remote software maintenance.

Any individual in receipt of a school issued device does not have the authority to deactivate the remote access feature of the device. Any employee doing so may be subject to discipline and may be required to return the device to District.

Personalizing District-Issued Electronic Communications Devices

Choose one option from the following:

[OPTION 1:
While at no time does the device become the personal property of staff members; they may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Staff members may be permitted to select their own screen savers and backgrounds provided they are appropriate.

Staff members may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should staff members place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. Further, the content on such device may be subject to disclosure pursuant to a public records request under the Idaho Public Writings Act. No content placed on District provided devices is privileged or confidential.**]**

[OPTION 2:
Staff members may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should any staff member place personalized items on the device in violation of this policy, such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews, and may potentially be subject to a public records request pursuant to the Idaho Public Writings Act. No content placed on District provided devices is privileged or confidential.**]**

Electronic Communications with Students

Electronic communications between any District employee and any District student must be via a District-approved device and via a District-approved platform. The following are devices approved by the District:

1. District-issued electronic devices;
2. A personal staff cell phone, provided the staff member notified the building principal or their supervisor they will be using the device for this purpose; and
3. **[OTHER].**

The following are platforms approved by the District:

1. A District-issued email account; and
2. **[ANY OTHER PLATFORM APPROVED BY THE DISTRICT].**

Both an approved device and approved platform must be used for any electronic communication between staff and students.

[OPTIONAL: A student's parent/guardian shall be included on any email, text message, or [OTHER COMMUNICATION] between the staff member and the student.]

The Board delegates to the Superintendent the ability to temporarily approve additional platforms and devices. The Superintendent shall report such temporary approvals at the next board meeting. The Board may then revise this policy to include such devices or platforms permanently or direct the Superintendent to discontinue approval of them.

Use

Any such devices issued shall be with the expectation that they are to be used for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety and/or as specifically authorized under this policy.

District-issued equipment shall be used in a manner that does not disrupt instruction or other work-related activities unless there is a reason of personal health or safety involved.

District issued equipment must be used consistent with the Code of Ethics for Idaho Professional Educators as well as all state and federal laws relating to electronic communications with students and/or minors.

Use of this equipment for local education association activities, as described in Policy

~~5296, shall be prohibited.~~

~~Any District-issued equipment is to be surrendered to the District immediately upon request.~~

~~Protecting and Storing Devices~~

~~Staff members are expected to password protect their devices and shall keep their password confidential, except for requested disclosure by the school's administration or technology department personnel.~~

~~Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, the library, unlocked classrooms, dressing rooms, and hallways.~~

~~Repair of Devices~~

~~Staff members are to report all device problems to District technology personnel/the building principal.~~

~~The Superintendent will issue a document clarifying staff responsibility for lost and damaged devices when the details of the District's insurance policy are known.~~

~~Personally-Owned Communications Devices~~

~~Employees may carry and use personally-owned electronic communications devices during the school day on school property, except that personally owned hand-held CB radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.~~

~~Personal electronic communications devices should not be used during the employee's normal duty times to send/receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Personally owned devices should not be used during the employee's normal duty times unless they are being used solely for the purposes of one's job duties for the school. Use of personal electronic communication devices should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.~~

~~Any employee violating the above rules may be subject to disciplinary action.~~

5335A3
Alternative 3: Shortened Version of Alternative 1; Staff Allowed to Take Devices Home

The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned, and hereby adopts this policy.

District-Issued Communications Devices

Communication devices issued by the District may include, for example, cell phones; walkie-talkies; laptop computers; and CB radios, either installed in vehicles or hand-held.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and for the exercise of reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

Staff members shall refrain from downloading the TikTok app onto any District issued device. If TikTok has already been downloaded onto a device issued to a staff member, they shall delete the app or seek assistance from **[District technology personnel ~~OR the building principal]~~** in deleting it. The District shall take measures to prevent the downloading of TikTok or accessing of the TikTok website onto any District devices or via the District's electronic network.

District-issued equipment shall be used in a manner that does not disrupt instruction or other work-related activities unless there is a reason of personal health or safety involved.

Use of this equipment for local education association activities, as described in Policy 5296, shall be prohibited.

Any District-issued equipment is to be surrendered to the District immediately upon request.

Electronic Communications with Students

Electronic communications between any District employee and any District student must

be via a District-approved device and via a District-approved platform. The following are devices approved by the District:

1. District-issued electronic devices;
2. ~~2.~~ A personal staff cell phone, provided the staff member notified the building principal or their supervisor they will be using the device for this purpose. ~~; and~~
3. ~~3. **[OTHER]**.~~

The following are platforms approved by the District:

1. A District-issued email account~~; and~~
2. ~~2. **[ANY OTHER PLATFORM APPROVED BY THE DISTRICT].**~~
3. Preston School District App
4. PowerSchool
5. Google Classroom
6. Canvas
7. Huddle
8. Band
9. Remind
10. GroupMe

Both an approved device and approved platform must be used for any electronic communication between staff and students.

~~**[OPTIONAL: A student's parent/guardian shall be included on any email, text message, or [OTHER COMMUNICATION] between the staff member and the student.]**~~

The Board delegates to the Superintendent the ability to temporarily approve additional platforms and devices. The Superintendent shall report such temporary approvals at the next board meeting. The Board may then revise this policy to include such devices or platforms permanently or direct the Superintendent to discontinue approval of them.

Personally-Owned Communications Devices

Employees may carry and use personally-owned electronic communication devices during the school day on school property Except that personally owned hand-held CB radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Personal electronic communications devices should not be used during the employee's

normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Use of personal electronic communication devices should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Any employee violating the above rules may be subject to disciplinary action.

Legal References:

Adopted:
Revised:
Reviewed:

5335F

Electronic Communications Device Agreement

Every staff member must read and sign below:

I have read, understand, and agree to abide by the terms of the Preston School District's policies regarding District-provided electronic communications devices (Policy No. 5335). Should any violation or misuse of the device occur while it is in my custody, I understand that I may be subject to disciplinary action, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to the designated administrator.

_____I do not wish to take the device home at this time.

User's Name (Print)_____ Home Phone:_____
User's Signature: _____ Date: _____
Address:_____
Signature: _____

Policy 3020 – Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain State financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Legal Reference:

Legal References	Description
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions
IC § 33-1002E	Pupils Attending School in Another State
IDAPA 08.02.01.250.03	Day in Session When Counting Pupils in Attendance
IDAPA 08.02.01.250.04	Day of Attendance – Kindergarten
IDAPA 08.02.01.250.05	Day of Attendance (ADA) – Grades One Through Twelve (1-12)Through Twelve (1-12)

Adopted:
Revised:
Reviewed:

Policy 3020P1 – Enrollment and Attendance Records – Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four hours for grades 1 through 12 and at least two and one-half hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. A student attending school in another state bordering the student's resident district shall be counted for purposes of ADA. Students for whom no Idaho school district is a home district shall not be counted for purposes of ADA. Funding for districts is based on ADA and must be accurate.

Attendance Accounting

Days present and absent for every student are to be recorded in each building for the purpose of informing parents of a student's attendance record.

Legal Reference:

Legal References	**Description**
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions
IC § 33-1002E	Pupils Attending School in Another State
IDAPA 08.02.01.250.03	Day in Session When Counting Pupils in Attendance
IDAPA 08.02.01.250.04	Day of Attendance – Kindergarten
IDAPA 08.02.01.250.05	Day of Attendance (ADA) – Grades One Through Twelve (1-12)Through Twelve (1-12)

Adopted:
Revised:
Reviewed:

Policy 3030 – Part-Time Attendance/Dual Enrollment

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school, or enrolled in a post-secondary institution.

Any non-public school student will be allowed to enroll in the District and be entitled to participate in any curricular or extracurricular program, subject to the same requirements as other students who are enrolled full-time in the District and subject to the requirements set forth below in this policy.

Additionally, the District shall have an option for joint enrollment in a regular public school and in an alternative school.

Non-public school students admitted to the District shall only be on school property during the hours of enrollment or as otherwise indicated by the Superintendent or principal. The District will not be responsible for the student during non-enrollment hours or times. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and their parents/guardian.

Admittance

The parent/legal guardian of any non-public school student wishing to admit their son or daughter in this District for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate;
2. Evidence of residency within the District;
3. Immunization records or an appropriate waiver as described in Policy 3525; and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

Dual enrolled students may enter any program available to other students subject to the same responsibilities and standards of behavior and performance that apply to any student’s participation.

Extracurricular Activities

Participation in extracurricular activities shall be subject to Policy 3031.

Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in

calculating the District's State fund, but only to the extent of the student's participation in District programs.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified.

Transportation

All non-public school students will be eligible for District transportation services. A public charter school student or nonpublic student, upon admission to a school in this District, may ride a school bus on regularly scheduled routes, including activity bus routes, and use regularly established bus stops or stops which would require no deviation from the regularly established bus route. No alteration of routes will be made to specially accommodate a dual enrollment student. If a dual enrollment student attends only part time, the District may furnish transportation at the regularly scheduled time closest to the time period for which a student is enrolled (i.e., morning busing for a.m. classes or afternoon busing for p.m. classes). The District will not provide such transportation if there is no available space, if the furnishing of such transportation would cause a deviation or alteration of the regularly established bus routes or stops, or if the furnishing of such transportation would require the purchase of additional or substitute equipment.

Graduation

In order to graduate from this District, all non-public school students must meet the same grade and other graduation requirements as regular full-time students as outlined in policy ~~2720~~, unless exceptions are made as described in policy.~~2710 High School Graduation Requirements—Specialty Diplomas.~~

Mixed Curriculum

If a public charter school student or nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the dual enrollment student. It shall be the dual enrollment student's responsibility to contact the District and ascertain when such subject matter will be

presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation of that curriculum needs to be made because of a nonpublic student's request for attendance. It is also the intent of this policy to ensure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

IDEA/ADA/Section 504 Students

Parents who wish to have a dual enrollment student's disability accommodated by the District via a 504 Plan or who wish to have their student enrolled in special programs must comply with the requirements of the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

If a dual-enrolled student or a student enrolled part-time at a District school is found to be eligible for a 504 Plan, the District's process to create and implement a 504 Plan for a student shall be followed.

Whether the District is responsible for assessing a student's need for special education services and for maintaining and implementing an IEP for the student depends on factors including, but not limited to what other type of school the student is enrolled in, if any; whether the student lives in the District; and whether a private school they attend is located in the District. The District shall provide such assessment and related services when required by state or federal law or administrative rules.

Legal Reference:

Legal References	**Description**
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions
IC § 33-203	Attendance at Schools - Dual Enrollment
IC § 33-512	District Trustees - Governance of Schools
IDAPA 08.02.03.111.13	Assessment in the Public Schools – Dual Enrollment
Other References	**Description**
Idaho State Department of Education	Idaho Special Education Manual, current edition
Idaho State Department of Education	Dual Enrollment Q&A
Idaho State Government	Private Schools Quick Guide

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"

2440	Online Courses and Alternative Credit Options
3031	Extracurricular Activities—Eligibility for Students Not Enrolled
3525	Immunization Requirements

Adopted:
Revised:
Reviewed:

Policy 3031 – Extracurricular Activities – Eligibility for Students Not Enrolled

The following rules apply for non-public school students who wish to participate in nonacademic school activities, such as extracurricular activities, for which public school students must demonstrate academic proficiency or eligibility. For the purposes of this policy, “non-public school student” means a student who attends a public charter school, home school, or private school, regardless of whether they are dually enrolled for academic or instructional activities as described in Policy 3030:

1. Non-public school students must meet the same eligibility standards as full-time District students;

2. The non-public school student must, on any State Board of Education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency;

3. The non-public school student must achieve a minimum composite, core, or survey test score within the average or higher than average range as established by the test service utilized on any nationally-normed test. The minimum score on each assessment is the fifth stanine for the battery total score. The parents/guardian of a dual enrollment student are responsible for obtaining third party testing for their child at their expense in accordance with I.C. 33-203 and State Board of Education rules. Demonstrated proficiency shall be used to determine eligibility for the current and next school year, not to exceed a period of 12 months from the date the test results are released;

4. Non-public school students must be provided the opportunity to take State tests or other standardized tests given to all regularly enrolled public school students when pre-arranged with the principal of the building where the student is registered.

5. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the District on activity days, the non-public school student’s primary education provider shall provide assurance to the District that such student has met the attendance requirements in the non-public school academic setting. The primary education provider shall also be responsible for the oversight of any other academic standards relating to participation in nonacademic activities.

Legal Reference:

Legal References	**Description**
IC § 33-203	Attendance at Schools - Dual Enrollment
IC § 33-512	District Trustees - Governance of Schools
Other References	**Description**
IHSAA	Rules and Regulations on Eligibility
Cross References	
Code	**Description**
3030	Part-Time Attendance/Dual Enrollment

Adopted:
Revised:
Reviewed:

3031F – Extracurricular Activities – Eligibility for Students Not Enrolled

School Year: _____

Student Information

Student Name: _____

Date of Birth: _____ Grade: _____

Parent/Guardian: _____

Address: _____

Phone: _____ Email: _____

Parent/Guardian Certification

I certify that my child is educated through a homeschool program and is eligible to participate in extracurricular activities under Idaho law and Idaho

High School Activities Association (IHSAA) rules. Please initial each statement below:

_____ My child is homeschooled and is not enrolled in any public school, including any traditional public school, public charter school, or public

online school.

_____ My child is performing at or above grade level as required for participation in extracurricular activities.

_____ My child has successfully passed all required grade-level assessments or testing necessary to demonstrate academic eligibility.

_____ I am responsible for maintaining documentation supporting my child's academic eligibility and will provide documentation to Preston School

District #201 upon request.

_____ I will immediately notify Preston School District #201 if my child's academic performance changes in a manner that may affect eligibility.

_____ I will immediately notify Preston School District #201 if my child enrolls in any public school, including a traditional public school, charterschool, or online public school.

_____ I understand that it is my responsibility to ensure my child continues to meet all eligibility requirements established by Idaho law and the

IHSAA, and that failure to do so may result in immediate ineligibility for participation.

_____ I certify that all information provided on this form is true and accurate. I understand that providing false or misleading information may result

in my child's loss of eligibility to participate in extracurricular activities.

Parent/Guardian Signature

Printed Name: _____

Signature: _____ Date: _____

District Use Only

Received By: _____

Date Received: _____

Approved for Participation: Yes _____ No _____

Administrator Signature: _____ Date: _____

This form is intended to document parent certification of homeschool eligibility for extracurricular participation. Parents are responsible for ensuring continued compliance with applicable Idaho law and IHSAA eligibility requirements.

Reviewed:

Policy 3040 – Compulsory Attendance

The parent or guardian of any child who has attained the age of seven years, but not the age of 16 years shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school for a period each year equal to that during which the public schools are in session.

-Idaho Code § 33-202

Attendance

Parents or guardians are required to have children ages seven through 16 enrolled in and attending a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho, per Idaho Code 33-202 through 205.

The Board of Trustees is responsible for the education of all school-aged children within District boundaries. Therefore, it reserves the right to ensure comparability of services at all other schools.

Whenever it is determined by the Board or the Board's designee under the provisions of due process of law that the parents/guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board or designee shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Legal Reference:

Legal References	**Description**
IC § 33-201	Attendance at Schools - School Age
IC § 33-202	Attendance at Schools - School Attendance Compulsory
IC § 33-207	Attendance at Schools - Proceedings Against Parents or Guardians
Id. Const. art. IX, § 9	Compulsory Attendance at School

Adopted:
Revised:
Reviewed:

Policy 3040F1 – Compulsory Attendance Letter

STUDENTS **3040F1**

(Prepare on School District Letterhead)

[DATE]
_____ County Prosecutor's Office
[Address]

To the Office of the County Prosecutor:

This letter is to inform your office of the continued absence of _____. Enclosed is the Truancy Referral Form for the student. I have provided all of the information available on this student and his or her family. This form will be updated if any new information becomes available.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

[SIGNATURE]
[TITLE]

Legal Reference:

Adopted:
Revised:
Reviewed:

Policy 3040F2 – School Truancy Referral Form

STUDENTS **3040F2**

School Truancy Referral Form

PART I

Student: _____,_____
(last name) (first name) (middle name)

Grade: _____ Age: _____ DOB: _____

Sex: _____ Race: _____ Language: _____

Mother's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Child resides with: _____

Address (if different than above): _____ Zip: _____

Phone: _____

Policy 3060 – Education of Homeless Children

It is the policy of the District to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;

2. Homelessness does not in any way separate homeless students from the mainstream school environment; and

3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Board of Trustees directs all District schools to admit children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Board shall not enter into an out-of-District attendance and tuition agreement with another district for a homeless child.

All schools and employees of the District shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The District will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms “enroll” and “enrollment” includes attending classes and participating fully in all school activities.

The terms “homeless,” “homeless individual,” and “homeless person” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and

5. An unaccompanied student living in any of the circumstances described in clauses 1 through 3 above.

“Children and youth in transition” is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence.

“Unaccompanied youth” is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term “school of origin” is defined as the school the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the students “school of origin;” the “school of origin” shall progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school in the District.

In General

The District shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:

    A. In any case in which a family becomes homeless between academic years or during an academic year; and
    B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

When addressing school placement, the student may attend a school different than the school of attendance from before the student became homeless or the school last attended by the student, if such is the choice of the student's parent and such is feasible.

When addressing school placement, the District's liaison shall work with the family to address the student's transportation needs.

School Stability

In determining the best interest of the homeless student each school within the District shall:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian, or (in the case of an unaccompanied youth) the student;

2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent/guardian or (in the case of an unaccompanied youth) the student;

3. If, after conducting the best interest determination based on consideration of the above presumptions, the Superintendent determines that it is not in student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied student) the student, provide the student's parent/guardian or the unaccompanied student with a written explanation of the reasons for their determination, which will be provided in a manner and form understandable to such parent/guardian, or unaccompanied student, including information regarding the right to appeal under "Enrollment Disputes", below; and

4. In the case of an unaccompanied student, ensure that the District's liaison designated under "District Liaison," below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under "Enrollment Disputes," below.

Immediate Enrollment:

1. **In General:** The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student:

A. Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation;

B. Has missed application or enrollment deadlines during any period of homelessness; or

C. Has outstanding fees or fines, including fees associated with extracurricular activities.

2. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

3. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the District's liaison designated under "District Liaison," below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with "Records," below. Additionally, exemption from these immunization requirements is available as described in Policy 3525 and IC 39-4802.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and
2. In a manner consistent with FERPA, applicable Idaho law, and District policy.

When a student transfers schools, the District shall help to keep the student academically on track by providing appropriate credit for full or partial coursework satisfactorily completed while attending a prior school or when transferring to a new school.

Disputes

If a dispute arises over eligibility, school selection or enrollment in a particular school, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.

The student shall receive educational services for which the student is eligible, such as attending classes and full participation in all school activities

2. The parent/guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the basis for any decisions related to school selection or enrollment made by the District, or other entity, including the rights of the parent/guardian or unaccompanied student to appeal such decisions;

3. The parent/guardian or unaccompanied student shall be referred to the local educational agency liaison designated under “District Liaison” below, and upon being informed of the dispute, the liaison shall, within 10 days, initiate an appeal with the District and, if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student; and

4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student’s dispute.

5. If an agreement cannot be reached between the parties regarding the educational placement of enrollment status of the student, then the District shall seek further assistance from the State Coordinator of Homeless Education to review and determine within ten business days how the student’s best interests will be served. The decision of the State Department of Education shall constitute final resolution.

Privacy

Information about a homeless student’s living situation shall be treated as a student education record and shall not be deemed to be disclosable “directory information” under the Family Education Records Privacy Act (“FERPA”).

Contact Information

Nothing in this policy shall prohibit the District and/or the enrolling school from requiring the parent/guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the District shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including but not limited to the following:

1. Transportation services. Students may be provided with additional transportation services if needed to ensure the student's full participation in the District's education program;

2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or District sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;

3. Programs in career and technical education;

4. Programs for gifted and talented students; and

5. School nutrition programs. Upon enrollment, the student's name shall immediately be submitted to the District's Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

District Liaison

For purposes of this policy, the Superintendent shall designate a District employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Superintendent shall ensure that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies;

2. The District tracks academic and enrollment data on homeless students;

3. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the District;

4. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District;

5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;

6. The parents/guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful

opportunities to participate in the education of their children;

7. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an "independent student" for purposes of the student's Free Application for Federal Student Aid ("FAFSA"). The Liaison shall also provide the required "verification" of the student's status in connection with their application for Federal Student Aid.

8. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians of such students, and unaccompanied students, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents/guardians of homeless students and unaccompanied students;

9. Eligibility, school selection, or enrollment disputes are mediated in accordance with "Disputes," above;

10. The parent/guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student's school of origin, and is assisted in accessing transportation to the student's assigned school;

11. School personnel receive annual professional development and other support; and

12. Unaccompanied homeless students:
    A. Are enrolled in school;

    B. Have opportunities to meet the same challenging state academic standards as the State establishes for other students; and

    C. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the District Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

Local and State Coordination

The District's liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth,

and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

Homeless Status

The District's Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the District, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing Assistance (see 42 USC §§ 11360 et. seq.), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends school within the District is eligible for Title 1, Part A services. The District shall set aside funding to provide homeless students who attend schools that do not participate in Title 1, Part A with services comparable to those provided by participating schools. Funding may also be set aside to provide targeted assistance to homeless students who attend participating schools.

Legal Reference:

Legal References	**Description**
20 USC § 6311, et seq.	Improving Basic Programs Operated by Local Educational Agencies (Subchapter I, Part A, of the Elementary and Secondary Education Act)
20 USC §§ 1400 – 82	Individuals with Disabilities Education Act (IDEA)
42 USC § 11301, et seq.	McKinney-Vento Homeless Assistance Act of 1987
42 USC § 1758	School Lunch Programs – Program Requirements
IC § 39-4801	Immunization - Exemptions
Pub. L. 110–134	Improving Head Start for School Readiness Act of 2007

Cross References:

Code	**Description**
3000	Student Policy Guiding Principles
3005	Entrance, Placement, and Transfer
3525	Immunization Requirements
4110	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
4160	Parents Right-to-Know Notices
8100	Transportation

Adopted:
Revised:
Reviewed:

Policy 3080 – Nonresident Student Attendance Policy

Students who reside in another state may attend a District school when an out-of-state school district and the Preston School District #201 mutually agree, provided such transfer would not exceed the limits on attendance set by 3010P at the classroom, program, or school level.

District Students Attending School in Another State

The Board of Trustees may agree in writing, on an annual basis, that a resident student attend school in the nearest appropriate school district in a neighboring state. Such agreement shall state the rate of tuition and cost of transportation, if any, to be paid by the District. The agreement will be entered into the records of the Board of Trustees. A copy must be filed with the State Board of Education.

Out of State Students Attending School in the District

The Board of Trustees may, upon approval of the State Board of Education, enter into an agreement with the governing body of a school district in another state for education and/or transportation of an out-of-state student. The rate of tuition, cost of transportation as well as other appropriate costs shall be specifically addressed in the agreement. The agreement will be entered into the records of the Board of Trustees with a copy to be filed with the State Board of Education.

Legal Reference:

Legal References	Description
IC § 33-1400, et seq.	Transfer of Pupils
IC § 33-205	Denial of School Attendance
IDAPA 08.02.01.550.01	Out of State Tuition

Cross References

Code	Description
3010	Open Enrollment
3010-P(1)	Open Enrollment - Procedures

Adopted:
Revised:
Reviewed:

Policy 3090 – Foreign Exchange Students

~~3090A1~~
~~Alternative 1~~

~~It is the policy of the Board to recognize the benefits from non-immigrant students in the District. The Board does not, however, sponsor student foreign exchange programs. The District does not provide any financial contribution to the student. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.~~

~~J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend either elementary or secondary school. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not attend the District.~~

~~The number of foreign exchange students attending _____ High School at one time shall not exceed _____% of the total high school enrollment. The Board reserves the right to withdraw approval and regulate the number of students participating.~~

3090A2
Alternative 2

Philosophy

The District believes that foreign exchange students add to the richness of the high school setting for both District and foreign students. Thus, the District is willing to enroll a manageable number of foreign exchange students.

To protect the interests of the District and students, the District has adopted the following policies. It should be realized that foreign exchange students are educated at the expense of the taxpayers of the District and the State of Idaho.

1. The foreign exchange student must be 18 years of age or younger at the time of enrollment.

2. The foreign exchange student must reside with a legal resident of the District. Exceptions may be granted.

3. The foreign exchange student must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.

    A. An English proficiency test of the District's own choosing may be administered and will supersede all other tests;

    B. If an organization places a student who, upon arrival, is deemed by the District to be deficient in English language proficiency, the organization will do one of the following:
        1. Terminate the student's placement; or
        2. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the District.

Academic Standards and Graduation

1. The foreign exchange student will be expected to meet all appropriate standards required of any student enrolled in the District; and

2. Foreign exchange students who complete their senior year in the school district **may**~~**/may not**~~ graduate and receive a diploma from _____Preston_____ High School if it is determined by the administration that they have completed all of the criteria and requirements of the state and school district to graduate. ~~They may participate in the ceremonies and receive a certificate of attendance.~~ Foreign exchange students who complete the school year, but not the graduation requirements, will be recognized at graduation but are not eligible to participate in the ceremonies and may not walk at graduation.

Orientation by the Exchange Organization

1. Orientation, both pre-departure and upon arrival in the United States, must be provided to the exchange student.

2. Orientation must also be provided to the host family in advance of the exchange student's arrival. The family should be advised of potential problems in hosting an exchange student and provided with suggestions for coping with these problems.

3. The student's host family and the District must be provided written information which includes at least:

    A. The name, address, and phone number of both local and area coordinators for the exchange organization; and
    B. A 24-hour emergency telephone number for immediate assistance by the exchange organization.

Supervision

1. The sponsoring foreign student exchange organization must assume the final responsibility for resolving problems, including, if necessary, the changing of host families or the early return home of the exchange student because of personal, family, or school difficulties.

2. The sponsoring foreign student exchange organization must contact the exchange student and host family periodically throughout the exchange visit to ensure that problems are dealt with promptly and effectively.

3. The host family must be available and willing to meet with school personnel when functions or conditions require it.

District Expectations—Student Opportunities/Responsibilities

1. **Required Courses:** Foreign exchange students will be expected to ~~enroll in the following academic classes~~ be enrolled as full-time students while attending _____Preston____ High School. ~~:~~
    ~~A. One English class;~~
    ~~B. One United States history class or one government class; and~~
    C. ~~Maintain enrollment in at least six classes~~.

2. **Athletic Program:** Foreign exchange students are eligible to participate in the _____Preston_____ High School Activities Program. Guidelines for participation are set by District policy and by the Idaho High School Activities Association (IHSAA), as follows:

    A. **Recognition:** The student must be a participant of an "official Foreign Exchange Program" as defined in the publication from the National Association of Secondary School Principals, entitled, "Advisory List of International Educational Travel and Exchange Programs".
    B. **Graduation:** The student cannot have graduated or received a diploma in his or her own country.

3. **Student Fees:** Foreign exchange students are expected to pay all ~~yearbook fees, lab fees, prom tickets, athletic fees, cap and gown fees, lunch prices, and all other school~~ incurred expenses that are expected of other students enrolled in _____Preston___ High School.

4. **Achievement and Discipline:** Foreign exchange students must maintain passing grades in all classes, follow the rules and regulations of District student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations shall result in dismissal of the student from the District's Foreign Exchange Program.

5. **Scholarship(s):** The District will not include names of foreign exchange students in its formal class-rank listing based on cumulative grade point average, nor will foreign exchange students be eligible to apply for any local scholarship.

Placement Quotas for Foreign Student Exchange Organizations

1. _____Preston_____ High School will accept a maximum of ~~two individually~~ one half of a percent (.005) of enrollment numbers as sponsored exchange students. ~~on a first come, first served basis.~~ No more than two (2) exchanges students will be accepted by the same agency/organization.

2. The fact that a foreign exchange organization has located a host family within the District does not imply the District will automatically enroll the student. While the organization may develop such an agreement with a host family, the family should be advised it is contingent upon admission to ___Preston_____ High School.

Legal Reference:

Legal References	Description
20 USC § 221, et seq.	Foreign and Exchange Students
IDAPA 08.02.03.105.03	Foreign Exchange Students

Adopted:
Revised:
Reviewed:

Policy 3100 – Programs for At-Risk/disadvantaged Students

The District will designate one at-risk coordinator to collect and disseminate data regarding drop-outs in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

Each school year, the at-risk coordinator will prepare a dropout reduction plan that identifies:

1. The number of District students who dropped out in the preceding regular school term;
2. The number of students in grades 1-12 who are at risk of dropping out;
3. The District's dropout rate goal for the next school year; and
4. The dropout reduction programs, resources, and strategies to be used during the school year.

The Board will review and approve the plan annually.

At-Risk Students

In determining whether a student is at high risk of dropping out of school, the District will consider the student's academic and attendance performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically or psychologically abused; is pregnant or a parent; is an emancipated youth; is a previous drop-out, is a court or agency referral; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

Programs and District Plan

The District will provide a remedial and support program for any student who is at risk of dropping out of school.

The District will have a plan designed to retain students in a school setting. The District plan will be the responsibility of the Superintendent or the designated at-risk coordinator and will:

1. Emphasize a comprehensive team approach that includes the Superintendent, principal, parent/guardian, teacher, student, community service provider, business representative, or others;
2. Include objectives designed to meet the identified needs of at-risk students and to retain those students in school;

3. Be designed to use community resources that are available to serve at-risk youth;
4. Provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and
5. Provide for review of individual profiles for at-risk students.

The District plan may also:

1. Include alternatives; and
2. Provide for the referral of students who drop out to other programs.

Alternative high school programs conducted during the school year will be conducted off-site or scheduled at a time when school is not in session and shall comply with the State Board of Education Rules Governing Thoroughness (IDAPA 08.02.03.110).

Legal Reference:

Legal References	Description
IDAPA 08.02.03.110	Alternative Secondary Programs

Adopted:
Revised:
Reviewed:

Policy 3200 – Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

These rights and responsibilities may be described at greater length in student handbooks. All student handbooks are approved policy of the Board. The complete student handbook for each school is on file at the District administration office and at the respective schools.

Students who violate the provisions of the applicable student handbook will be disciplined in accordance with the District policies.

Legal Reference:

Legal References	Description
393 U.S. 503 (1969)	Tinker v. Des Moines Ind. Sch. Dist.
478 U.S. 675 (1986)	Bethel School District v. Fraser
551 U.S. 393 (2007)	Morse v. Frederick
IC § 33-205	Denial of School Attendance
IC § 33-512	District Trustees - Governance of Schools

Cross References:

Code	Description
2140	Student and Family Privacy Rights
2140-F(1)	Student and Family Privacy Rights - Consent Form
3330	Student Discipline
3370	Searches and Seizure
3370-P(1)	Searches and Seizure

Adopted:
Revised:
Reviewed:

Policy 3220 – Student Use of Buildings: Equal Access

Non-curriculum related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time on regular school days;
4. Employees or agents of the school or government are present only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agents or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Legal Reference:

Legal References	Description
20 USC § 4071 et seq.	The Equal Access Act
496 U.S. 226 (1990)	Westside Community Board of Education v. Mergens

Adopted:
Revised:
Reviewed:

Policy 3230 – Student Government

The Board encourages the function of student councils in the District's ~~elementary and~~ secondary schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies or procedures for the District or the school. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, widely announced, and uniformly enforced.

Legal Reference:

Legal References	Description
I.C. § 33-506(1)	District Trustees - Organization and Government of Board of Trustees

Adopted:
Revised:
Reviewed:

Policy 3250 – Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials that provide information valued or needed by the District may ~~also~~ be distributed.

Students should not be used to distribute partisan materials or information pertaining to a school or general election, budget or bond issue, or negotiations. Students should not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the ~~chief school administrator~~ Superintendent. All notices and notes sent home with students concerning school activities, programs, schedule changes, organizations, charges for equipment and materials, etc., shall be cleared with the building principal before being sent. All materials distributed will clearly indicate their source. Non-school-related materials will be plainly labeled, including a disclaimer that the activity is "not a school-sponsored activity."

All organizations must have the approval of the Superintendent before materials may be distributed. The Superintendent will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, each school ~~will~~ may do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins;

2. Maintain a table where flyers and other information can be made available to students; and

3. Include announcements for student related activities in newsletters that go home with students. The announcements must be submitted one week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious, non-political nature.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous, or obscene.

Legal Reference:

Adopted:
Revised:
Reviewed:

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. 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

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.

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:

INSTRUCTION 2320F

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

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 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 with the objective of resolving the matter promptly and informally. If the parent and teacher resolve the situation informally, the teacher 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

Reviewed:

Policy 2420 – Parent and Family Engagement

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. 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
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

Code	Description
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.
10.

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

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 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 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 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.**

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:

Policy 3285 – Relationship Abuse and Sexual Assault Prevention and Response

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.

<u>Addressing Sexual Assault Outside the Scope of Policy 3085 and Procedure 3085P</u>

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

Legal Reference:

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

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

Procedures are attached to this policy and 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
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:

STUDENTS 3295F

COMPLAINT FORM

School _____ Date _____

Student's/Complainant's Name_____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the incident(s)? _____

_____

Describe the incident(s): _____

_____

_____

Date(s), time(s), and place(s) the incident(s) occurred: _____

_____

_____

Were other individuals involved in the incident(s)? yes no

If so, name the individual(s) and explain their roles: _____

_____

_____

_____

Did anyone witness the incident(s)? yes no

If so, name the witnesses: _____

_____

3295F-2 (ISBA 05/09 UPDATE)

Is there any evidence of the incident(s) (i.e. letters, photos) yes no

If so, please describe: _____

_____

Did you take any action in response to the incident? yes no

If yes, what action did you take: _____

_____

_____

_____

Were there any prior incidents? yes no

If so, describe any prior incidents: _____

_____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

105 E 2nd S
Preston, ID 83263
(208) 852-0283
www.psd201.org

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:

Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance
IC § 33-512	District Trustees - Governance of Schools

Legal References	Description
IC § 67-5909	Commission on Human Rights - Acts Prohibited
IDAPA 08.02.03.160	Safe Environment and Discipline

Adopted:
Revised:
Reviewed:

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 3345 – Restraint and 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

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.

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.

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

Adopted: August 16, 2023
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.

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; 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. 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 or designee written authorization for the self-administration of medication.

2. The parents/guardians of the pupil shall provide to the building principal 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 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 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.

<u>Handling and Storage of Medicines</u>

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

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

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:

STUDENTS **3510F1**

Authorization for Self-Administered Medication

Student's Name: _____ Grade: _____ DOB: _____

Parent/Guardian Name: _____

Telephone: (Home): _____ (Work): _____

I give my permission for my child to self-administer the medication described below. I shall indemnify and hold harmless the District and its employees or agents for legal fees, costs, and any potential damages concerning self-administration of this medication arising out of any claims brought by the above named child or anyone else.

_____ _____
Parent/Guardian's Signature Date

……

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:

I am recommending that the above named student be allowed to self-administer the following medication.

Name and Purpose of Medication: _____

Identification of Chronic Medical Problem: _____

_____

Prescribed Dosage to be Taken: _____

Length of Time Medication Must be Taken: _____

Possible Side-Effects and/or Special Precautions to be Taken: _____

_____

Conditions Under Which Self-Medication Will Take Place:

_____ **Independently** (*Child must have had training and be proficient in self-administering medication.*)
Trainer's Name: _____

Date of Training: _____

_____ **Under the supervision of a school nurse**

Medication should be: _____ Stored in the Health Office

_____ In the possession of the student

_____ _____
Type or Print Physician's Name Physician's Signature

_____
Date

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:

STUDENTS **3515F**

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:_____

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 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 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 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:

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 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 approval by an 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:

Applications requesting use of the school facility must be presented to the building principal or designee at least ten days in advance of the time desired through the building scheduler on the District website. ~~and must be signed by a qualified representative of the organization desiring to use the building.~~

When considering facility use applications, the following should be taken into consideration:

1. The activity should not interfere with the schedule of normal activities of the school or District;

2. The content of the activity should be reasonably appropriate in a school setting;

3. The event is not in conflict with the health and safety of the District or community and does not violate any federal, state, or local ordinance;

4. The event may not be held by the District in support of or in opposition to any candidate or ballot measure. If the District permits facilities rental by any entity or person seeking to hold a meeting in support or opposition to any candidate or ballot measure, the denial or approval of such rental cannot be based upon the content of the position of the entity or person seeking to hold a meeting and shall likewise make rental options equally available to the counter entity or person if they seek to rent the school's facilities.

5. The user agrees to follow all health and safety protocols outlined by the District.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

Right to Decline Use

The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, when there is probability of damage or injury to school property, or when the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or District health policy or procedure.

Fees

The Superintendent, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually. Fees may be

waived by the Superintendent or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

Fees will be invoiced and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

Insurance Coverage

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of $1,000,000. A Certificate of Insurance for the policy, naming the Preston School District #201 as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

School Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-District personnel unless otherwise provided for in policy. All equipment used in must be thoroughly cleaned and disinfected by the user.

Supervision

At least one District employee must be on hand, paid for by the organization when, in the opinion of the Superintendent or designee, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served, and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the District for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace, or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

Outdoor Facility Usage

The following applies to all District outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage.
2. Arrangements for keys for any rented facility must be made prior to the event.
3. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:

    A. If field conditions are such that play is not recommended, the athletic director shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible; and

    B. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the athletic director, high school principal, or Superintendent (in that order).

4. All equipment items the rental group desires must be listed on the rental agreement.

5. Requests for night rentals will be reviewed on a case-by-case basis.

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.

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.

<u>Prioritization of Fund Balance Use</u>

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.

Surplus fund balance: Should the District ever have an unassigned fund balance of the General Fund 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. 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 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 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 determined that final program allocations necessitate revisions to program budgets, 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: ThBusiness 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 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

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
Idaho State Department of Education	Idaho's School Bus Driver Training - Classroom Curriculum

Adopted:
Revised:
Reviewed:

Policy 8200 – Local School Wellness

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 annually for continued assessment.

Committee membership will consist of:

1. The District food service coordinator;
2. A school health professional, such as a dietician or school nurse;
3. ~~3.~~ A parent representative;
4. A staff member;
5. An administrative representative as committee co-chair; and
6. ~~6.~~ 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: