



**PRESTON SCHOOL DISTRICT #201**  
**Board of Education**

Regular Meeting - June 17, 2026, 7:00 PM  
105 East 2nd South  
Preston, ID 83263

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approve Agenda/or Amend - Action Item**
4. **Consent Agenda - Action Item**
  - A. **Minutes of Regular Board Meeting - May 20, 2026**
  - B. **Financial Summary - May 2026**
  - C. **Monthly Expenditures - May 2026**
  - D. **Personnel Report - May 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**
  - A. **Superintendent Report**
    - Disposal of Surplus Desks
  - B. **Portrait of a Graduate - PHS**
8. **Action Items**
  - A. **2026-2027 Budget Hearing**
  - B. **2026-2027 Handbooks**
    - Pioneer
    - Oakwood
    - PHS
  - C. **Floor/Field Sponsorship Logo**
9. **Policy - Action Item**
  - A. **Policy 1st Reading**
    - Policy 5105 -Certificated Personnel Employment
    - Policy 5107- Informal Review
    - Policy 5120- Equal Employment Opportunity
    - Policy 5125- Reporting New Employees
    - Policy 5130 - Administrative Leave
    - Policy 5200- Applicability of Personnel Policies
    - Policy 5205 - Job Descriptions
    - Policy 5210- Work Day
    - Policy 5220- Assignments, Reassignments, Transfers
    - Policy 5230- Accomodating Individuals with Disabilities
    - Policy 5235- Health Examinations
    - Policy 5240- Sexual Harassment Intimidation in the Workplace

- Policy 5250- Certificated Staff Grievances
- Policy 5260- Abused and Neglected Child Reporting
- Policy 5265- Employee Responsibilities Regarding Student Harassment
- Policy 5270- Personal Conduct
- Policy 5275- Adult Sexual Misconduct
- Policy 5280- Professional Standards Commission Code of Ethics
- Policy 5285 - Solicitations
- Policy 5290 - Political Activity Staff Participation
- Policy 3085 - Sexual Harassment, Discrimination and Retaliation Policy

**B. Policy 2nd Reading**

- Policy 5000 - Personnel Policy Guiding Principles
- Policy 5100 - Hiring Process and Criteria
- Policy 5110 - Criminal History/Background Checks
- Policy 5400 - Leaves of Absence
- Policy 5410 - Family Medical Leave
- Policy 5450 - Vacation Leave

10. **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; Idaho Code 74-206(1)(j) To consider labor contract matters authorized under section 74-206A (1) (a) and (b) Idaho Code.

- Negotiations
- Employee C
- Employee D

11. **Resume Open Session - Action Item**

**A. 2026-2027 Negotiated Agreement**

**B. Employee C**

12. **Board Meeting Summary and Assignment Review**

13. **Adjourn**



**Preston Joint School District #201  
Board of Education**

Regular Meeting

Wednesday, May 20, 2026  
7:00 PM

District Office  
105 East 2nd South  
Preston, ID 83263

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

1. Call to Order

Meeting called to order by Chairman Chris Jones at 7:00pm

2. Pledge of Allegiance

3. Approve Agenda - Action Item

*Motion to amend the agenda by moving item 6C Standards Based Grading to under #5 Public Comments. 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*

*Motion to approve the agenda with its changes. 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. Consent Agenda - Action Item

*Motion to approve the consent agenda. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.*

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

4.A. Minutes of Regular Board Meeting - April 15, 2026

4.B. Financial Summary - April 2026

4.C. Monthly Expenditures - April 2026

4.D. Personnel Report - April 2026

5. Public Requests to Address the Board - Stakeholders may request to address the Board in open meeting by filling out the online request form at <https://psd201.org/en-us/meeting-minutes-agenda-691ac9e8> or signing a public comment form available at the meeting location and giving it to the clerk before the meeting begins.

KayDee Nelson addressed the board with concerns about Standards Based Grading in the Preston Junior High.

6. Informational Items

6.A. PHS PBIS Report

Becky Crossley, Emily Titus and Marianne Young presented on the PBIS (Positive Behavioral Intervention System) program at Preston High School. PBIS is a 3-tiered, data-driven Positive Behavioral Intervention System framework to strengthen school safety, improve learning, and support positive behavior. PBIS has already led to measurable improvements in school climate and student outcomes.. Preston High School has implemented Tier 1, Tier 2, and plans to implement Tier 3 next school year.

#### 6.B. Superintendent Report

- Superintendent Gary Thomas reported on the Supplemental Levy which was held May 19, 2026. It passed with 56% of those that voted in support of the levy.
- He also notified the board of some old computers, computer switches and odds and ends the district would be disposing of that are valued under \$500.
- The district will be making some changes concerning technology. Mr. Thomas and Aaron Keele, IT Director, have worked together to make a plan to move away from one-to-one devices. Instead, there will be carts with devices that will be available for classes as needed. Whether that is a cart between 2 classes or 4 classes will depend upon the teachers' needs. The device will supplement the curriculum instead of having students on them all day and having teachers feel like they need to find ways to use them. This change will look different at every school. Also, the district will be moving away from Microsoft and to the Google platform over the summer. This will be beneficial for our district.
- The IRS has reached out and asked for another 60 days to answer our request.
- The track is now open to the public. There are signs posted with rules. We ask the public to please follow them so we can continue to make it available for their use. If the public ignores the rules, it could be shut down.
- With IDLA discontinuing their online Driver's Education class, Mr. Todd Coburn was looking at creating our own as a district, but has decided to try AAA over the summer and see how it works. It should be similar to IDLA.
- The high school has a new club called Club America. This is for your information only. The board does not approve clubs. Kamille Kunz and Marianne Young are the faculty helping to coordinate its start-up.
- Negotiations have started with the PEA.
- The district participated in a county-wide earthquake disaster. In particular, the junior high was involved with more in-depth mock injuries and an evacuation and reunification with parents. As a district, we learned things we could improve on in a real disaster. Some parents were frustrated with the time it took to reunite them with their students. Overall, from the time the parent reached the first check-in station and their student was located and reunited with them, it was an average of 30 seconds. With 600 students, that would be 5 hours to reunite students and parents, which sounds like a long time to wait and know that your student is okay, but to follow all the safety rules and document who the student was released too, 30 seconds is not that long.

#### 6.C. Standards Based Grading

The agenda was amended and this item was moved under public comment.

### 7. Action Items

#### 7.A. 2026-2027 Bus Routes

Geniel Lyons asked if any of the beginning times of routes or the last drop off time have changed significantly. We will reach out to Jeff Nate, Transportation Supervisor and verify that they haven't.

*Motion to approve the 2026-2027 bus routes. 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*

#### 7.B. School Lunch Prices

Rachel Randall asked if the state sets the price or how it is decided.

*Motion to approve the new breakfast and lunch prices for adults and for the students. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Rachel Randall (Zone 5 Trustee), Carried.*

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

*Yea: 5, Nay: 0*

8. Policy - Action Item

8.A. Policy 1st Reading

Mason explained that we would like to keep as much ISBA language as possible instead of trying to mesh Holinka Law with ISBA so when we receive updates they will line up with the current policy. The committee had Tamara Harris, HR Director, involved in this section. Chris Jones asked that we make sure it also follows the negotiated agreement. Geniel Lyons brought up a question on policy 5100 where the hiring is recommended by the superintendent and approved by the board. Discussion was had about it being approved in the consent agenda, Personnel Report. A contract can be offered contingent on board approval. If there is a concern, they can always request to have a discussion on items in the consent agenda.

First reading for ISBA policies. Forms and procedures are attached for your information only for corresponding policies. Also, for your information, the current policies that correspond, to the best of our knowledge are attached.

New Policy / Procedure	Replaces Old Policy
Policy 5000 - Personnel Policy Guiding Principles	400 - Statement of Guiding Principles
Policy 5100 - Hiring Process and Criteria <ul style="list-style-type: none"> <li>• 5100F1 - Hiring Process and Criteria</li> <li>• 5100F2 - Hiring Process and Criteria</li> <li>• 5100F3 - Hiring Process and Criteria</li> <li>• 5100P1 - Hiring Process and Criteria</li> <li>• 5100P2 - Hiring Process and Criteria</li> </ul>	400.10 - Idaho State Veteran Employment Preference
Policy 5110 - Criminal History/Background Checks	402 - Criminal History Checks for Employees, Volunteers, and Contractors
Policy 5400 - Leaves of Absence	407.50 - Sick Leave 477 - Absence Without Pay for Non-Certificated Employees 478 - Death in the Family
Policy 5410 - Family Medical Leave <ul style="list-style-type: none"> <li>• 5410P1 - Family Medical Leave Procedure</li> </ul>	407 - Family and Medical Leave Act (FMLA) 407A - FMLA Fact Sheet 28 (Exhibit A) 407B - FMLA Employee Rights Poster (Exhibit B) 407C - FMLA Fact Sheet 28M (Exhibit C)
Policy 5450 - Vacation Leave	480 - Vacation Leave for Non-Certificated Employees

*Motion to move policy 5000, 5100, 5110, 5400, 5410 and 5450 to a 2nd reading. 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.B. Policy 2nd Reading

2nd Reading for policies that bring us in compliance due to the child nutrition procurement review. Holinka had broke several out of our current 850. Policy 859 needs to be updated so #1 says 3 months instead of 6 months.

*Motion to move the following policy to board policy, Policy 770 - Food and Nutrition Services, Policy 850 - Purchasing, Policy 850.20 - Purchases Using Federal Funds, Policy 850.30 - Purchasing Services or Personal Property, Policy 850.90 - Procuring Public Works Construction, Policy 853 - School Building Plan Reviews and Inspection, Policy 854 - Contractual Certifications and Restriction. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.*

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

Yea: 5, Nay: 0

*Motion to amend policy 859 number 1 to change the (6) six month timing to (3) month timing and move it to board policy. 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. 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

*Motion to go into 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 - by roll call of board members at 8:05pm.*

*This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Rachel Randall (Zone 5 Trustee), Carried.*

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

Yea: 5, Nay: 0

*Motion to exit executive session and resume the open meeting. 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. Resume Open Session - Action Item

The board evaluated the Superintendent, Gary Thomas, in executive session. They are pleased with the direction he is going and gave him feedback in different areas.

*Motion is made to ratify action by the superintendent to place Employee C on paid administrative leave. 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

11. Board Meeting Summary and Assignment Review

Identify someone to follow up with KayDee Nelson on standards based grading

Follow up with transportation department on route times.

12. Adjourn

*Motion to adjourn at 10:25pm. 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*

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 100 GENERAL FUND (M&amp;O) FUND</b>				
<u>Current Assets</u>				
100 111000	PETTY CASH-GENERAL FUND	205.59	0.00	205.59
100 111100	Cash in Bank	(590,175.21)	1,330,756.37	740,581.16
100 111400	ZIONS BANK ACCOUNT - #4410	1,195,476.37	0.00	1,195,476.37
100 112100	STATE TREAS - GENERAL FUND	13,279,643.93	(1,338,337.80)	11,941,306.13
	Current Assets Subtotal:	<u>13,885,150.68</u>	<u>(7,581.43)</u>	<u>13,877,569.25</u>
<u>Other Assets</u>				
100 113000	TAXES RECEIVABLE - GENERAL FUND	18,490.69	0.00	18,490.69
100 114100	STATE SUPPORT RECEIVABLE	260,748.24	0.00	260,748.24
	Other Assets Subtotal:	<u>279,238.93</u>	<u>0.00</u>	<u>279,238.93</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>14,164,389.61</u>	<u>(7,581.43)</u>	<u>14,156,808.18</u>
<u>Current Liabilities</u>				
100 217100	SALARIES PAYABLE - GENERAL FUND	1,362,334.62	0.00	1,362,334.62
100 217200	BENEFITS PAYABLE - GENERAL FUND	280,653.46	0.00	280,653.46
100 218101	FIT PAYABLE	0.00	0.00	0.00
100 218102	STATE PAYABLE	0.00	0.00	0.00
100 218103	FICA PAYABLE	0.00	0.00	0.00
100 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
100 218105	INSURANCE PAYABLE	1,012.84	0.00	1,012.84
100 218106	TSA PAYABLE	0.00	0.00	0.00
100 218108	MISC PAYABLE	2,054.24	0.00	2,054.24
100 221000	DEFERRED REVENUE - GENERAL FUND	4,786.03	0.00	4,786.03
	Current Liabilities Subtotal:	<u>1,650,841.19</u>	<u>0.00</u>	<u>1,650,841.19</u>
<u>Other Liabilities</u>				
100 223100	SALES TAX PAYABLE	(23.79)	0.00	(23.79)
	Other Liabilities Subtotal:	<u>(23.79)</u>	<u>0.00</u>	<u>(23.79)</u>
<u>Fund Balance</u>				
100 320100	FUND BALANCE	12,513,572.21	(7,581.43)	12,505,990.78
	Fund Balance Subtotal:	<u>12,513,572.21</u>	<u>(7,581.43)</u>	<u>12,505,990.78</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>14,164,389.61</u>	<u>(7,581.43)</u>	<u>14,156,808.18</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 220 FOREST RESERVE FUND</b>				
<u>Current Assets</u>				
220 111100	Cash in Bank	204,238.03	50,077.02	254,315.05
	Current Assets Subtotal:	<u>204,238.03</u>	<u>50,077.02</u>	<u>254,315.05</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>204,238.03</u>	<u>50,077.02</u>	<u>254,315.05</u>
<u>Fund Balance</u>				
220 320200	Undesignated/Unreserved Fund Balance	204,238.03	50,077.02	254,315.05
	Fund Balance Subtotal:	<u>204,238.03</u>	<u>50,077.02</u>	<u>254,315.05</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>204,238.03</u>	<u>50,077.02</u>	<u>254,315.05</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 231 DEDICATED AFTER SCHOOL FUND</b>				
<u>Current Assets</u>				
231 111100	Cash in Bank	0.00	0.00	0.00
	Current Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<span style="border: 1px solid black;">Total Assets and Deferred Outflows of Resources:</span>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
231 320100	Designated Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<span style="border: 1px solid black;">Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</span>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 238 STUDENT ACTIVITY FUND</b>				
<u>Current Assets</u>				
238 111100 106	CASH IN BANK - OAKWOOD ELEMENTARY	9,813.75	0.00	9,813.75
238 111100 116	CASH IN BANK - PIONEER ELEMENTARY	73,533.13	0.00	73,533.13
238 111100 201	CASH IN BANK - PRESTON JUNIOR HIGH	122,331.06	0.00	122,331.06
238 111100 401	CASH IN BANK - PRESTON HIGH SCHOOL	711,857.97	0.00	711,857.97
238 111100 700	CASH IN BANK - FRANKLIN COUNTY HIGH SCHOOL	7,759.12	0.00	7,759.12
	Current Assets Subtotal:	925,295.03	0.00	925,295.03
	Total Assets and Deferred Outflows of Resources:	925,295.03	0.00	925,295.03
<u>Fund Balance</u>				
238 320100	FUND BALANCE - STUDENT ACTIVITY	925,295.03	0.00	925,295.03
	Fund Balance Subtotal:	925,295.03	0.00	925,295.03
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	925,295.03	0.00	925,295.03

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 241 DRIVERS ED FUND</b>				
<u>Current Assets</u>				
241 111100	Cash in Bank	(14,911.49)	11,059.85	(3,851.64)
	Current Assets Subtotal:	(14,911.49)	11,059.85	(3,851.64)
	<b>Total Assets and Deferred Outflows of Resources:</b>	<b>(14,911.49)</b>	<b>11,059.85</b>	<b>(3,851.64)</b>
<u>Current Liabilities</u>				
241 218101	FIT PAYABLE	0.00	0.00	0.00
241 218102	STATE PAYABLE	0.00	0.00	0.00
241 218103	FICA PAYABLE	0.00	0.00	0.00
241 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
241 218105	INSURANCE PAYABLE	0.00	0.00	0.00
241 218106	TSA PAYABLE	0.00	0.00	0.00
241 218108	MISC PAYABLE	2.80	0.00	2.80
	Current Liabilities Subtotal:	2.80	0.00	2.80
<u>Fund Balance</u>				
241 320100	Designated Fund Balance	(14,914.29)	11,059.85	(3,854.44)
	Fund Balance Subtotal:	(14,914.29)	11,059.85	(3,854.44)
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<b>(14,911.49)</b>	<b>11,059.85</b>	<b>(3,851.64)</b>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 242 SCHOOL BUILDING MAINTENANCE</b>				
<u>Current Assets</u>				
242 111100	CASH IN BANK	0.00	0.00	0.00
	Current Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<span style="border: 1px solid black;">Total Assets and Deferred Outflows of Resources:</span>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
242 320100	DESIGNATED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<span style="border: 1px solid black;">Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</span>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 243 PROFESSIONAL TECHNICAL FUND</b>				
<u>Current Assets</u>				
243 111100	Cash in Bank	40,500.80	2,952.45	43,453.25
	Current Assets Subtotal:	<u>40,500.80</u>	<u>2,952.45</u>	<u>43,453.25</u>
	<span style="border: 1px solid black;">Total Assets and Deferred Outflows of Resources:</span>	<u>40,500.80</u>	<u>2,952.45</u>	<u>43,453.25</u>
<u>Current Liabilities</u>				
243 218101	FIT PAYABLE	0.00	0.00	0.00
243 218102	STATE PAYABLE	0.00	0.00	0.00
243 218103	FICA PAYABLE	0.00	0.00	0.00
243 218104	RETIREMENT PAYABLE	97.39	0.00	97.39
243 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>97.39</u>	<u>0.00</u>	<u>97.39</u>
<u>Fund Balance</u>				
243 320100	Designated Fund Balance	40,403.41	2,952.45	43,355.86
	Fund Balance Subtotal:	<u>40,403.41</u>	<u>2,952.45</u>	<u>43,355.86</u>
	<span style="border: 1px solid black;">Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</span>	<u>40,500.80</u>	<u>2,952.45</u>	<u>43,453.25</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 245 TECHNOLOGY FUND</b>				
<u>Current Assets</u>				
245 111100	Cash in Bank	180,961.39	(27,253.85)	153,707.54
	Current Assets Subtotal:	<u>180,961.39</u>	<u>(27,253.85)</u>	<u>153,707.54</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>180,961.39</u>	<u>(27,253.85)</u>	<u>153,707.54</u>
<u>Fund Balance</u>				
245 320100	Designated Fund Balance	180,961.39	(27,253.85)	153,707.54
	Fund Balance Subtotal:	<u>180,961.39</u>	<u>(27,253.85)</u>	<u>153,707.54</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>180,961.39</u>	<u>(27,253.85)</u>	<u>153,707.54</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 246 SAFE AND DRUG FREE FUND</b>				
<u>Current Assets</u>				
246 111100	Cash in Bank	40,665.50	(96,664.00)	(55,998.50)
	Current Assets Subtotal:	<u>40,665.50</u>	<u>(96,664.00)</u>	<u>(55,998.50)</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>40,665.50</u>	<u>(96,664.00)</u>	<u>(55,998.50)</u>
<u>Fund Balance</u>				
246 320100	Designated Fund Balance	40,665.50	(96,664.00)	(55,998.50)
	Fund Balance Subtotal:	<u>40,665.50</u>	<u>(96,664.00)</u>	<u>(55,998.50)</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>40,665.50</u>	<u>(96,664.00)</u>	<u>(55,998.50)</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 251 TITLE I-A FUND</b>				
<u>Current Assets</u>				
251 111100	Cash in Bank	70,721.56	(11,857.17)	58,864.39
	Current Assets Subtotal:	<u>70,721.56</u>	<u>(11,857.17)</u>	<u>58,864.39</u>
<u>Other Assets</u>				
251 114000	ACCOUNTS RECEIVABLE - TITLE I	545,558.00	0.00	545,558.00
	Other Assets Subtotal:	<u>545,558.00</u>	<u>0.00</u>	<u>545,558.00</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>616,279.56</u></u>	<u><u>(11,857.17)</u></u>	<u><u>604,422.39</u></u>
<u>Current Liabilities</u>				
251 218101	FIT PAYABLE	0.00	0.00	0.00
251 218102	STATE PAYABLE	0.00	0.00	0.00
251 218103	FICA PAYABLE	0.00	0.00	0.00
251 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
251 218105	INSURANCE PAYABLE	0.00	0.00	0.00
251 221000	DEFERRED REVENUE	198,758.55	0.00	198,758.55
	Current Liabilities Subtotal:	<u>198,758.55</u>	<u>0.00</u>	<u>198,758.55</u>
<u>Fund Balance</u>				
251 320100	Designated Fund Balance	417,521.01	(11,857.17)	405,663.84
	Fund Balance Subtotal:	<u>417,521.01</u>	<u>(11,857.17)</u>	<u>405,663.84</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>616,279.56</u></u>	<u><u>(11,857.17)</u></u>	<u><u>604,422.39</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 257 IDEA PART B FUND</b>				
<u>Current Assets</u>				
257 111100	Cash in Bank	(996,122.58)	(30,994.26)	(1,027,116.84)
	Current Assets Subtotal:	(996,122.58)	(30,994.26)	(1,027,116.84)
<u>Other Assets</u>				
257 114000	ACCOUNTS RECEIVABLE - TITLE VI-B	466,025.00	0.00	466,025.00
	Other Assets Subtotal:	466,025.00	0.00	466,025.00
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>(530,097.58)</b>	<b>(30,994.26)</b>	<b>(561,091.84)</b>
<u>Current Liabilities</u>				
257 218101	FIT PAYABLE	0.00	0.00	0.00
257 218102	STATE PAYABLE	0.00	0.00	0.00
257 218103	FICA PAYABLE	0.00	0.00	0.00
257 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
257 218105	INSURANCE PAYABLE	0.00	0.00	0.00
257 218106	TSA PAYABLE	0.00	0.00	0.00
257 218108	MISC PAYABLE	2.00	0.00	2.00
	Current Liabilities Subtotal:	2.00	0.00	2.00
<u>Fund Balance</u>				
257 320100	Designated Fund Balance	(530,099.58)	(30,994.26)	(561,093.84)
	Fund Balance Subtotal:	(530,099.58)	(30,994.26)	(561,093.84)
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>(530,097.58)</b>	<b>(30,994.26)</b>	<b>(561,091.84)</b>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 258 IDEA PART B-PRESCHOOL FUND</b>				
<u>Current Assets</u>				
258 111100	Cash in Bank	(30,148.32)	(1,534.30)	(31,682.62)
	Current Assets Subtotal:	<u>(30,148.32)</u>	<u>(1,534.30)</u>	<u>(31,682.62)</u>
<u>Other Assets</u>				
258 114000	ACCOUNTS RECEIVABLE - PRESCHOOL	15,045.00	0.00	15,045.00
	Other Assets Subtotal:	<u>15,045.00</u>	<u>0.00</u>	<u>15,045.00</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>(15,103.32)</u></u>	<u><u>(1,534.30)</u></u>	<u><u>(16,637.62)</u></u>
<u>Current Liabilities</u>				
258 218103	FICA PAYABLE	0.00	0.00	0.00
258 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
258 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
258 320100	Designated Fund Balance	(15,103.32)	(1,534.30)	(16,637.62)
	Fund Balance Subtotal:	<u>(15,103.32)</u>	<u>(1,534.30)</u>	<u>(16,637.62)</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>(15,103.32)</u></u>	<u><u>(1,534.30)</u></u>	<u><u>(16,637.62)</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 260 SCHOOL BASED MEDICAID FUND</b>				
<u>Current Assets</u>				
260 111100	Cash in Bank	191,533.75	49,119.45	240,653.20
	Current Assets Subtotal:	<u>191,533.75</u>	<u>49,119.45</u>	<u>240,653.20</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>191,533.75</u>	<u>49,119.45</u>	<u>240,653.20</u>
<u>Fund Balance</u>				
260 320100	Designated Fund Balance	191,533.75	49,119.45	240,653.20
	Fund Balance Subtotal:	<u>191,533.75</u>	<u>49,119.45</u>	<u>240,653.20</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>191,533.75</u>	<u>49,119.45</u>	<u>240,653.20</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 261 TITLE IV-A FUND</b>				
<u>Current Assets</u>				
261 111100	Cash in Bank	(751.04)	0.00	(751.04)
	Current Assets Subtotal:	<u>(751.04)</u>	<u>0.00</u>	<u>(751.04)</u>
<u>Other Assets</u>				
261 114000	ACCOUNTS RECEIVABLE - TITLE IV	61,072.00	0.00	61,072.00
	Other Assets Subtotal:	<u>61,072.00</u>	<u>0.00</u>	<u>61,072.00</u>
	<span style="border: 1px solid black; padding: 2px;">Total Assets and Deferred Outflows of Resources:</span>	<u><u>60,320.96</u></u>	<u><u>0.00</u></u>	<u><u>60,320.96</u></u>
<u>Fund Balance</u>				
261 320100	Designated Fund Balance	60,320.96	0.00	60,320.96
	Fund Balance Subtotal:	<u>60,320.96</u>	<u>0.00</u>	<u>60,320.96</u>
	<span style="border: 1px solid black; padding: 2px;">Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</span>	<u><u>60,320.96</u></u>	<u><u>0.00</u></u>	<u><u>60,320.96</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 263 PERKINS III - PROF/TECH ACT FUND</b>				
<u>Current Assets</u>				
263 111100	Cash in Bank	(39,976.45)	0.00	(39,976.45)
	Current Assets Subtotal:	(39,976.45)	0.00	(39,976.45)
<u>Other Assets</u>				
263 114000	ACCOUNTS RECEIVABLE - CARL PERKINS	27,731.00	0.00	27,731.00
	Other Assets Subtotal:	27,731.00	0.00	27,731.00
Total Assets and Deferred Outflows of Resources:		(12,245.45)	0.00	(12,245.45)
<u>Current Liabilities</u>				
263 218101	FIT PAYABLE	0.00	0.00	0.00
263 218102	STATE PAYABLE	0.00	0.00	0.00
263 218103	FICA PAYABLE	0.00	0.00	0.00
263 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
263 221000	DEFERRED REVENUES	9,733.76	0.00	9,733.76
	Current Liabilities Subtotal:	9,733.76	0.00	9,733.76
<u>Fund Balance</u>				
263 320100	Designated Fund Balance	(21,979.21)	0.00	(21,979.21)
	Fund Balance Subtotal:	(21,979.21)	0.00	(21,979.21)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(12,245.45)	0.00	(12,245.45)

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 271 TITLE II-A FUND</b>				
<u>Current Assets</u>				
271 111100	Cash in Bank	2,697.81	0.00	2,697.81
	Current Assets Subtotal:	<u>2,697.81</u>	<u>0.00</u>	<u>2,697.81</u>
<u>Other Assets</u>				
271 114000	ACCOUNTS RECEIVABLE-TEACHER QUAL	116,691.00	0.00	116,691.00
	Other Assets Subtotal:	<u>116,691.00</u>	<u>0.00</u>	<u>116,691.00</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>119,388.81</u></u>	<u><u>0.00</u></u>	<u><u>119,388.81</u></u>
<u>Current Liabilities</u>				
271 221000	DEFERRED REVENUE- Title II	111,149.80	0.00	111,149.80
	Current Liabilities Subtotal:	<u>111,149.80</u>	<u>0.00</u>	<u>111,149.80</u>
<u>Fund Balance</u>				
271 320100	Designated Fund Balance	8,239.01	0.00	8,239.01
	Fund Balance Subtotal:	<u>8,239.01</u>	<u>0.00</u>	<u>8,239.01</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>119,388.81</u></u>	<u><u>0.00</u></u>	<u><u>119,388.81</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 283 CULTIVATING READERS FUND</b>				
<u>Current Assets</u>				
283 111100	Cash in Bank	3,238.20	(861.58)	2,376.62
	Current Assets Subtotal:	<u>3,238.20</u>	<u>(861.58)</u>	<u>2,376.62</u>
<u>Other Assets</u>				
283 114000	ACCOUNTS RECEIVABLE - CULTIVATING READERS	17,140.67	0.00	17,140.67
	Other Assets Subtotal:	<u>17,140.67</u>	<u>0.00</u>	<u>17,140.67</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>20,378.87</u></u>	<u><u>(861.58)</u></u>	<u><u>19,517.29</u></u>
<u>Current Liabilities</u>				
283 221000	DEFERRED REVENUE - CULTIVATING READERS	10,117.86	0.00	10,117.86
	Current Liabilities Subtotal:	<u>10,117.86</u>	<u>0.00</u>	<u>10,117.86</u>
<u>Fund Balance</u>				
283 320100	Designated Fund Balance	10,261.01	(861.58)	9,399.43
	Fund Balance Subtotal:	<u>10,261.01</u>	<u>(861.58)</u>	<u>9,399.43</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>20,378.87</u></u>	<u><u>(861.58)</u></u>	<u><u>19,517.29</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 290 NUTRITION FUND</b>				
<u>Current Assets</u>				
290 111100	Cash in Bank	(443,405.16)	0.00	(443,405.16)
290 111100 001	PAYROLL CASH	23,060.82	(40,825.48)	(17,764.66)
290 111101	CASH IN BANK	815,995.55	(33,372.54)	782,623.01
	Current Assets Subtotal:	<u>395,651.21</u>	<u>(74,198.02)</u>	<u>321,453.19</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>395,651.21</u>	<u>(74,198.02)</u>	<u>321,453.19</u>
<u>Current Liabilities</u>				
290 217100	SALARIES PAYABLE--FOOD SERVICE	40,546.44	0.00	40,546.44
290 217200	BENEFITS PAYABLE - FOOD SERVICE	20,197.79	0.00	20,197.79
290 218101	FIT PAYABLE	0.00	0.00	0.00
290 218102	STATE PAYABLE	0.00	0.00	0.00
290 218103	FICA PAYABLE	0.00	0.00	0.00
290 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
290 218105	INSURANCE PAYABLE	0.00	0.00	0.00
290 218106	TSA PAYABLE	0.00	0.00	0.00
290 218108	MISC PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>60,744.23</u>	<u>0.00</u>	<u>60,744.23</u>
<u>Fund Balance</u>				
290 320100	FUND BALANCE - FOOD SERVICE	334,906.98	(74,198.02)	260,708.96
	Fund Balance Subtotal:	<u>334,906.98</u>	<u>(74,198.02)</u>	<u>260,708.96</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>395,651.21</u>	<u>(74,198.02)</u>	<u>321,453.19</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 420 PLANT FACILITY FUND</b>				
<u>Current Assets</u>				
420 111100	Cash in Bank	1,057,343.94	1,286.45	1,058,630.39
	Current Assets Subtotal:	<u>1,057,343.94</u>	<u>1,286.45</u>	<u>1,058,630.39</u>
<u>Other Assets</u>				
420 113000	TAXES RECEIVABLE - PLANT FACILITY	195,578.45	0.00	195,578.45
	Other Assets Subtotal:	<u>195,578.45</u>	<u>0.00</u>	<u>195,578.45</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>1,252,922.39</u></u>	<u><u>1,286.45</u></u>	<u><u>1,254,208.84</u></u>
<u>Current Liabilities</u>				
420 221000	DEFERRED REVENUE - PLANT FACILITY	26,956.16	0.00	26,956.16
	Current Liabilities Subtotal:	<u>26,956.16</u>	<u>0.00</u>	<u>26,956.16</u>
<u>Fund Balance</u>				
420 320100	Designated Fund Balance	1,225,966.23	1,286.45	1,227,252.68
	Fund Balance Subtotal:	<u>1,225,966.23</u>	<u>1,286.45</u>	<u>1,227,252.68</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>1,252,922.39</u></u>	<u><u>1,286.45</u></u>	<u><u>1,254,208.84</u></u>

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

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 435 School District Facilities Fund</b>				
<u>Current Assets</u>				
435 111100	CASH IN BANK	1,111,410.00	0.00	1,111,410.00
	Current Assets Subtotal:	<u>1,111,410.00</u>	<u>0.00</u>	<u>1,111,410.00</u>
	<span style="border: 1px solid black;">Total Assets and Deferred Outflows of Resources:</span>	<u>1,111,410.00</u>	<u>0.00</u>	<u>1,111,410.00</u>
<u>Fund Balance</u>				
435 320100	DESIGNATED FUND BALANCE	1,111,410.00	0.00	1,111,410.00
	Fund Balance Subtotal:	<u>1,111,410.00</u>	<u>0.00</u>	<u>1,111,410.00</u>
	<span style="border: 1px solid black;">Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</span>	<u>1,111,410.00</u>	<u>0.00</u>	<u>1,111,410.00</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 436 School Modernization Facilities Fund</b>				
<u>Current Assets</u>				
436 111100	MODERNIZATION EXPENSE HOLDING	0.00	0.00	0.00
436 111101	CASH IN BANK	10,987,655.24	0.00	10,987,655.24
	Current Assets Subtotal:	<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>
<u>Fund Balance</u>				
436 320100	DESIGNATED FUND BALANCE	10,987,655.24	0.00	10,987,655.24
	Fund Balance Subtotal:	<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 720 BRIGHT FUND</b>				
<u>Current Assets</u>				
720 111100	Cash in Bank	153,614.47	(1,359.64)	152,254.83
	Current Assets Subtotal:	153,614.47	(1,359.64)	152,254.83
	<b>Total Assets and Deferred Outflows of Resources:</b>	<b>153,614.47</b>	<b>(1,359.64)</b>	<b>152,254.83</b>
<u>Current Liabilities</u>				
720 218101	FIT PAYABLE	0.00	0.00	0.00
720 218102	STATE PAYABLE	0.00	0.00	0.00
720 218103	FICA PAYABLE	0.00	0.00	0.00
720 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
720 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
720 320100	Designated Fund Balance	153,614.47	(1,359.64)	152,254.83
	Fund Balance Subtotal:	153,614.47	(1,359.64)	152,254.83
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<b>153,614.47</b>	<b>(1,359.64)</b>	<b>152,254.83</b>

**Revenue/Expenditure Summary Report with Profit and Loss**

06/15/2026 12:33 PM

User ID: MCKENSHEL

Account Type ID		Revised Budget	Month to Date	Year to Date	Budget Balance
Fund Number 100	GENERAL FUND (M&O) FUND				
8	Revenue	20,154,074.00	1,692,831.66	21,789,287.13	(1,635,213.13)
9	Expenditure	20,654,074.00	1,700,413.09	18,492,709.85	2,161,364.15
100	GENERAL FUND (M&O) FUND	<u>(500,000.00)</u>	<u>(7,581.43)</u>	<u>3,296,577.28</u>	
Fund Number 220	FOREST RESERVE FUND				
8	Revenue	9,388.37	50,077.02	50,077.02	(40,688.65)
9	Expenditure	9,338.37	0.00	0.00	9,338.37
220	FOREST RESERVE FUND	<u>50.00</u>	<u>50,077.02</u>	<u>50,077.02</u>	
Fund Number 231	DEDICATED AFTER SCHOOL FUND				
8	Revenue	0.00	0.00	(5,444.92)	5,444.92
231	DEDICATED AFTER SCHOOL FUND	<u>0.00</u>	<u>0.00</u>	<u>(5,444.92)</u>	
Fund Number 238	STUDENT ACTIVITY FUND				
8	Revenue	400,000.00	0.00	0.00	400,000.00
9	Expenditure	400,000.00	0.00	0.00	400,000.00
238	STUDENT ACTIVITY FUND	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Fund Number 241	DRIVERS ED FUND				
8	Revenue	59,250.00	11,775.00	57,425.00	1,825.00
9	Expenditure	69,132.00	715.15	62,847.60	6,284.40
241	DRIVERS ED FUND	<u>(9,882.00)</u>	<u>11,059.85</u>	<u>(5,422.60)</u>	
Fund Number 243	PROFESSIONAL TECHNICAL FUND				
8	Revenue	85,000.00	17,600.65	153,582.02	(68,582.02)
9	Expenditure	85,000.00	14,648.20	124,286.90	(39,286.90)
243	PROFESSIONAL TECHNICAL FUND	<u>0.00</u>	<u>2,952.45</u>	<u>29,295.12</u>	
Fund Number 245	TECHNOLOGY FUND				
8	Revenue	349,963.00	0.00	506,243.86	(156,280.86)
9	Expenditure	349,963.00	27,253.85	352,536.32	(2,573.32)
245	TECHNOLOGY FUND	<u>0.00</u>	<u>(27,253.85)</u>	<u>153,707.54</u>	
Fund Number 246	SAFE AND DRUG FREE FUND				
8	Revenue	31,406.00	0.00	40,665.50	(9,259.50)
9	Expenditure	31,406.00	96,664.00	96,664.00	(65,258.00)
246	SAFE AND DRUG FREE FUND	<u>0.00</u>	<u>(96,664.00)</u>	<u>(55,998.50)</u>	
Fund Number 251	TITLE I-A FUND				
8	Revenue	263,587.00	0.00	514,021.06	(250,434.06)
9	Expenditure	263,587.00	11,857.17	108,357.22	155,229.78
251	TITLE I-A FUND	<u>0.00</u>	<u>(11,857.17)</u>	<u>405,663.84</u>	
Fund Number 257	IDEA PART B FUND				
8	Revenue	453,897.00	0.00	0.00	453,897.00
9	Expenditure	453,897.00	30,994.26	561,093.84	(107,196.84)
257	IDEA PART B FUND	<u>0.00</u>	<u>(30,994.26)</u>	<u>(561,093.84)</u>	
Fund Number 258	IDEA PART B-PRESCHOOL FUND				
8	Revenue	15,006.00	0.00	0.00	15,006.00
9	Expenditure	15,006.00	1,534.30	16,637.62	(1,631.62)
258	IDEA PART B-PRESCHOOL FUND	<u>0.00</u>	<u>(1,534.30)</u>	<u>(16,637.62)</u>	
Fund Number 260	SCHOOL BASED MEDICAID FUND				
8	Revenue	410,000.00	94,831.96	444,552.17	(34,552.17)
9	Expenditure	410,000.00	45,712.51	203,898.97	206,101.03

**Revenue/Expenditure Summary Report with Profit and Loss**

06/15/2026 12:33 PM

User ID: MCKENSHEL

Account Type ID		Revised Budget	Month to Date	Year to Date	Budget Balance
260	SCHOOL BASED MEDICAID FUND	0.00	49,119.45	240,653.20	
Fund Number 261	TITLE IV-A FUND				
8	Revenue	26,845.00	0.00	64,873.14	(38,028.14)
9	Expenditure	26,845.00	0.00	4,552.18	22,292.82
261	TITLE IV-A FUND	0.00	0.00	60,320.96	
Fund Number 263	PERKINS III - PROF/TECH ACT FUND				
8	Revenue	30,000.00	0.00	4,399.16	25,600.84
9	Expenditure	30,000.00	0.00	26,378.37	3,621.63
263	PERKINS III - PROF/TECH ACT FUND	0.00	0.00	(21,979.21)	
Fund Number 270	Title III - ELL				
8	Revenue	18,209.00	0.00	0.00	18,209.00
9	Expenditure	18,209.00	0.00	0.00	18,209.00
270	Title III - ELL	0.00	0.00	0.00	
Fund Number 271	TITLE II-A FUND				
8	Revenue	55,358.00	0.00	10,000.00	45,358.00
9	Expenditure	55,358.00	0.00	1,760.99	53,597.01
271	TITLE II-A FUND	0.00	0.00	8,239.01	
Fund Number 283	CULTIVATING READERS FUND				
8	Revenue	0.00	0.00	11,468.87	(11,468.87)
9	Expenditure	0.00	861.58	2,069.44	(2,069.44)
283	CULTIVATING READERS FUND	0.00	(861.58)	9,399.43	
Fund Number 290	NUTRITION FUND				
8	Revenue	815,000.00	(861.64)	696,611.50	118,388.50
9	Expenditure	1,065,000.00	73,336.38	841,745.46	223,254.54
290	NUTRITION FUND	(250,000.00)	(74,198.02)	(145,133.96)	
Fund Number 420	PLANT FACILITY FUND				
8	Revenue	0.00	1,286.45	198,973.60	(198,973.60)
9	Expenditure	460,000.00	0.00	0.00	460,000.00
420	PLANT FACILITY FUND	(460,000.00)	1,286.45	198,973.60	
Fund Number 424	BUS DEPRECIATION FUND				
9	Expenditure	0.00	0.00	164,213.21	(164,213.21)
424	BUS DEPRECIATION FUND	0.00	0.00	(164,213.21)	
Fund Number 435	School District Facilities Fund				
8	Revenue	1,000,000.00	0.00	1,111,410.00	(111,410.00)
9	Expenditure	1,304,100.00	0.00	0.00	1,304,100.00
435	School District Facilities Fund	(304,100.00)	0.00	1,111,410.00	
Fund Number 436	School Modernization Facilities Fund				
8	Revenue	384,000.00	0.00	0.00	384,000.00
9	Expenditure	11,264,711.00	0.00	33,682.65	11,231,028.35
436	School Modernization Facilities Fund	(10,880,711.00)	0.00	(33,682.65)	
Fund Number 720	BRIGHT FUND				
8	Revenue	29,615.00	0.00	32,134.00	(2,519.00)
9	Expenditure	29,615.00	1,359.64	27,123.59	2,491.41
720	BRIGHT FUND	0.00	(1,359.64)	5,010.41	
Grand Total:		(12,404,643.00)	(137,809.03)	4,559,720.90	

Checking Account: 1

GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
Check Number: 663      Check Type: Automatic Payment    Check Date: 05/12/2026    Vendor: AMAZONCAPI    AMAZON CAPITAL SERVICES      Check Total: 419.86					
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4XRY	04/23/2026		Post-it Sticky Tabs	100 632 410 0000	4.34
4XRY	04/23/2026		Avery Plastic Dividers	100 632 410 0000	10.10
4XRY	04/23/2026		Credit	100 632 410 0000	(2.89)
G7GD	04/28/2026		Alkaline Batteries	100 661 410 0096	39.95
G7GD	04/28/2026		Batteries	100 661 410 0096	47.66
GK6K	04/28/2026		Chain Link Fence Sign Mount Bracket	100 665 410 0000	46.99
GK9G	04/28/2026		Sharp Atomic Clock	100 664 410 0000	55.19
JDWH	04/21/2026		Vertical Signs for the track	100 665 410 0000	118.26
JDWH	04/21/2026		Vertical Signs for the track	100 665 410 0000	100.26
Check Number: 664      Check Type: Automatic Payment    Check Date: 05/12/2026    Vendor: GREATAMERI    GREAT AMERICA FINANCIAL      Check Total: 12,014.61					
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
41900854	05/04/2026		May 2026 Copier Lease	100 641 322 0000	4,607.61
41917956	05/05/2026		Dynabook Laptops	245 623 410 0000	7,407.00
Check Number: 665      Check Type: Automatic Payment    Check Date: 05/12/2026    Vendor: ROCKYMOUN1    ROCKY MOUNTAIN POWER      Check Total: 19,850.00					
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
043026	04/30/2026		April 2026 Electricity-District	100 661 331 0000	318.92
043026	04/30/2026		April 2026 Electricity- PHS	100 661 331 0096	7,955.04
043026	04/30/2026		April 2026 Electricity- PJH	100 661 331 0291	2,731.95
043026	04/30/2026		April 2026 Electricity- Oakwood	100 661 331 0497	2,657.50
043026	04/30/2026		April 2026 Electricity-Pioneer	100 661 331 0499	5,801.27
043026	04/30/2026		April 2026 Electricity-FCHS	100 661 331 8844	240.64
043026	04/30/2026		April 2026 Electricity-Transportation	100 681 331 0000	144.68
Check Number: 666      Check Type: Automatic Payment    Check Date: 05/12/2026    Vendor: VERIZONWIR    VERIZON WIRELESS      Check Total: 97.44					
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6142276731	04/28/2026		Nurse Mobile Phone Charges	100 681 354 0000	38.71
6142276731	04/28/2026		L Harrison Phone Charges	100 681 354 0000	38.71
6142276731	04/28/2026		Tablet - Thomas, G	100 691 350 0000	20.02
Check Number: 667      Check Type: Automatic Payment    Check Date: 05/12/2026    Vendor: VISA    VISA      Check Total: 1,103.01					
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
043026-Gary	04/30/2026		Bereavement Planter/Flower	100 632 410 0000	42.39
043026-Shelby	04/28/2026		Zoom.com	100 632 410 0000	202.98
043026-Shelby	04/28/2026		CCI JSign	100 632 410 0000	19.99
043026-Shelby	04/28/2026		Taxbandits	100 632 410 0000	5.95
043026-Shelby	04/28/2026		ChatGPT	100 632 410 0000	720.00
043026-Shelby	04/28/2026		Admin Asst Appreciation	100 632 410 0000	73.76
043026-Shelby	04/28/2026		District Office	100 632 410 0000	25.74
043026-Shelby	04/28/2026		USPS for Maintenance Return	100 664 410 0000	12.20

**Detail Check Register**

Checking Account: 1

**GENERAL CHECKING**

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
668	Automatic Payment	05/12/2026	WEXBANK	WEX BANK	2,539.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
11256850	04/30/2026		March 2026 Ag/FFA	100 532 380 0000	83.88
11256850	04/30/2026		March 2026 Activities Fuel	100 532 380 0000	985.08
11256850	04/30/2026		March 2026 Maintenance	100 664 410 0000	496.72
11256850	04/30/2026		March 2026 Grounds Maintenance	100 665 410 0000	316.41
11256850	04/30/2026		March 2026 To/From	100 681 422 0000	105.24
11256850	04/30/2026		March 2026 District Admin Fuel	100 681 422 0000	259.34
11256850	04/30/2026		March 2026 Trans Truck Fuel	100 683 420 0000	97.70
11256850	04/30/2026		March 2026 Drivers Ed	241 515 380 0000	195.15
679	Automatic Payment	05/27/2026	AMAZONCAPI	AMAZON CAPITAL SERVICES	387.92
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9KR4	05/05/2026		Sharpie Marker	100 661 410 0096	8.99
9KR4	05/05/2026		Pilot Gel Pens	100 661 410 0096	10.66
9KR4	05/05/2026		Pilot Gel Pens	100 661 410 0096	10.73
D6PQ	04/30/2026		Field Painter Keg	100 665 410 0000	129.99
FWMG	05/07/2026		Backwash Hose Heavy Duty	100 665 410 0000	39.98
PQWC	03/17/2026		Keyboard	100 632 410 0000	24.99
PQWC	03/17/2026		Mouse Pad	100 632 410 0000	12.99
WL47	02/12/2026		Janitorial Cart	100 664 410 0499	149.59
680	Automatic Payment	05/27/2026	IDAHOSTAT5	IDAHO STATE TAX COMMISSION	769.46
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
050126	05/15/2026		Pioneer Sales Tax	100 223100	8.40
050126	05/15/2026		PJH Sales Tax	100 223100	105.72
050126	05/15/2026		PHS Sales Tax	100 223100	655.34
5840	Check	05/12/2026	801TECHNO	801 Technology LL	750.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2357	05/03/2026	Tech PO 45-26	CAT6 Cable Run to Camera Location	100 664 410 0291	600.00
2357	05/03/2026	Tech PO 45-26	Camera Install	100 664 410 0291	150.00
5841	Check	05/12/2026	ALSCO	ALSCO	83.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
LBLA2671086	04/22/2026		Bus Shop Laundry	100 681 330 0000	41.65
LBLA2672789	04/29/2026		Bus Shop Laundry	100 681 330 0000	41.65
5842	Check	05/12/2026	ANDERSONSI	ANDERSON'S INC	87.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2215672	04/20/2026		Return Pleated Filter	100 664 410 0096	(59.05)
2228459	01/29/2026		Pleated Filter	100 664 410 0096	76.14
2228459	01/29/2026		Pleated Filter	100 664 410 0096	70.31

**Detail Check Register**

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 5843	Check Type: Check	Check Date: 05/12/2026	Vendor: BESTWESTE5	Best Western Plus Coeur d' Alene Inn	Check Total:	595.35	
9005	05/04/2026		Lodging Orchestra	100 532 380 0000	595.35		
Check Number: 5844	Check Type: Check	Check Date: 05/12/2026	Vendor: BOSTWAUDR	Audrey Bostwick	Check Total:	225.00	
042826	04/28/2026		Reimbursement Concurrent Enrollment	100 515 312 0096 315	225.00		
Check Number: 5845	Check Type: Check	Check Date: 05/12/2026	Vendor: BUETTTFENC	BUETTS FENCE COMPANY LLC	Check Total:	1,575.00	
01593	05/07/2026		50' of 6' CLK Sleeves	100 665 410 0000	1,575.00		
Check Number: 5846	Check Type: Check	Check Date: 05/12/2026	Vendor: BURBATUCK	Tucker Burbank	Check Total:	225.00	
042826	04/28/2026		Reimbursement Concurrent Enrollment	100 515 312 0096 315	225.00		
Check Number: 5847	Check Type: Check	Check Date: 05/12/2026	Vendor: CAXTONPRIN	CAXTON PRINTERS LTD.	Check Total:	5,004.96	
1063540	04/23/2026	OE25221	Cardstock -Blue, Green, Orange, Yellow	100 512 410 0497 312	1,173.97		
1063540	04/23/2026	OE25221	Colored Paper	100 512 410 0497 312	3,830.99		
Check Number: 5848	Check Type: Check	Check Date: 05/12/2026	Vendor: CHEMSEARCH	CHEMSEARCH	Check Total:	914.59	
9601243	04/27/2026		Contract Water Treatment Program	100 664 410 0096	914.59		
Check Number: 5849	Check Type: Check	Check Date: 05/12/2026	Vendor: VALLEYIMPL	Valley Implement	Check Total:	238.28	
P8529801	04/29/2026		Femal NPT Swiv	100 664 410 0499	43.23		
P8529801	04/29/2026		Hyd Fitting	100 664 410 0499	30.67		
P8529801	04/29/2026		Hyd Hose	100 664 410 0499	37.88		
P8539301	04/30/2026		Bulk Def Fluid Oil	100 681 422 0000	126.50		
Check Number: 5850	Check Type: Check	Check Date: 05/12/2026	Vendor: CURRICULUM	CURRICULUM ASSOCIATES LLC	Check Total:	1,461.60	
90942078	01/22/2026	OE25138	Phonics for Reading Second Level	100 512 410 0497 312	495.00		
90942078	01/22/2026	OE25138	Phonics for Reading First Level	100 512 410 0497 312	180.00		
90942078	01/22/2026	OE25138	Phonics for Reading Third Level	100 512 410 0497 312	270.00		
90942078	01/22/2026	OE25138	Freight	100 512 410 0497 312	113.40		
90954567	04/29/2026	OE25244	Phonics for Reading First Level	100 512 410 0497 312	180.00		
90954567	04/29/2026	OE25244	Phonics for Reading Second Level	100 512 410 0497 312	180.00		
90954567	04/29/2026	OE25244	Shipping	100 512 410 0497 312	43.20		
Check Number: 5851	Check Type: Check	Check Date: 05/12/2026	Vendor: DEXIMAGIN	Dex Imaging	Check Total:	2,105.92	
AR15229821	04/28/2026		Staples - Teachers Lounge Oakwood	100 512 410 0497	100.00		

Checking Account: 1		GENERAL CHECKING			
AR15234032	04/29/2026		Oakwood Faculty Room Overage	100 512 410 0497	153.94
AR15234032	04/29/2026		Oakwood Teacher Overage	100 512 410 0497	219.50
AR15234032	04/29/2026		Oakwood Office Overage	100 512 410 0497	15.47
AR15234032	04/29/2026		Oakwood Room 52 Overage	100 512 410 0497	1.75
AR15234032	04/29/2026		Pioneer Office Overage	100 512 410 0499	7.53
AR15234032	04/29/2026		Pioneer Workroom Overage	100 512 410 0499	253.77
AR15234032	04/29/2026		Pioneer Workroom 14 Overage	100 512 410 0499	135.73
AR15234032	04/29/2026		PHS Basement Overage	100 515 410 0096	69.30
AR15234032	04/29/2026		PHS Band Building Overage	100 515 410 0096	150.01
AR15234032	04/29/2026		PHS Library Overage	100 515 410 0096	63.60
AR15234032	04/29/2026		PHS Office Overage	100 515 410 0096	11.67
AR15234032	04/29/2026		PHS Upstairs Overage	100 515 410 0096	272.44
AR15234032	04/29/2026		PHS Upstairs Office Overage	100 515 410 0096	2.07
AR15234032	04/29/2026		PJH Overage	100 515 410 0291	253.72
AR15234032	04/29/2026		PJH Faculty Room Overage	100 515 410 0291	27.00
AR15234032	04/29/2026		PJH Teachers Lounge Overage	100 515 410 0291	239.57
AR15234032	04/29/2026		PJH Office Overage	100 515 410 0291	10.19
AR15234032	04/29/2026		FCHS Copier Overage	100 517 410 8844	20.83
AR15234032	04/29/2026		District Copier Overage	100 632 410 0000	4.61
AR15240533	05/01/2026		Staple Cartridges -Teachers Lounge	100 515 410 0291	93.22
Check Number: 5852	Check Type: Check	Check Date: 05/12/2026	Vendor: DIRECTCOMM	DIRECT COMMUNICATIONS	Check Total: 917.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
19750498	05/01/2026		May Internet Services	100 632 310 0000	917.00
Check Number: 5853	Check Type: Check	Check Date: 05/12/2026	Vendor: EARLSHER	Sheridee Earl	Check Total: 100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
090125	09/01/2025		Dyslexia: Reading & Writing	100 515 370 0000	100.00
Check Number: 5854	Check Type: Check	Check Date: 05/12/2026	Vendor: ELITEMECHA	ELITE MECHANICAL	Check Total: 537.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4199	04/17/2026		Replaced T-stat Ag Building	100 664 410 0096	187.50
4206	04/29/2026		Balancing Valve for Furnace	100 664 410 0499	350.00
Check Number: 5855	Check Type: Check	Check Date: 05/12/2026	Vendor: ELUMA	eLuma Online Therapy	Check Total: 1,400.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16987	05/01/2026		April SLP Evaluation	257 521 300 0000	1,400.00
Check Number: 5856	Check Type: Check	Check Date: 05/12/2026	Vendor: FRANKLINC5	FRANKLIN COUNTY LANDFILL	Check Total: 766.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7731	05/01/2026		Extra Pickup Fee PHS	100 661 336 0096	205.40
7731	05/01/2026		Extra Pickup Fee PJH	100 661 336 0291	205.40
7731	05/01/2026		Extra Pickup Fee Oakwood	100 661 336 0497	205.40

**Detail Check Register**

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7731	05/01/2026		Extra Pickup Fee Pioneer	100 661 336 0499	150.10	
Check Number: 5857	Check Type: Check	Check Date: 05/12/2026	Vendor: GRANITETEL	GRANITE TELECOMMUNICATIONS	Check Total:	1,587.08
743888065	05/01/2026		May Landline Services	100 661 350 0000	1,587.08	
Check Number: 5858	Check Type: Check	Check Date: 05/12/2026	Vendor: HIGHALTITU	HIGH ALTITUDE COMMUNICATIONS	Check Total:	1,000.00
000004	04/30/2026		Kenwood 16 channel radio	100 664 410 0000	1,000.00	
Check Number: 5859	Check Type: Check	Check Date: 05/12/2026	Vendor: HOLINKALAW	HOLINKA LAW P.C.	Check Total:	722.00
1457	04/23/2026		April Legal Counsel	100 632 315 0000	722.00	
Check Number: 5860	Check Type: Check	Check Date: 05/12/2026	Vendor: IDAHODIGIT	IDAHO DIGITAL LEARNING ACADEMY	Check Total:	320.00
201349-1	04/27/2026		Drivers Ed - Bond, R	241 515 314 0000	40.00	
201349-1	04/27/2026		Drivers Ed - Burns, L	241 515 314 0000	40.00	
201349-1	04/27/2026		Drivers Ed - Crosland, A	241 515 314 0000	40.00	
201349-1	04/27/2026		Drivers Ed - Hansen, M	241 515 314 0000	40.00	
201349-1	04/27/2026		Drivers Ed - Olsen, H	241 515 314 0000	40.00	
201349-1	04/27/2026		Drivers Ed - Wilcox, A	241 515 314 0000	40.00	
201349-1	04/27/2026		Drivers Ed - Wilcox, B	241 515 314 0000	40.00	
201349-1	04/27/2026		Drivers Ed - Williams, J	241 515 314 0000	40.00	
Check Number: 5861	Check Type: Check	Check Date: 05/12/2026	Vendor: IDHW	IDHW	Check Total:	31,316.67
043026	04/30/2026		April Medicaid Match Program	260 616 395 0000	31,316.67	
Check Number: 5862	Check Type: Check	Check Date: 05/12/2026	Vendor: IMLSECURIT	IML Security Supply	Check Total:	166.00
5019122	04/23/2026		Modular Housing Interchangeability	100 664 410 0497	93.00	
5024158	04/27/2026		Modular Housing Interchangeability	100 664 410 0497	73.00	
Check Number: 5863	Check Type: Check	Check Date: 05/12/2026	Vendor: IXLLEARNIN	IXL LEARNING	Check Total:	6,625.00
1610349-1	05/12/2026		IXL Site License Math	100 512 410 0497 312	6,625.00	
Check Number: 5864	Check Type: Check	Check Date: 05/12/2026	Vendor: LAWSONPROD	LAWSON PRODUCTS INC	Check Total:	86.40
9313427569	04/29/2026		Gloss Black Maintenance Paint	100 681 425 0000	86.40	
Check Number: 5865	Check Type: Check	Check Date: 05/12/2026	Vendor: OAKWOODELE	OAKWOOD ELEMENTARY SCHOOL	Check Total:	1,147.85
GWDP	04/29/2026	OE25241	Foam Clay	720 512 310 0000	138.49	

**Detail Check Register**

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>				
GWDP	04/29/2026	OE25241	Coffee Filters	720 512 310 0000	29.40	
GWDP	04/29/2026	OE25241	Pipe Cleaners	720 512 310 0000	62.67	
GWDP	04/29/2026	OE25241	Paper Plates	720 512 310 0000	54.10	
GWDP	04/29/2026	OE25241	Scissors	720 512 310 0000	29.69	
GWDP	04/29/2026	OE25241	Colored Pencils	720 512 310 0000	67.66	
GWDP	04/29/2026	OE25241	Washable Markers	720 512 310 0000	71.98	
GWDP	04/29/2026	OE25241	Glue Stick	720 512 310 0000	80.94	
GWDP	04/29/2026	OE25241	Glue Stick	720 512 310 0000	161.88	
GWDP	04/29/2026	OE25241	Watercolor Paint	720 512 310 0000	274.95	
GWDP	04/29/2026	OE25241	Pom Pom	720 512 310 0000	20.97	
GWDP	04/29/2026	OE25241	Crayons	720 512 310 0000	139.74	
GWDP	04/29/2026	OE25241	Googley Eyes	720 512 310 0000	15.38	
Check Number: 5866	Check Type: Check	Check Date: 05/12/2026	Vendor: PERRYCOLL	Collan Perry	Check Total: 37.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
040226	04/02/2026		Tech Crew	100 532 110 0000	37.50	
Check Number: 5867	Check Type: Check	Check Date: 05/12/2026	Vendor: PHILLBRAD	Bradley Phillips	Check Total: 104.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050826	05/08/2026		Meal Reimbursement Baseball	100 532 380 0000	104.00	
Check Number: 5868	Check Type: Check	Check Date: 05/12/2026	Vendor: PIONEERELE	PIONEER ELEMENTARY SCHOOL	Check Total: 200.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050726	05/07/2026		Retirement-Murray, C	100 641 410 0000	100.00	
050726	05/07/2026		Retirement-White, T	100 641 410 0000	100.00	
Check Number: 5869	Check Type: Check	Check Date: 05/12/2026	Vendor: POWERSCHOO	POWERSCHOOL	Check Total: 19,846.85	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
Q-841704-1	05/04/2026		PowerSchool Maintenance/Support 26-27	245 623 310 0000	19,846.85	
Check Number: 5870	Check Type: Check	Check Date: 05/12/2026	Vendor: PRECISIOND	PRECISION DIESEL SERVICE	Check Total: 312.85	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
10994	04/27/2026		Height Control Valve	100 681 425 0000	255.40	
10994	04/27/2026		Male Elbow t Connect Air Brake Fitting	100 681 425 0000	57.45	
Check Number: 5871	Check Type: Check	Check Date: 05/12/2026	Vendor: PRESTONAUT	PRESTON AUTO PARTS	Check Total: 55.94	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6546-311057	04/27/2026		Wheel Bolt	100 665 410 0000	2.53	
6546-311383	05/04/2026		Hose	100 665 410 0000	15.25	
6546-311383	05/04/2026		fitting	100 665 410 0000	38.16	
Check Number: 5872	Check Type: Check	Check Date: 05/12/2026	Vendor: PRESTONCIT	PRESTON CITIZEN	Check Total: 66.20	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050726	05/07/2026		2026-2027 Newspaper Renewal	100 632 410 0000	66.20	

**Detail Check Register**

**Checking Account: 1**

**GENERAL CHECKING**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
043026	04/30/2026		April 2026 Water/Sewer PHS	100 661 332 0096	741.00
043026	04/30/2026		April 2026 Water/Sewer PJH	100 661 332 0291	247.00
043026	04/30/2026		April 2026 Water/Sewer Oakwood	100 661 332 0497	520.00
043026	04/30/2026		April 2026 Water/Sewer Pioneer	100 661 332 0499	267.50
043026	04/30/2026		April 2026 Water/Sewer FCHS	100 661 332 8844	202.00
043026	04/30/2026		April 2026 Water/Sewer District	100 661 335 0000	310.75
043026	04/30/2026		April 2026 Water/Sewer Transportation	100 681 353 0000	202.00

Check Number: 5873      Check Type: Check      Check Date: 05/12/2026      Vendor: PRESTONCI3      PRESTON CITY WATER DEPT.      Check Total: 2,490.25

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
050726	05/07/2026		Retirement -Sessions, J	100 641 410 0000	100.00
050726	05/07/2026		Retirement- Allred, S	100 641 410 0000	100.00
050726	05/07/2026		Retirement-Gifford, K	100 641 410 0000	100.00
050726	05/07/2026		Retirement-Comstock, R	100 641 410 0000	100.00
050726	05/07/2026		Retirement-Green, N	100 641 410 0000	100.00
050726	05/07/2026		Retirement-Cunningham, C	100 641 410 0000	100.00
P7CC & NHM9	04/18/2026	7077	Cord Cover	243 515 410 0096 090	41.80
P7CC & NHM9	04/18/2026	7077	Elastic	243 515 410 0096 090	38.97
P7CC & NHM9	04/18/2026	7077	Serger Thread White	243 515 410 0096 090	56.60
P7CC & NHM9	04/18/2026	7077	Serger Thread Black	243 515 410 0096 090	60.40
P7CC & NHM9	04/18/2026	7077	Bib Apron	243 515 410 0096 090	191.88
P7CC & NHM9	04/18/2026	7077	Cotton Fabric	243 515 410 0096 090	259.90
P7CC & NHM9	04/18/2026	7077	Singer Serger	243 515 410 0096 090	259.99
P7CC & NHM9	04/18/2026	7077	Storage Tote	243 515 410 0096 090	161.40
P7CC & NHM9	04/18/2026	7077	Rolling File Cabinet Cart	243 515 410 0096 090	85.98
P7CC & NHM9	04/18/2026	7077	Wire Shelf	243 515 410 0096 090	49.99
P7CC & NHM9	04/18/2026	7077	Broadcloth Fabric	243 515 410 0096 090	527.90
P7CC & NHM9	04/18/2026	7077	Index Cards	243 515 410 0096 090	30.55
P7CC & NHM9	04/18/2026	7077	Pin Holder	243 515 410 0096 090	97.86
P7CC & NHM9	04/18/2026	7077	Pin Holder	243 515 410 0096 090	111.84
P7CC & NHM9	04/18/2026	7077	Thread Rack	243 515 410 0096 090	69.95
P7CC & NHM9	04/18/2026	7077	Kitchen Scale	243 515 410 0096 090	60.55
P7CC & NHM9	04/18/2026	7077	Document Camera	243 515 410 0096 090	89.09
P7CC & NHM9	04/18/2026	7077	Wooden Spools	243 515 410 0096 090	9.79
P7CC & NHM9	04/18/2026	7077	Cotton Fabric	243 515 410 0096 090	259.90
P7CC & NHM9	04/18/2026	7077	Credit	243 515 410 0096 090	(1.53)

Check Number: 5874      Check Type: Check      Check Date: 05/12/2026      Vendor: PRESTONHIG      PRESTON HIGH SCHOOL      Check Total: 3,062.81

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
050726	05/07/2026		Retirement - Bohme, J	100 641 410 0000	100.00

Check Number: 5875      Check Type: Check      Check Date: 05/12/2026      Vendor: PRESTONJRH      PRESTON JUNIOR HIGH SCHOOL      Check Total: 200.00

Checking Account: 1		GENERAL CHECKING				
050726	05/07/2026		Retirement - Sessions, T	100 641 410 0000	100.00	
Check Number: 5876	Check Type: Check	Check Date: 05/12/2026	Vendor: PRESTONSC6	PRESTON SCHOOL LUNCH DEPT.	Check Total:	1,055.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
043026	04/30/2026		PHS Adult Lunch	100 710 410 0096	566.10	
043026	04/30/2026		Pioneer Adult Lunch	100 710 410 0499	10.20	
043026	04/30/2026		FCHS Adult Lunch	100 710 410 8844	479.40	
Check Number: 5877	Check Type: Check	Check Date: 05/12/2026	Vendor: PRESTONVAL	PRESTON VALLEY COUNTRY STORE	Check Total:	53.61
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
98333	05/04/2026		9V Batteries	100 665 410 0000	46.62	
98391	05/07/2026		Battery	100 664 410 0000	6.99	
Check Number: 5878	Check Type: Check	Check Date: 05/12/2026	Vendor: RELADYNE	RelaDyne West, LLC	Check Total:	5,582.74
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1363128-IN	04/27/2026		#2 Diesel Fuel Delivery	100 681 422 0000	5,582.74	
Check Number: 5879	Check Type: Check	Check Date: 05/12/2026	Vendor: RIVERSIDEH	RIVERSIDE HOTEL	Check Total:	597.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
463579	04/15/2026		Lodging - Knapp, B	100 532 380 0000	597.00	
Check Number: 5880	Check Type: Check	Check Date: 05/12/2026	Vendor: ROBSREPAIR	ROB'S REPAIRS AND WINDSHIELDS	Check Total:	200.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
677310	05/06/2026		Windshield Install	100 681 425 0000	200.00	
Check Number: 5881	Check Type: Check	Check Date: 05/12/2026	Vendor: RYTEL	RYTEL	Check Total:	2,374.65
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
17905	05/06/2026		May VOIP Services	100 651 310 0000	2,374.65	
Check Number: 5882	Check Type: Check	Check Date: 05/12/2026	Vendor: SCHOLASTI2	SCHOLASTIC BOOK CLUBS	Check Total:	140.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
14524548	03/18/2026		Books	100 512 410 0499 312	140.00	
Check Number: 5883	Check Type: Check	Check Date: 05/12/2026	Vendor: SEAMOAARO	AARON SEAMONS	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
07-2	04/27/2026		Vibration in differential	100 681 425 0000	75.00	
Check Number: 5884	Check Type: Check	Check Date: 05/12/2026	Vendor: SOUTHFORKH	SOUTH FORK HARDWARE	Check Total:	44.77
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
540706	04/30/2026		General Merchandise	100 664 410 0497	5.99	
540731	05/01/2026		Nuts, Bolts, Screws	100 664 410 0497	2.52	
540731	05/01/2026		SHCKWV HMR BIT	100 664 410 0497	7.29	
540917	05/04/2026		Marineweld Epoxy	100 661 410 0096	9.99	
540917	05/04/2026		J-B Weld Waterweld	100 661 410 0096	18.98	
Check Number: 5885	Check Type: Check	Check Date: 05/12/2026	Vendor: STANDARDPL	STANDARD PLUMBING SUPPLY CO	Check Total:	24.39

**Detail Check Register**

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
AKLZ25	04/30/2026		3/4 Garden Valve	100 665 410 0000	24.39	
Check Number: 5886	Check Type: Check	Check Date: 05/12/2026	Vendor: STATEDEPAR	STATE DEPARTMENT OF EDUCATION	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050726	05/07/2026		Recertification - Cannell, A	100 632 314 0000	75.00	
Check Number: 5887	Check Type: Check	Check Date: 05/12/2026	Vendor: STATEDEPTO	STATE DEPT. OF EDUCATION	Check Total:	32.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050726	05/07/2026		Employment - Hymas, M	100 632 410 0000	32.00	
Check Number: 5888	Check Type: Check	Check Date: 05/12/2026	Vendor: STATEOFIDA	STATE OF IDAHO	Check Total:	125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
H000322-2026	05/01/2026		Elevator Safety Program	100 664 314 0096	125.00	
Check Number: 5889	Check Type: Check	Check Date: 05/12/2026	Vendor: STOKESMARK	STOKES MARKET PLACE	Check Total:	140.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
66-656805	05/05/2026		Almond GR Switch (3)	100 661 410 0291	11.40	
66-656805	05/05/2026		Wasp Spray	100 661 410 0291	8.99	
66-656805	05/05/2026		MP Adhesive	100 661 410 0291	8.49	
66-656805	05/05/2026		HomePro Roller Refill	100 661 410 0291	9.29	
66-656805	05/05/2026		Raid Ant	100 661 410 0291	5.94	
66-656877	05/05/2026		Ant Bait	100 681 425 0000	5.99	
66-656877	05/05/2026		Mouse Trap	100 681 425 0000	6.99	
66-658261	05/06/2026		Fabuloso Cleaner (8)	100 661 410 0291	41.52	
66-658261	05/06/2026		2gal tank sprayer	100 661 410 0291	15.99	
66-658261	05/06/2026		TC Alcohol Isopro (3)	100 661 410 0291	11.91	
66-658261	05/06/2026		TC Alcohol Isopropyl (7)	100 661 410 0291	13.79	
Check Number: 5899	Check Type: Check	Check Date: 05/27/2026	Vendor: ALSCO	ALSCO	Check Total:	41.65
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
LBLA2676326	05/13/2026		Bus Shop Laundry	100 681 330 0000	41.65	
Check Number: 5900	Check Type: Check	Check Date: 05/27/2026	Vendor: BESTWESTE2	BEST WESTERN UNIVERSITY INN	Check Total:	3,129.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050626	05/26/2026	H7089	FFA State Lodging	100 532 380 0000	3,129.00	
Check Number: 5901	Check Type: Check	Check Date: 05/27/2026	Vendor: BESTWESTE3	BEST WESTERN VISTA INN	Check Total:	3,959.67
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
814	05/16/2026		Lodging State Track	100 532 380 0000	3,959.67	
Check Number: 5902	Check Type: Check	Check Date: 05/27/2026	Vendor: BOMGAARS	BOMGAARS	Check Total:	77.23
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
77060745	04/22/2026		Clamp	100 664 410 0000	1.99	
77061056	04/23/2026		Hex Key Set	100 661 410 0096	6.99	

Checking Account: 1		GENERAL CHECKING				
77061056	04/23/2026		Hex Key Set	100 661 410 0096		8.99
77062554	04/27/2026		Weatherstrip	100 661 410 0096		10.99
77062554	04/27/2026		Weatherstrip	100 661 410 0096		12.99
77062554	04/27/2026		Gauge	100 661 410 0096		3.29
77063940	05/01/2026		Fasteners	100 664 410 0499		3.00
77070385	05/14/2026		Fiberglass Shovel	100 665 410 0000		28.99
Check Number: 5903	Check Type: Check	Check Date: 05/27/2026	Vendor: BOWLETIA	TIA BOWLES	Check Total:	116.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051626	05/16/2026		Meal Reimbursement	100 532 380 0000	116.00	
Check Number: 5904	Check Type: Check	Check Date: 05/27/2026	Vendor: CHRISIDAR	Ida Christensen	Check Total:	211.79
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Supply Reimbursement	720 512 310 0000	211.79	
Check Number: 5905	Check Type: Check	Check Date: 05/27/2026	Vendor: VALLEYIMPL	Valley Implement	Check Total:	41.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
P8620801	05/12/2026		Blue Dischar	100 665 410 0000	41.00	
Check Number: 5906	Check Type: Check	Check Date: 05/27/2026	Vendor: CONSOLIDAT	CONSOLIDATED ELECTRICAL DIST.	Check Total:	1,135.93
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4205-1095422	05/12/2026		Downlight FX	100 664 410 0291	378.00	
4205-1095596	05/12/2026		20A GFCI RCPT	100 664 410 8844	50.93	
4205-1096036	05/20/2026		LED T8 Bulbs	100 664 410 0096	707.00	
Check Number: 5907	Check Type: Check	Check Date: 05/27/2026	Vendor: DEXIMAGIN	Dex Imaging	Check Total:	100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
AR15295696	05/08/2026		Staples Cartridge - PHS Upstairs	100 515 410 0096	100.00	
Check Number: 5908	Check Type: Check	Check Date: 05/27/2026	Vendor: FOLLESOFT	Follett Software, LLC	Check Total:	3,564.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1613215	05/15/2026		July 26-June 27 Hosted Renewal	100 622 430 0096	891.24	
1613215	05/15/2026		July 26-June 27 Hosted Renewal	100 622 430 0291	891.24	
1613215	05/15/2026		July 26-June 27 Hosted Renewal	100 622 430 0497	891.24	
1613215	05/15/2026		July 26-June 27 Hosted Renewal	100 622 430 0499	891.24	
Check Number: 5909	Check Type: Check	Check Date: 05/27/2026	Vendor: HANSEGLAS	HANSEN GLASS & PAINT	Check Total:	363.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0474	05/12/2026		30 7/8 x 43 1/8 Ins Unit	100 665 410 0000	250.00	
0474	05/12/2026		Arm Operator	100 665 410 0000	38.00	
0474	05/12/2026		Track	100 665 410 0000	20.00	
0474	05/12/2026		Labor	100 665 410 0000	55.00	
Check Number: 5910	Check Type: Check	Check Date: 05/27/2026	Vendor: HANSONJANI	HANSON JANITORIAL SUPPLY	Check Total:	2,522.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Checking Account: 1		GENERAL CHECKING				
793687	05/08/2026		Pro Link 60 Gal Liner	100 661 410 0096	291.78	
793952	05/08/2026		Nitrile Glove	100 661 410 8844	5.73	
793952	05/08/2026		Clario Pink Foam Skin Cleanser	100 661 410 8844	55.28	
793952	05/08/2026		Natural Roll Towel	100 661 410 8844	61.62	
793952	05/08/2026		Pro Link 60 gal Liner	100 661 410 8844	44.63	
793952	05/08/2026		Linpol Gloss 1 Liter	100 661 410 8844	11.61	
793952	05/08/2026		Bleach	100 661 410 8844	5.74	
793952	05/08/2026		Lavendar Clorox	100 661 410 8844	62.75	
794289	05/08/2026		Stix 20% Phosphoric Thick	100 661 410 0291	56.97	
794289	05/08/2026		Urinal Screen Melon Mist	100 661 410 0291	60.40	
794289	05/08/2026		Urinal Screen Mountain Air	100 661 410 0291	60.40	
794290	05/08/2026		Opticore 2 Ply Toilet Tissue	100 661 410 0497	171.18	
794290	05/08/2026		Natural Roll Towel	100 661 410 0497	308.10	
794290	05/08/2026		Clario Pink Foam Cleanser	100 661 410 0497	179.24	
794290	05/08/2026		Pro Link 12-16 Gal Liner	100 661 410 0497	207.25	
794290	05/08/2026		Pro Link 60 Gal Liner	100 661 410 0497	185.92	
794290	05/08/2026		Urinal Screen Mountain Air	100 661 410 0497	120.80	
794291	05/08/2026		Clario Pink Foam Skin Cleanser	100 661 410 0499	89.62	
794291	05/08/2026		Opticore 2 Ply Toilet Tissue	100 661 410 0499	228.24	
794291	05/08/2026		Pro Link 60 Gal Liner	100 661 410 0499	99.60	
794291	05/08/2026		STIX 20% Phosphoric	100 661 410 0499	132.48	
794291	05/08/2026		Pro Link 12-16 Gal Liner	100 661 410 0499	82.90	
Check Number: 5911      Check Type: Check      Check Date: 05/27/2026      Vendor: HORIZONAU      Horizon Automotive      Check Total: 114.31						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
76045	04/15/2026		Oil Change - 2020 Ford Transit Van	100 681 426 0000	88.32	
76045	04/15/2026		Oil Change Labor	100 681 426 0000	25.99	
Check Number: 5912      Check Type: Check      Check Date: 05/27/2026      Vendor: ISU      Idaho State University      Check Total: 1,500.00						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
05122026	05/12/2026		PacT Program Student Interns- prof dev	100 515 310 0291	1,500.00	
Check Number: 5913      Check Type: Check      Check Date: 05/27/2026      Vendor: IMLSECURIT      IML Security Supply      Check Total: 1,701.30						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5006155	04/14/2026		Keys	100 664 410 0497	103.00	
5056579	05/19/2026		Lever Cylinder	100 664 410 0497	515.00	
5056579	05/19/2026		Lever Cylinder Series	100 664 410 0497	1,030.00	
5056579	05/19/2026		Freight	100 664 410 0497	53.30	
Check Number: 5914      Check Type: Check      Check Date: 05/27/2026      Vendor: IPACOINC      IPACO INC      Check Total: 35,477.99						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
BL96028	05/12/2026		2 Lawn Mowers	100 665 410 0000	35,097.99	
BL96028	05/12/2026		Mulch Kit	100 665 410 0000	380.00	

Checking Account: 1

GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor	ISBA	Check Total
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5915	Check	05/27/2026	ISBA	ISBA	1,320.00
22635		03/31/2026		100 631 311 0000	1,125.00
22651		04/28/2026		100 631 311 0000	195.00
5916	Check	05/27/2026	RITERKINS	Kinsley Riter	40.83
052326		05/23/2026		100 532 380 0000	40.83
5917	Check	05/27/2026	LAWSONPROD	LAWSON PRODUCTS INC	101.28
9313467191		05/13/2026		100 681 425 0000	101.28
5918	Check	05/27/2026	LYONBRAN	Brandon Lyon	116.00
051626		05/16/2026		100 532 380 0000	116.00
5919	Check	05/27/2026	MCKENALL	Allie McKenzie	10.00
051326		05/13/2026		100 532 110 0000	10.00
5920	Check	05/27/2026	MIDAMRESE	Mid-American Research Chemical	157.93
0878743-IN		05/15/2026		100 681 425 0000	157.93
5921	Check	05/27/2026	OAKWOODELE	OAKWOOD ELEMENTARY SCHOOL	7,455.88
20260527		05/27/2026		100 621 470 0000	857.00
20260527		05/27/2026		100 621 470 0000	1,500.00
20260527		05/27/2026		100 621 470 0000	1,500.00
7FWX		05/12/2026	OE25246	100 512 410 0497 312	2,889.78
7FWX		05/12/2026	OE25246	100 512 410 0497 312	425.10
KDL1		05/12/2026	OE25275	100 512 410 0497	25.98
KDL1		05/12/2026	OE25275	100 512 410 0497	27.95
KDL1		05/12/2026	OE25275	100 512 410 0497	45.99
KDL1		05/12/2026	OE25275	100 512 410 0497	19.68
KDL1		05/12/2026	OE25275	100 512 410 0497	54.21
KDL1		05/12/2026	OE25275	100 512 410 0497	57.98
KDL1		05/12/2026	OE25275	100 512 410 0497	47.98
KDL1		05/12/2026	OE25275	100 512 410 0497	29.40
KDL1		05/12/2026	OE25275	100 512 410 0497	(25.17)
5922	Check	05/27/2026	PERFAUD	Performance Audio	362.80

**Detail Check Register**

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
000691288	05/09/2026		300 Watt Sealed Beam Lamp	100 664 410 0096	59.79
000691288	05/09/2026		500 Watt Sealed Beam Lamp	100 664 410 0096	74.14
000691288	05/09/2026		GLA Replacement Lamp	100 664 410 0096	53.97
000691288	05/09/2026		EGG Replacement Lamp	100 664 410 0096	174.90
Check Number: 5923	Check Type: Check	Check Date: 05/27/2026	Vendor: PIONEERELE	PIONEER ELEMENTARY SCHOOL	Check Total: 510.00
20260527	05/27/2026		K. Troumbley Alternative Seating Grant	100 621 470 0000	510.00
Check Number: 5924	Check Type: Check	Check Date: 05/27/2026	Vendor: PRESTONCI2	PRESTON CITY POLICE DEPARTMENT	Check Total: 96,664.00
05112026	05/11/2026		2025-2026 Resource Officer	246 515 310 0000	49,500.00
05112026	05/11/2026		2025-2026 Resource Officer	246 515 310 0000	47,164.00
Check Number: 5925	Check Type: Check	Check Date: 05/27/2026	Vendor: PRESTONHIG	PRESTON HIGH SCHOOL	Check Total: 2,398.40
050726A	05/07/2026	H7093	State Baseball Lodging	100 532 380 0000	1,750.00
051026	05/06/2026	H7091	Advisor Airfare	243 515 410 0096 090	648.40
Check Number: 5926	Check Type: Check	Check Date: 05/27/2026	Vendor: PRESTONJRH	PRESTON JUNIOR HIGH SCHOOL	Check Total: 1,000.00
20260527	05/27/2026		J. Dawson Nucor Grant Math Project	100 621 470 0000	1,000.00
Check Number: 5927	Check Type: Check	Check Date: 05/27/2026	Vendor: PRESTONSC6	PRESTON SCHOOL LUNCH DEPT.	Check Total: 1,035.30
051326	05/13/2026		Employee Appreciation Lunches	100 710 410 0096	255.00
051326	05/13/2026		Employee Appreciation Lunches	100 710 410 0291	219.30
051326	05/13/2026		Employee Appreciation Lunches	100 710 410 0497	270.30
051326	05/13/2026		Employee Appreciation Lunches	100 710 410 0499	270.30
051326	05/13/2026		Employee Appreciation Lunches	100 710 410 8844	20.40
Check Number: 5928	Check Type: Check	Check Date: 05/27/2026	Vendor: PRESTONVAL	PRESTON VALLEY COUNTRY STORE	Check Total: 943.48
A73527	05/06/2026		Bus Shop Propane Delivery	100 681 423 0000	509.12
A73598	05/13/2026		Bus Shop Propane Delivery	100 681 423 0000	434.36
Check Number: 5929	Check Type: Check	Check Date: 05/27/2026	Vendor: PRIESTLEYM	PRIESTLEY MENTAL HEALTH INC	Check Total: 14,395.84
051326	04/01/2020		CBRS Services	260 521 300 0000	14,395.84
Check Number: 5930	Check Type: Check	Check Date: 05/27/2026	Vendor: RSDISTRIBU	R & S DISTRIBUTING	Check Total: 596.41
125843	05/07/2026		Preserve Roll Towel	100 661 410 0499	220.68
125843	05/07/2026		Arsenal Window Cleaner	100 661 410 0499	99.88
125865	05/11/2026		Preserve Roll Towel	100 661 410 0096	275.85

Checking Account: 1

GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor	Detail Description	Chart of Account Number	Check Total
5931	Check	05/27/2026	REHABMART	Rehabmart eCommerce Solutions, LLC		7,194.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
124228	05/06/2026	H7059		Bladdar Scanner	243 515 410 0096 155	7,194.00
5932	Check	05/27/2026	REIDSDRAIN	REIDS DRAIN CLEANING		325.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
041326	04/13/2026			Oakwood Restroom	100 664 410 0497	325.00
5933	Check	05/27/2026	RELADYNE	RelaDyne West, LLC		4,768.94
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
05112026	05/11/2026			#2 Diesel Fuel Delivery	100 681 422 0000	4,748.99
05112026	05/11/2026			Handling Fee	100 681 422 0000	19.95
5934	Check	05/27/2026	RONKELLERT	RON KELLER TIRE		15.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
PRER-60495-01	05/19/2026			Flat Repair	100 664 410 0000	15.00
5935	Check	05/27/2026	ROYALSAVA	Savannah Royal		116.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
051626	05/26/2026			Meal Reimbursement State Track	100 532 380 0000	116.00
5936	Check	05/27/2026	SCHOLASTI2	SCHOLASTIC BOOK CLUBS		861.58
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
80392150	04/15/2026	OE25223		Books	283 621 400 0000	861.58
5937	Check	05/27/2026	SMITHRUST	Rusty Smith		116.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
051626	05/16/2026			Meal Reimbursement	100 532 380 0000	116.00
5938	Check	05/27/2026	SOUTHFORKH	SOUTH FORK HARDWARE		72.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
051326	05/13/2026			Vinyl Hose Washers	100 665 410 0000	1.99
541172	05/07/2026			Plumbing Supplies	100 664 410 0096	5.34
541172	05/07/2026			Barb Adpt 1/2 pex	100 664 410 0096	5.79
541172	05/07/2026			1/2barbx 1/2fpt adapter	100 664 410 0096	3.99
541687	05/15/2026			Garden Hose	100 661 410 0096	54.99
5939	Check	05/27/2026	STAGESPOT	Stage Spot		370.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
07726	05/13/2026			Black Paint	100 664 410 0096	370.00
5940	Check	05/27/2026	STANDARDPL	STANDARD PLUMBING SUPPLY CO		369.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AMF707	05/14/2026			120 Rotor,3/4 Inlet, Gear Drive(20)	100 665 410 0000	369.00

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 5941	Check Type: Check	Check Date: 05/27/2026	Vendor: SUPER8BY	Super 8 by Wyndham	Check Total:	845.00	
050626	05/26/2026	H7090	State FFA Lodging	100 532 380 0000	845.00		
Check Number: 5942	Check Type: Check	Check Date: 05/27/2026	Vendor: TETONSTA	Teton Stage Lines	Check Total:	4,216.50	
22444	05/11/2026		Transportation to Lagoon PJH	100 681 320 0000	4,216.50		
Check Number: 5943	Check Type: Check	Check Date: 05/27/2026	Vendor: TIMBERLINE	Timberline Exteriors	Check Total:	358.65	
36123	05/12/2026		Down Spout, Elbow, Pipe Band	100 664 410 0497	179.32		
36123	05/12/2026		Down Spout, Elbow, Pipe Band	100 664 410 0499	179.33		
Check Number: 5944	Check Type: Check	Check Date: 05/27/2026	Vendor: UTAHSTATEU	UTAH STATE UNIVERSITY	Check Total:	6,300.00	
202620-1	04/28/2026		BIOL 1010 - Zollinger, T	100 515 312 0096 315	225.00		
202620-1	04/28/2026		LAEP 1030- Van Orden, A	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Bell,J	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Hansen, B	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Harris, S	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Johnson, J	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Kellyl, L	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Lower, M	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Luck, I	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Lyon, P	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350-Peery, M	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Romney, E	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Silva,L	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Smith, C	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Stephenson, J	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350 - Webster, W	100 515 312 0096 315	225.00		
202620-1	04/28/2026		FCSE 1350- Zollinger,T	100 515 312 0096 315	225.00		
202620-1	04/28/2026		CJ 1010- Dryden, A	100 515 312 0096 315	225.00		
202620-1	04/28/2026		Art 1010 - Jones, P	100 515 312 0096 315	225.00		
202620-1	04/28/2026		POLS 1100 - Jones, M	100 515 312 0096 315	225.00		
202620-1	04/28/2026		Art 1010 - Lindley, A	100 515 312 0096 315	225.00		
202620-1	04/28/2026		Music 1010 - Lindley, A	100 515 312 0096 315	225.00		
202620-1	04/28/2026		CJ 1010 - Lyon, P	100 515 312 0096 315	225.00		
202620-1	04/28/2026		Music 1010 - Rengifo, J	100 515 312 0096 315	225.00		
202620-1	04/28/2026		BIOL 1010 - Schmidt, K	100 515 312 0096 315	225.00		
202620-1	04/28/2026		Art 1010 - Schumann, R	100 515 312 0096 315	225.00		
202620-1	04/28/2026		Music 1010- Sharp, E	100 515 312 0096 315	225.00		
202620-1	04/28/2026		CJ 1010 - Van Orden, A	100 515 312 0096 315	225.00		

Checking Account: 1

GENERAL CHECKING

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5945	Check	05/27/2026	WATKINSPRI	WATKINS PRINTING	2,046.52
79315		05/12/2026		100 632 310 0000	2,046.52
16581	Direct Deposit	05/12/2026	ALLRERACH	Rachael Allred	96.00
050326		05/03/2026		100 532 380 0000	96.00
16582	Direct Deposit	05/12/2026	ASHCRMATT	Matthew Ashcroft	40.00
042426		04/24/2026		241 515 380 0000	40.00
16583	Direct Deposit	05/12/2026	CARTEREGI	Regie Carter	40.00
042426		04/24/2026		241 515 380 0000	40.00
16584	Direct Deposit	05/12/2026	COBURTODD	Todd Coburn	40.00
042426		04/24/2026		241 515 380 0000	40.00
16585	Direct Deposit	05/12/2026	DURRAJILL	Jill Durrant	116.00
050326		05/03/2026		100 532 380 0000	116.00
16586	Direct Deposit	05/12/2026	HARRITAMA	Tamara Harris	14.83
74-535498		05/06/2026		100 632 410 0000	14.83
16587	Direct Deposit	05/12/2026	HOLLIAUST	Austin Hollingsworth	104.00
050826		05/08/2026		100 532 380 0000	104.00
16588	Direct Deposit	05/12/2026	KELLEKELL	Kelly Keller	40.00
042426		04/24/2026		241 515 380 0000	40.00
16589	Direct Deposit	05/12/2026	KNAPPBREN	Brent Knapp	40.00
042426		04/24/2026		241 515 380 0000	40.00
16590	Direct Deposit	05/12/2026	ROUNDCALE	Caleb Rounds	104.00
050826		05/08/2026		100 532 380 0000	104.00
16591	Direct Deposit	05/12/2026	THOMSSHAW	Shawn Thomson	104.00

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050826	05/08/2026		Meal Reimbursement Baseball	100 532 380 0000	104.00	
Check Number: 16991	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: WINNBERNI	Bernadine Winn	Check Total:	56.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051326	05/13/2026		Drivers Meal Reimbursement	100 532 380 0000	56.00	
Check Number: 16992	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: ALLREDAVI	David Allred	Check Total:	104.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051626	05/16/2026		Meal Reimbursement StateTrack & Softball	100 532 380 0000	104.00	
Check Number: 16993	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: BECKSDAVA	Davakay Beckstead	Check Total:	46.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051326	05/13/2026		Drivers Meal Reimbursement	100 532 380 0000	46.00	
Check Number: 16994	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: BIRDLAUR	Laurel Bird	Check Total:	184.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050626	05/06/2026		Drivers Meal Reimbursement	100 532 380 0000	184.00	
Check Number: 16995	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: BURNEANNA	Anna Burnett	Check Total:	116.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051626	05/16/2026		Meal Reimbursement State Track	100 532 380 0000	116.00	
Check Number: 16996	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: CHECKNILE	Nile Checketts	Check Total:	76.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050726	05/07/2026		Drivers Meal Reimbursement	100 532 380 0000	76.00	
Check Number: 16997	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: CROSSLARI	Larin Crossley	Check Total:	1,197.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051926	05/19/2026	H7105	Metal Tool Box	243 515 410 0096 010	1,197.68	
Check Number: 16998	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: FELLOBETT	Betty Fellows	Check Total:	12.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
042926	04/29/2026		Drivers Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 16999	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: FELLOKRIS	Kristin Fellows	Check Total:	32.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
041626	04/16/2026		Drivers Meal Reimbursement	100 532 380 0000	32.00	
Check Number: 17000	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: FREDRTERR	Terri Fredrickson	Check Total:	283.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051526	05/15/2026		Mileage Reimbursement	100 631 311 0000	243.20	
051526	05/15/2026		Meal Reimbursement	100 631 311 0000	40.00	
Check Number: 17001	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: GALEJEFF	Jeffery Gale	Check Total:	116.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Checking Account: 1		GENERAL CHECKING				
050826	05/08/2026		Drivers Meal Reimbursement	100 532 380 0000	116.00	
Check Number: 17002	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: GARNEBRAD	Brady Garner	Check Total:	506.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
041526	04/15/2026		Mileage Reimbursement	100 632 380 0000	48.80	
041526	04/15/2026		Meal Reimbursement	100 632 380 0000	22.00	
051926	05/19/2026		Meal Reimbursement	100 532 380 0000	248.00	
051926	05/19/2026		Mileage Reimbursement	100 532 380 0000	188.00	
Check Number: 17003	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: GUNDELANA	Lana Gundersen	Check Total:	60.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051326	05/12/2026		Drivers Meal Reimbursement	100 532 380 0000	60.00	
Check Number: 17004	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: HEMMEJUST	Justin Hemmert	Check Total:	40.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
042126	04/21/2026		Drivers Meal Reimbursement	100 532 380 0000	40.00	
Check Number: 17005	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: HEWARJACL	Jaclyn Heward	Check Total:	94.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051626	05/16/2026		Meal Reimbursement - Softball	100 532 380 0000	94.00	
Check Number: 17006	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: JONESBELI	Belinda Jones	Check Total:	116.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051626	05/16/2026		Meal Reimbursement State Track	100 532 380 0000	116.00	
Check Number: 17007	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: KNAPPBREN	Brent Knapp	Check Total:	158.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051626	05/16/2026		Meal Reimbursement-Knapp, B	100 532 380 0000	158.00	
Check Number: 17008	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: LARSECIND	Cindy Larsen	Check Total:	12.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
042826	04/28/2026		Drivers Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 17009	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: LINDHELIZ	Elizabeth Lindhardt	Check Total:	116.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051626	05/16/2026		Meal Reimbursement - Track	100 532 380 0000	116.00	
Check Number: 17010	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: NATEJEFF	Jeffrey Nate	Check Total:	47.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050626	05/06/2026		Btech - Beef Patties	100 681 428 0000	47.90	
Check Number: 17011	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: RANSBKATH	Kathleen Ransbottom	Check Total:	12.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
042926	04/29/2026		Drivers Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 17012	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: SCHVAGLAD	Glade Schvaneveldt	Check Total:	44.00

**Detail Check Register**

<b>Checking Account: 1</b>		<b>GENERAL CHECKING</b>				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
050626	05/06/2026		Drivers Meal Reimbursement	100 532 380 0000	44.00	
Check Number: 17013	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: SMARTLORI	Lori Smart	Check Total:	60.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
051326	05/13/2026		Drivers Meal Reimbursement	100 532 380 0000	60.00	
Check Number: 17014	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: HAMBLINKAY	HAMBLIN KAYLYNN	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17015	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: ATKINDAKO	Dakota Atkinson	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0291	75.00	
Check Number: 17016	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: GARNEBRAD	Brady Garner	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17017	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: HARRITAMA	Tamara Harris	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 651 310 0000	75.00	
Check Number: 17018	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: HEWARJACL	Jaclyn Heward	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/27/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17019	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: KUNZCRAI	Craig Kunz	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17020	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: MCKENSHEL	Shelby McKenna	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 651 310 0000	75.00	
Check Number: 17021	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: NATEJEFF	Jeffrey Nate	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 681 354 0000	75.00	
Check Number: 17022	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: PEERYCLIN	Clint Peery	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17023	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: SCHMITHOM	Thomas Schmidt	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0291	75.00	

**Detail Check Register**

**Checking Account: 1**

**GENERAL CHECKING**

Check Number: 17024	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: SMITHCYNT	Cynthia Smith-Murray	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17025	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: THOMAGARY	Gary Thomas	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0004	05/22/2026		Phone Reimbursement	100 691 350 0000	75.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 348,303.50

**Detail Check Register**

<b>Checking Account: 2</b>		<b>CHILD NUTRITION CHECKING</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 49	Check Type: Automatic Payment	Check Date: 05/27/2026	Vendor: IDAHOSTAT5	IDAHO STATE TAX COMMISSION	Check Total:	30.92	
050126	05/15/2026		Child Nutrition Sales Tax	290 416100	30.92		
Check Number: 1534	Check Type: Check	Check Date: 05/12/2026	Vendor: BELEWTONY	Tonya Belew	Check Total:	43.20	
043026	04/30/2026		April Food Transport FCHS	290 710 380 8844	43.20		
Check Number: 1535	Check Type: Check	Check Date: 05/12/2026	Vendor: BRADYINDUS	BRADY INDUSTRIES of Utah	Check Total:	1,471.39	
11531319	04/06/2026		Foam Bowl	290 710 410 0499	157.94		
11616029	04/23/2020		Kleenline 2-Ply Kitchen Roll Towel	290 710 410 0499	41.65		
11617975	04/23/2026		Vented Foam Compartment	290 710 410 0291	20.07		
11637934	04/28/2026		Foam Lunch Tray	290 710 410 0096	211.76		
11646990	04/30/2026		Foam Lunch Tray	290 710 410 0497	423.52		
11646990	04/30/2026		Bar Mop	290 710 410 0497	4.94		
11646998	04/30/2026		Foam Lunch Tray	290 710 410 0499	148.23		
11646998	04/30/2026		Vinyl Glove MD	290 710 410 0499	100.50		
11646998	04/30/2026		Vinyl Glove LG	290 710 410 0499	40.20		
11647000	04/30/2026		Foam Lunch Tray	290 710 410 0096	211.76		
11647010	04/30/2026		Foam Lunch Tray	290 710 410 0291	105.88		
11647010	04/30/2026		Bar Mop	290 710 410 0291	4.94		
Check Number: 1536	Check Type: Check	Check Date: 05/12/2026	Vendor: CHRISCASE	Casey Christensen	Check Total:	26.80	
050726	05/07/2026		Lunch Money Refund - Josie Christensen	290 416100	26.80		
Check Number: 1537	Check Type: Check	Check Date: 05/12/2026	Vendor: DFADAIRYBR	DFA DAIRY BRANDS - MEADOW GOLD DAIRY	Check Total:	3,510.77	
31685690	04/23/2026		Milk Purchases PHS	290 710 450 0096 710	221.27		
31685930	04/27/2026		Milk Purchases Oakwood	290 710 450 0497 710	602.84		
31685931	04/27/2026		Milk Purchases Pioneer	290 710 450 0499 710	498.28		
31685935	04/27/2026		Milk Purchases PJH	290 710 450 0291 710	366.77		
31686079	04/30/2026		Milk Purchases PHS	290 710 450 0096 710	233.08		
31686320	05/04/2026		Milk Purchases Oakwood	290 710 450 0497 710	695.79		
31686321	05/04/2026		Milk Purchases Pioneer	290 710 450 0499	490.40		
31686326	05/04/2026		Milk Purchases PJH	290 710 450 0291 710	402.34		
Check Number: 1538	Check Type: Check	Check Date: 05/12/2026	Vendor: GEMSTATEPA	GEM STATE PAPER & SUPPLY	Check Total:	1,512.58	
4139417	04/23/2026		Enmotion Roll Towel	290 710 410 0096	95.55		
4139417	04/23/2026		Vinyl Glove Medium	290 710 410 0096	27.78		
4139417	04/23/2026		Vinyl Glove Large	290 710 410 0096	27.78		

Checking Account: 2		CHILD NUTRITION CHECKING			
4139417	04/23/2026		Vented Lid	290 710 410 0096	66.94
4139418	04/23/2026		Enmotion Roll Towel	290 710 410 0291	95.55
4139418	04/23/2026		Low Density 60 gal liner	290 710 410 0291	250.80
4139418	04/23/2026		Sparclean Delimer Lime Mineral Remover	290 710 410 0291	69.86
4139419	04/23/2026		Sparclean High Temp Rinse Aid	290 710 410 0497	156.37
4139419	04/23/2026		Sparclean Delimer Lime Mineral Remover	290 710 410 0497	69.86
4139420	04/23/2026		Foam Bowl	290 710 410 0499	50.20
4139420	04/23/2026		Sparclean All Temp Detergent	290 710 410 0499	149.78
4139420	04/23/2026		Sparclean High Temp Rinse Aid	290 710 410 0499	312.74
4139420	04/23/2026		Consume Liq Wastewater Treatment	290 710 410 0499	139.37
Check Number: 1539	Check Type: Check	Check Date: 05/12/2026	Vendor: GOLDSTARF	Gold Star Foods	Check Total: 10,777.42
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3474724	04/28/2026		Food Purchases Oakwood	290 710 450 0497	990.00
3476063	04/28/2026		Food Purchases PJH	290 710 450 0291	1,314.22
3476064	04/28/2026		Food Purchases Oakwood	290 710 450 0497	175.21
3476065	04/28/2026		Food Purchases Pioneer	290 710 450 0499	340.74
3476083	04/28/2026		Food Purchases Oakwood	290 710 450 0497	136.85
3478802	05/05/2026		Food Purchases Oakwood	290 710 450 0497	123.95
3478804	05/05/2026		Food Purchases PJH	290 710 450 0291	399.75
3478807	05/05/2026		Food Purchases Pioneer	290 710 450 0499	1,282.31
3478808	05/05/2026		Food Purchases Oakwood	290 710 450 0497	554.51
3478809	05/05/2026		Food Purchases Oakwood	290 710 450 0497	5,459.88
Check Number: 1540	Check Type: Check	Check Date: 05/12/2026	Vendor: NICHOLASCO	NICHOLAS & COMPANY	Check Total: 5,205.74
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9588657C	04/21/2026		Food Credit Oakwood	290 710 450 0497	(43.26)
9588658C	04/21/2026		Food Credit Pioneer	290 710 450 0499	(126.06)
9588659C	04/21/2026		Food Credit Pioneer	290 710 450 0499	(23.48)
9596642	04/28/2026		Food Purchases PJH	290 710 450 0291	1,414.29
9596643	04/28/2026		Food Purchases Oakwood	290 710 450 0497	767.46
9596644	04/28/2026		Food Purchases Pioneer	290 710 450 0499	886.19
9596645	04/28/2026		Food Purchases PHS	290 710 450 0096	363.99
9605430	05/05/2026		Food Purchases PJH	290 710 450 0291	858.29
9605431	05/05/2026		Food Purchases Pioneer	290 710 450 0497	453.87
9605432	05/05/2026		Food Purchases Pioneer	290 710 450 0499	211.11
9605433	05/05/2026		Food Purchases PHS	290 710 450 0096	443.34
Check Number: 1541	Check Type: Check	Check Date: 05/12/2026	Vendor: STOKESMARK	STOKES MARKET PLACE	Check Total: 189.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
01-101386	05/05/2026		Food Purchases Oakwood	290 710 450 0497	28.81
01-102232	05/06/2026		Food Purchases PJH	290 710 450 0291	28.48
01-93015	04/28/2026		Food Purchases PJH	290 710 450 0291	14.55

Checking Account: 2		CHILD NUTRITION CHECKING				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
01-99762	05/04/2026		Food Purchases	290 710 450 0096	44.98	
02-93602	05/05/2026		Food Purchases PHS	290 710 450 0096	5.64	
03-181963	05/04/2026		Food Purchases Pioneer	290 710 450 0499	45.81	
03-182144	05/04/2026		Food Purchases PHS	290 710 450 0096	21.27	
Check Number: 1542	Check Type: Check	Check Date: 05/27/2026	Vendor: ANDERKATE	Katerina Andersen	Check Total:	186.40
052026	05/20/2026		Lunch Money Refund-Kayden	290 416100	186.40	
Check Number: 1543	Check Type: Check	Check Date: 05/27/2026	Vendor: ATKINANDR	Andrea Atkinson	Check Total:	106.65
052026	05/20/2026		Lunch Money Refund-Ty	290 416100	106.65	
Check Number: 1544	Check Type: Check	Check Date: 05/27/2026	Vendor: BARNNATA	Natalie Barnes	Check Total:	11.60
052026	05/20/2026		Lunch Money Refund- Ava	290 416100	11.60	
Check Number: 1545	Check Type: Check	Check Date: 05/27/2026	Vendor: BELEWTONY	Tonya Belew	Check Total:	27.60
052126	05/19/2026		May Food Transport FCHS	290 710 380 8844	27.60	
Check Number: 1546	Check Type: Check	Check Date: 05/27/2026	Vendor: BINGHKRYS	Krystal Bingham	Check Total:	10.00
052026	05/20/2026		Lunch Money Refund- Lane	290 416100	10.00	
Check Number: 1547	Check Type: Check	Check Date: 05/27/2026	Vendor: BOSTWLAUR	Laurie Bostwick	Check Total:	9.42
052026	05/20/2026		Lunch Money Refund-Jayden	290 416100	9.42	
Check Number: 1548	Check Type: Check	Check Date: 05/27/2026	Vendor: BRADYINDUS	BRADY INDUSTRIES of Utah	Check Total:	2,852.17
11666753	05/05/2026		5 Compartment Tray	290 710 410 0291	203.95	
11666753	05/05/2026		Clear Poly Pan Liner	290 710 410 0291	280.48	
11666754	05/05/2026		KL Heavy Duty Delimer	290 710 410 0291	32.81	
11666754	05/05/2026		5 Compartment Tray	290 710 410 0291	81.58	
11666754	05/05/2026		Medium Fork	290 710 410 0291	40.78	
11666764	05/05/2026		Clear Poly Pan Liner	290 710 410 0499	350.60	
11666764	05/05/2026		spartan Laundry Detergent	290 710 410 0499	99.80	
11666797	05/05/2026		Clear Poly Pan Liner	290 710 410 0497	350.60	
11666799	05/05/2026		Heavy Duty Delimer 1 gal	290 710 410 0497	65.63	
11666800	05/05/2026		KL Heavy Duty Delimer 1 gal	290 710 410 0096	65.63	
11666812	05/05/2026		KL Heavy Duty Delimer 1 gal	290 710 410 0096	328.14	
11666816	05/05/2026		Clear Poly Pan Liner	290 710 410 0096	701.20	
11666816	05/05/2026		Heavy Duty Delimer 1 gal	290 710 410 0096	180.48	

Checking Account: 2		CHILD NUTRITION CHECKING				
11713162	05/14/2026		Medium Fork	290 710 410 0499	70.49	
Check Number: 1549	Check Type: Check	Check Date: 05/27/2026	Vendor: BROADBRID	Bridgett Broadhead	Check Total:	10.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund - Thayne	290 416100	10.55	
Check Number: 1550	Check Type: Check	Check Date: 05/27/2026	Vendor: BRYCESHELL	Shellie Bryce	Check Total:	17.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund - Kasen	290 416100	17.00	
Check Number: 1551	Check Type: Check	Check Date: 05/27/2026	Vendor: CAMPJENN	Jennifer Campbell	Check Total:	82.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund- Porter	290 416100	82.00	
Check Number: 1552	Check Type: Check	Check Date: 05/27/2026	Vendor: COOPSTAC	Stacey Cooper	Check Total:	9.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund- Cole	290 416100	9.60	
Check Number: 1553	Check Type: Check	Check Date: 05/27/2026	Vendor: COXBECK	Becky Cox	Check Total:	44.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund-Alexa	290 416100	44.60	
Check Number: 1554	Check Type: Check	Check Date: 05/27/2026	Vendor: CRITCSHAST	Shasta Critchlow	Check Total:	9.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund - Sophie	290 416100	9.60	
Check Number: 1555	Check Type: Check	Check Date: 05/27/2026	Vendor: DAVIDCAND	CANDACE DAVIDSAVOR	Check Total:	6.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund -Oaklie	290 416100	6.80	
Check Number: 1556	Check Type: Check	Check Date: 05/27/2026	Vendor: DEANRASH	Rashann Dean	Check Total:	14.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund - Shannali	290 416100	14.80	
Check Number: 1557	Check Type: Check	Check Date: 05/27/2026	Vendor: DESPABETS	Betsy Despain	Check Total:	34.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
052026	05/20/2026		Lunch Money Refund -Levi	290 416100	34.00	
Check Number: 1558	Check Type: Check	Check Date: 05/27/2026	Vendor: DFADAIRYBR	DFA DAIRY BRANDS - MEADOW GOLD DAIRY	Check Total:	3,099.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
31686368	05/07/2026		Milk Purchases PHS	290 710 450 0096 710	212.11	
31686788	05/11/2026		Milk Purchases Oakwood	290 710 450 0497 710	719.64	
31686789	05/11/2026		Milk Purchases Pioneer	290 710 450 0499 710	546.17	
31686793	05/11/2026		Milk Purchases PJH	290 710 450 0291 710	377.90	
31686939	05/14/2026		Milk Purchases PHS	290 710 450 0096 710	213.52	

Checking Account: 2		CHILD NUTRITION CHECKING				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
31687179	05/18/2026		Milk Purchases PJH	290 710 450 0291 710	158.85	
31687180	05/18/2026		Milk Purchases Pioneer	290 710 450 0499 710	358.48	
31687181	05/18/2026		Milk Purchases Oakwood	290 710 450 0497 710	512.53	
Check Number: 1559	Check Type: Check	Check Date: 05/27/2026	Vendor: GEMSTATEPA	GEM STATE PAPER & SUPPLY	Check Total:	917.83
4139418-01	05/07/2026		Bun Pan Bag	290 710 410 0291	30.91	
4140164	05/07/2026		Red Plaid Tray	290 710 410 0096	51.89	
4140164	05/07/2026		Spartan All Temp Detergent	290 710 410 0096	299.56	
4140164	05/07/2026		Medium Spoon	290 710 410 0096	70.07	
4140164	05/07/2026		Medium Fork	290 710 410 0096	116.79	
4140164	05/07/2026		Spartan High Temp Rinse Aid	290 710 410 0096	312.74	
4140165	05/07/2026		Bun Pan Cover	290 710 410 0291	35.87	
Check Number: 1560	Check Type: Check	Check Date: 05/27/2026	Vendor: GODDEDEBB	Debbie Godderidge	Check Total:	23.10
052026	05/20/2026		Lunch Money Refund - Kylee	290 416100	23.10	
Check Number: 1561	Check Type: Check	Check Date: 05/27/2026	Vendor: GOLDSTARF	Gold Star Foods	Check Total:	1,773.86
3481443	05/12/2026		Food Purchases Pioneer	290 710 450 0499	466.18	
3481445	05/12/2026		Food Purchases PJH	290 710 450 0291	605.82	
3481448	05/12/2026		Food Purchases PJH	290 710 450 0291	403.88	
3484182	05/12/2026		Food Purchases Oakwood	290 710 450 0497	297.98	
Check Number: 1562	Check Type: Check	Check Date: 05/27/2026	Vendor: GUNDEALIC	Alicia Gundersen	Check Total:	15.45
052026	05/20/2026		Lunch Money Refund-Ilyssa	290 416100	15.45	
Check Number: 1563	Check Type: Check	Check Date: 05/27/2026	Vendor: MCKENEMIL	Emily McKenzie	Check Total:	7.85
052026	05/20/2026		Lunch Money Refund-Alexzander	290 416100	7.85	
Check Number: 1564	Check Type: Check	Check Date: 05/27/2026	Vendor: MOONEKARA	Kara Mooney	Check Total:	23.65
052026	05/20/2026		Lunch Money Refund-Marlee	290 416100	23.65	
Check Number: 1565	Check Type: Check	Check Date: 05/27/2026	Vendor: NICHOLASCO	NICHOLAS & COMPANY	Check Total:	1,067.66
9613890	05/12/2026		Food Purchases PJH	290 710 450 0291	451.28	
9613891	05/12/2026		Food Purchases Oakwood	290 710 450 0497	219.53	
9613892	05/12/2026		Food Purchases Pioneer	290 710 450 0499	94.00	
9613893	05/12/2026		Food Purchases PHS	290 710 450 0096	133.04	
9622191	05/19/2026		Food Purchases Pioneer	290 710 450 0499	169.81	

<b>Checking Account: 2</b>		<b>CHILD NUTRITION CHECKING</b>						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>			
Check Number: 1566	Check Type: Check	Check Date: 05/27/2026	Vendor: NISHSHARI	Shari Nish	Check Total:	14.00		
052026	05/20/2026		Lunch Money Refund-Aspen	290 416100	14.00			
Check Number: 1567	Check Type: Check	Check Date: 05/27/2026	Vendor: OBERGAIDR	Audrey Oberg	Check Total:	10.00		
052026	05/20/2026		Lunch Money Refund-Felix	290 416100	10.00			
Check Number: 1568	Check Type: Check	Check Date: 05/27/2026	Vendor: OWENEMIL	Emily Owen	Check Total:	56.00		
052026	05/20/2026		Lunch Money Refund-Gabriel	290 416100	56.00			
Check Number: 1569	Check Type: Check	Check Date: 05/27/2026	Vendor: RITCHESTE	Estelle Ritchie	Check Total:	7.50		
052026	05/20/2026		Lunch Money Refund-Shelby	290 416100	7.50			
Check Number: 1570	Check Type: Check	Check Date: 05/27/2026	Vendor: STOKESMARK	STOKES MARKET PLACE	Check Total:	61.94		
01-107872	05/11/2026		Food Purchases PHS	290 710 450 0096	42.97			
01-107998	05/11/2026		Food Purchases PHS	290 710 450 0096	18.97			
Check Number: 1571	Check Type: Check	Check Date: 05/27/2026	Vendor: STONEMELI	Melissa Stone	Check Total:	5.60		
052026	05/20/2026		Lunch Money Refund- Wyatt	290 416100	5.60			
Check Number: 1572	Check Type: Check	Check Date: 05/27/2026	Vendor: WILLAKIM	Kim Willard	Check Total:	25.00		
052026	05/20/2026		Lunch Money Refund-Makinlee	290 416100	25.00			
Check Number: 1573	Check Type: Check	Check Date: 05/27/2026	Vendor: BURNEANNA	Anna Burnett	Check Total:	8.30		
052026	05/20/2026		Lunch Money Refund- Ty	290 416100	8.30			
Check Number: 1574	Check Type: Check	Check Date: 05/27/2026	Vendor: SMITHCYNT	Cynthia Smith-Murray	Check Total:	42.20		
051826	05/18/2026		Lunch Money Refund	290 416100	42.20			
Check Number: 1575	Check Type: Check	Check Date: 05/27/2026	Vendor: WHITETAMA	Tamara White	Check Total:	12.25		
051826	05/18/2026		Lunch Money Refund	290 416100	12.25			
Check Number: 20	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: BURNEANNA	Anna Burnett	Check Total:	8.30		
Check Number: 21	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: SMITHCYNT	Cynthia Smith-Murray	Check Total:	42.20		

**Detail Check Register**

**Checking Account: 2**

**CHILD NUTRITION CHECKING**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
Check Number: 22	Check Type: Direct Deposit	Check Date: 05/27/2026	Vendor: WHITETAMA	Tamara White	Check Total: 12.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

\*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 33,372.54

**Preston Joint School District No. 201**

**Personnel Report**

**Recommended Hires**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>FTE</u>
Christensen, Emma	Teacher	FCS	PHS	1
Haddock, Shilo	Custodian	Maintenance	PHS	1
Hatch, Becky	Teacher	Health	PHS	0.66
Marquez, Tiffany	Teacher	SPED	PJH	1
Sherlock, Annalise	Teacher	SPED	Oakwood	1
Thurston, Jenny	Teacher	SPED	FCHS/PHS	1

**Recommended Acceptance of Resignation/Termination/Retirement**

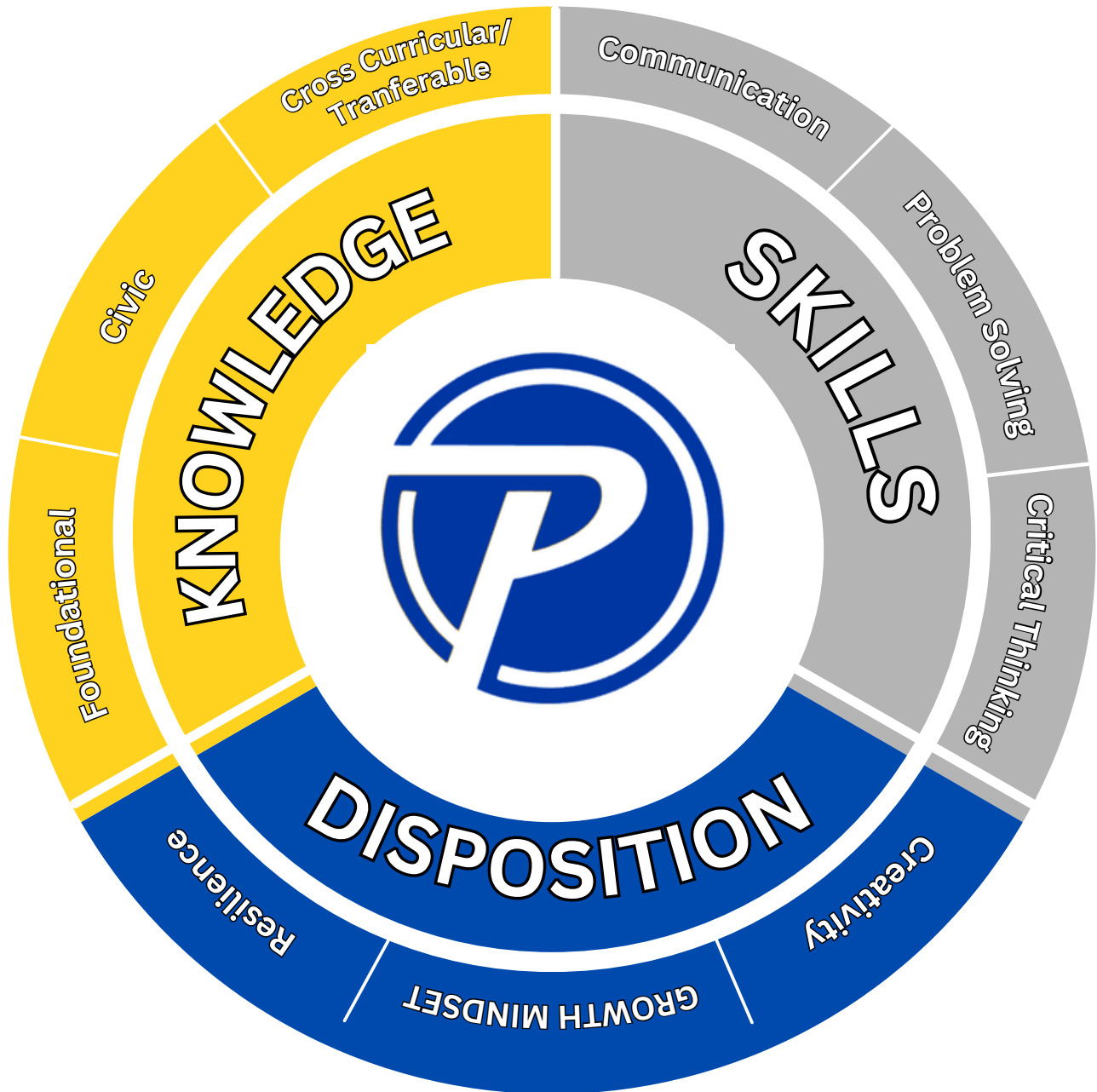
<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>Resign/Retire</u>	<u>FTE</u>
Day, Donna	Paraprofessional	SPED	Oakwood	Resign	0.75
Dildine, Rachel	Paraprofessional	Playground	Oakwood	Resign	0.5
Knapp, Bridget	Teacher	SPED	PHS	Resign	1
Nielsen, Hailey	Paraprofessional	SPED	PHS	Resign	0.75
Palmer, Logan	Cleaner	Maintenance	PHS	Resign	0.3
Pitcher, Sharon	Paraprofessional	SPED	PJH	Term	0.75
Sessions, Tamra	Paraprofessional	Library	PJH	Retire	0.8

**Recommended Acceptance of Change of Assignment**

<u>Name</u>	<u>Current Position</u>	<u>Current Location</u>	<u>New Position</u>	<u>New Location</u>	<u>FTE</u>
Ashcroft, Makenzi	English Teacher	PJH	English Teacher	PHS	0.5
Jones, Emily	English Teacher	PHS	Librarian	PHS	1
Lyon, Brandon	Math Teacher	PHS	Math Teacher	PHS	0.5
Rose, Tina	Math Teacher	PJH	2nd Grade Teacher	Pioneer	1

# Portrait of a Graduate

Preston High School





# SCHOOL DISTRICT BUDGET 2026 – 2027

Preston Joint School District

Name of School District/Charter School

201

Organization Number

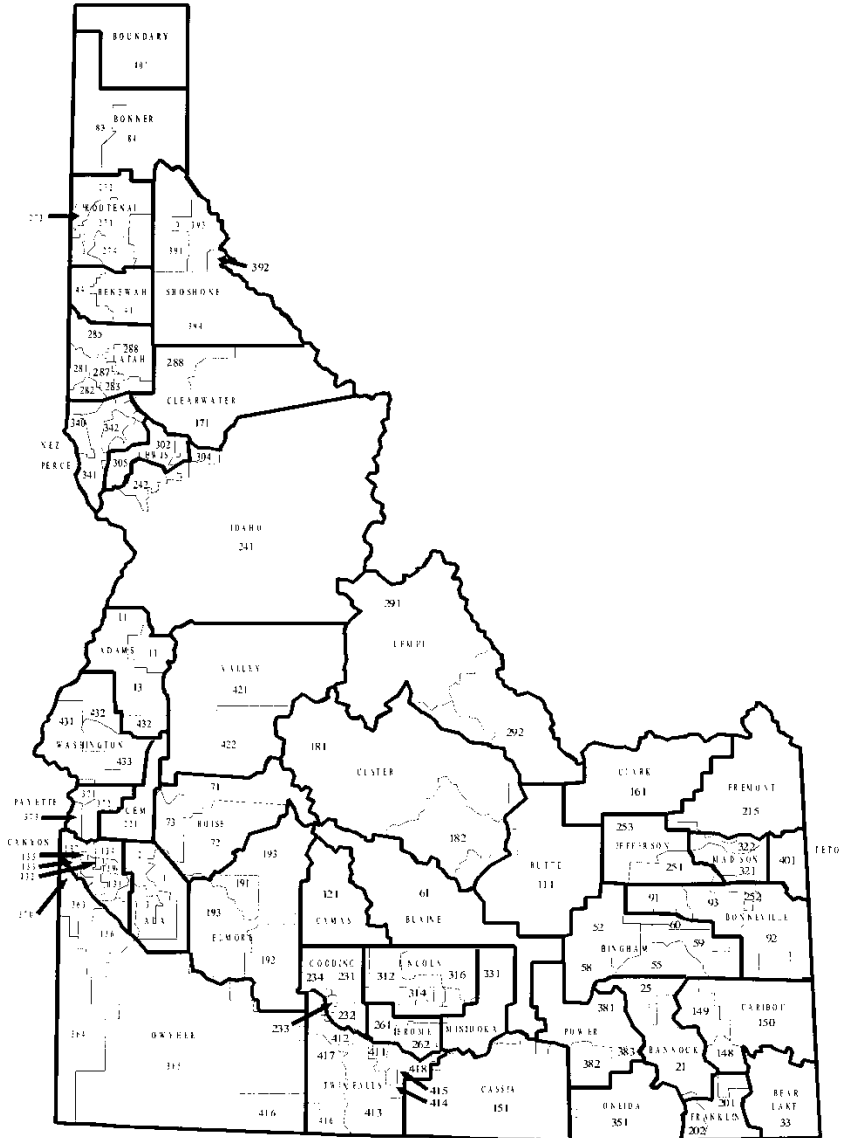
Franklin, Bannock

County

Debbie Critchfield

DEPARTMENT OF EDUCATION

P.O. BOX 83720  
BOISE, 83720-0027



CODE	CONTENTS	BUDGET INCLUDED*	2026 - 2027 SCHOOL BUDGET	
<b>GENERAL FUND</b>				
100	General M & O	x		
<b>SPECIAL REVENUE FUNDS</b>				
220	Forest Reserve Fund	x		
230-239	Special Project (Local)	x		
240-249	Special Project (State)	x		
250-289	Special Project (Federal)	x		
290	Child Nutrition Fund	x		
<b>DEBT SERVICE FUNDS</b>				
310	Bond Redemption & Interest Fund			
<b>CAPITAL PROJECT FUNDS</b>				
410	Capital Construction Project Fund			
420	Plant Facilities Fund	x		
430	Plant Facilities - School Bldg Main - Student Occu			
<b>ENTERPRISE FUNDS</b>				
510	Enterprise Fund			
<b>INTERNAL SERVICE FUNDS</b>				
610	Internal Service Fund			
710/720	Trust Funds	x		

This document represents the Board of Trustees' estimate of revenues, proposed expenditures and the fund balances of available school funds for the 2026 - 2027 fiscal year. The planning, preparation and presentation of the budget has been directed by the Board of Trustees and the use of these resources will enable the school district to accomplish its goals and objectives for the school year.

In compliance with Section 33-801, Idaho Code, and the policy of the State Superintendent of Public Instruction, this document has been presented at a public hearing in the school district on June 17th, 2026 and the Board of Trustees formally adopted this budget on June 17th, 2026.

SIGNED:

\_\_\_\_\_  
 SUPERINTENDENT/CHARTER SCHOOL ADMINISTRATOR

\_\_\_\_\_  
 CHAIRPERSON OF THE BOARD

\_\_\_\_\_  
 CONTACT PERSON (PLEASE PRINT)

\_\_\_\_\_  
 SCHOOL DISTRICT/CHARTER NAME

\_\_\_\_\_  
 EMAIL ADDRESS

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PHONE NUMBER

Copy on file in the Office of the Superintendent of Public Instruction

\* Indicate with an asterisk which reports are included in this document.

**SUMMARY STATEMENT 2026 - 2027 SCHOOL BUDGET**

**ALL FUNDS**

School District Number: **201**  
 School District Name: **PRESTON JOINT DISTRICT**

		<b>GENERAL M &amp; O FUND</b>		
		<b>#100</b>	<b>ALL OTHER FUNDS</b>	<b>TOTAL FUNDS</b>
<b>Budget Line</b>	<b>REVENUES</b>	<b>Proposed Budget 2026-2027</b>	<b>Proposed Budget 2026-2027</b>	<b>Proposed Budget 2026-2027</b>
#01	Beginning Balances	\$ 3,000,000.00	\$ 12,087,655.24	15,087,655.24
#39	Local Revenue	1,130,000.00	-	1,130,000.00
#41	County Revenue	525,000.00	1,750,800.00	2,275,800.00
#55	State Revenue	18,639,856.00	654,472.00	19,294,328.00
#68	Federal Revenue	-	1,663,941.00	1,663,941.00
#72	Other Sources	-	-	-
#76	Transfers*	960,000.00	202,725.00	1,162,725.00
	<b>Totals</b>	\$ 24,254,856.00	\$ 16,359,593.24	40,614,449.24

			<b>GENERAL M &amp; O FUND</b>		
			<b>#100</b>	<b>ALL OTHER FUNDS</b>	<b>TOTAL FUNDS</b>
<b>Budget Line</b>	<b>OBJ #</b>	<b>EXPENDITURES</b>	<b>Proposed Budget 2026-2027</b>	<b>Proposed Budget 2026-2027</b>	<b>Proposed Budget 2026-2027</b>
#63	100	Salaries	\$ 12,780,902.00	\$ 782,497.00	13,563,399.00
#63	200	Benefits	7,111,058.00	237,701.00	7,348,759.00
#63	300	Purchased Services	1,274,000.00	1,197,211.00	2,471,211.00
#63	400	Supplies & Materials	1,198,429.00	2,025,529.00	3,223,958.00
#63	500	Capital Outlay	285,000.00	169,000.00	454,000.00
#63	600	Debt Retirement	-	-	-
#63	700	Insurance & Judgments	190,000.00	-	190,000.00
#63	800	Transfers*	202,725.00	960,000.00	1,162,725.00
#66		Contingency Reserve**	1,212,742.00	-	1,212,742.00
#79		Unappropriated Balances	-	10,987,655.24	10,987,655.24
		<b>Totals</b>	\$ 24,254,856.00	\$ 16,359,593.24	40,614,449.24

*\*All transfers-in and transfers-out should net to zero.*

*\*\* Contingency Reserve can not exceed 5% of the General Fund*

**\*\*\*PLEASE RETURN THIS PAGE TO THE STATE DEPARTMENT OF EDUCATION\*\*\***

**BUDGET  
REVENUES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****	\$3,000,000.00	40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental	1,000,000.00	1,100,000.00		43	431100	Base Support Program	14,724,807	15,119,032.00	
5	411300	Taxes - Emergency				44	431200	Transportation Support	570,634.00	525,000.00	
6	411400	Taxes - Tort	45,310.00	30,000.00		45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment	2,041,987.00	2,113,779.00	
10	411900	Taxes - Other				49	431900	Other State Support	865,215.00	848,897.00	
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	1,045,310.00	*****	1,130,000.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement	12,121.00	33,148.00	
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	18,214,764.00	*****	18,639,856.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments	500,000.00	500,000.00		59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	19,770,074.00	*****	20,294,856.00
36	419300	Transportation Fees				75					
37	419900	Other Local	10,000.00	25,000.00		76	460000	FUND TRANSFERS IN	384,000.00	960,000.00	960,000.00
38		TOTAL OTHER LOCAL	510,000.00	*****	525,000.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	1,555,310.00	*****	1,655,000.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$20,154,074.00	*****	\$24,254,856.00

**BUDGET  
REVENUES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed	Budget	Line	Code	REVENUES Item	Prior Year Budget	Proposed	Budget
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal	9,388.37	10,000.00	
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	9,388.37	*****	10,000.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	9,388.37	*****	10,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$9,388.37	*****	\$10,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues	400,000.00	995,000.00		69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	400,000.00	*****	995,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	400,000.00	*****	995,000.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	400,000.00	*****	995,000.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$400,000.00	*****	\$995,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed	Budget	Line	Code	REVENUES Item	Prior Year Budget	Proposed	Budget
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program	57,000.00	57,000.00	
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals	2,250.00	1,800.00		55	430000	TOTAL STATE	57,000.00	*****	57,000.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	59,250.00	*****	58,800.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	2,250.00	*****	1,800.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	2,250.00	*****	1,800.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$59,250.00	*****	\$58,800.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program	85,000.00	120,000.00	
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	85,000.00	*****	120,000.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	85,000.00	*****	120,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$85,000.00	*****	\$120,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support	249,963.00	247,275.00	
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	249,963.00	*****	247,275.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	249,963.00	*****	247,275.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN	100,000.00	202,725.00	202,725.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$349,963.00	*****	\$450,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support	31,406.00	30,197.00	
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	31,406.00	*****	30,197.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	31,406.00	*****	30,197.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$31,406.00	*****	\$30,197.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA	263,587.00	235,201.00	
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	263,587.00	*****	235,201.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	263,587.00	*****	235,201.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$263,587.00	*****	\$235,201.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)	453,897.00	441,569.00	
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	453,897.00	*****	441,569.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	453,897.00	*****	441,569.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$453,897.00	*****	\$441,569.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)	15,006.00	15,425.00	
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	15,006.00	*****	15,425.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	15,006.00	*****	15,425.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$15,006.00	*****	\$15,425.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs	410,000.00	360,000.00	
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	410,000.00	*****	360,000.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	410,000.00	*****	360,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$410,000.00	*****	\$360,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal	26,845.00	27,710.00	
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	26,845.00	*****	27,710.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	26,845.00	*****	27,710.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$26,845.00	*****	\$27,710.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE	30,000.00	26,000.00	
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	30,000.00	*****	26,000.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	30,000.00	*****	26,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$30,000.00	*****	\$26,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal	55,358.00	47,075.00	
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	55,358.00	*****	47,075.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	55,358.00	*****	47,075.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$55,358.00	*****	\$47,075.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****	\$600,000.00	40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service	275,000.00	250,000.00		61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.		25,000.00		62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement	540,000.00	475,000.00	
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	540,000.00	*****	475,000.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	815,000.00	*****	750,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	275,000.00	*****	275,000.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	275,000.00	*****	275,000.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$815,000.00	*****	\$1,350,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****	\$500,000.00	40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	0.00	*****	0.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$0.00	*****	\$500,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support		200,000.00	
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	200,000.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	0.00	*****	200,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	0.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	0.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$0.00	*****	\$200,000.00

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1	\$10,987,655.24	*****	\$10,987,655.24	40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments		450,000.00		59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations				74		TOTAL REVENUES	0.00	*****	450,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	0.00	*****	450,000.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****	450,000.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$10,987,655.24	*****	\$11,437,655.24

**BUDGET  
REVENUES**  
July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget		Line	Code	REVENUES Item	Prior Year Budget	Proposed Budget	
				Line Amounts	Totals					Line Amounts	Totals
1	320000	Estimated Fund Balance, July 1		*****		40	429000	Other County			
2						41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program			
5	411300	Taxes - Emergency				44	431200	Transportation Support			
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment			
10	411900	Taxes - Other				49	431900	Other State Support			
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****	0.00	52					
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of/Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	0.00	*****	0.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19						58	442000	Indirect Unrestricted Federal			
20	415000	Earnings on Investments				59	443000	Direct Restricted Federal			
21						60	445100	Title I - ESEA			
22	416100	School Food Service				61	445300	Perkins V - CTE			
23	416200	Meal Sales: Non-reimbur.				62	445400	Adult Education			
24	416900	Other Food Sales				63	445500	Child Nutrition Reimbursement			
25						64	445600	IDEA Part B (School Age & Preschool)			
26	417100	Admissions/Activities				65	445900	Other Indirect Federal Programs			
27	417200	Bookstore Sales				66	448200	Impact Aid - P.L. 874			
28	417300	Clubs, Org. Dues, Etc.				67	440000	TOTAL FEDERAL	0.00	*****	0.00
29	417400	School Fees & Charges				68					
30	417900	Other Student Revenues				69	451000	Proceeds: Bonds, Principal, Loan, et al			
31						70	453000	Proceeds: Disposal of Real or Personal			
32	418100	Community Service				71					
33						72	450000	TOTAL OTHER	0.00	*****	0.00
34	419100	Rentals				73					
35	419200	Contributions/Donations	29,615.00	29,000.00		74		TOTAL REVENUES	29,615.00	*****	29,000.00
36	419300	Transportation Fees				75					
37	419900	Other Local				76	460000	FUND TRANSFERS IN			0.00
38		TOTAL OTHER LOCAL	29,615.00	*****	29,000.00	77					
39	410000	TOTAL LOCAL (Line 13 + 38)	29,615.00	*****	29,000.00		400000	TOTAL BEG BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	\$29,615.00	*****	\$29,000.00

**BUDGET**  
**EXPENDITURES**  
 July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
1	512	Elementary School Program	\$4,978,500.00	\$6,392,700.00	\$3,754,691.00	\$2,478,009.00	\$15,000.00	\$145,000.00				
2	515	Secondary School Program	6,744,000.00	\$7,470,975.00	4,485,722.00	2,755,253.00	65,000.00	165,000.00				
3	517	Alternative School Program	497,600.00	\$579,000.00	362,000.00	217,000.00						
4	519	Vocational-Technical Program		\$0.00								
5	521	Special Education Program	959,026.00	\$1,281,815.00	1,000,000.00	141,815.00	130,000.00	10,000.00				
6	522	Special Education Preschool Program	22,600.00	\$75,263.00	62,000.00	13,263.00						
7	524	Gifted & Talented Program		\$0.00								
8	531	Interscholastic Program		\$0.00								
9	532	School Activity Program	373,000.00	\$393,000.00	275,000.00	40,000.00	75,000.00	3,000.00				
10	541	Summer School Program	50,000.00	\$0.00								
11	542	Adult School Program		\$0.00								
12	546	Detention Center Program		\$0.00								
13												
14	500	TOTAL INSTRUCTION	\$13,624,726.00	\$16,192,753.00	\$9,939,413.00	\$5,645,340.00	\$285,000.00	\$323,000.00	\$0.00	\$0.00	\$0.00	\$0.00
15												
16	611	Attendance-Guidance-Health Program	603,689.00	\$415,729.00	265,632.00	146,097.00		4,000.00				
17	616	Special Education Support Services Prog	564,050.00	\$503,907.00	325,101.00	178,806.00						
18	617	Medicaid Match		\$0.00								
19												
20	621	Instruction Improvement Program	125,000.00	\$0.00								
21	622	Educational Media Program	22,000.00	\$27,000.00				27,000.00				
22	623	Instruction-Related Technology Program	426,700.00	\$384,725.00	182,000.00							202,725.00
23	624	Books and Periodicals		\$0.00								
24	631	Board of Education Program	7,000.00	\$8,500.00			8,500.00					
25	632	District Administration Program	656,377.00	\$573,000.00	188,000.00	245,000.00	75,000.00	65,000.00				
26												
27	641	School Administration Program	1,310,000.00	\$993,815.00	652,000.00	341,815.00						
28												
29	651	Business Operation Program	279,600.00	\$391,000.00	157,000.00	94,000.00	110,000.00	30,000.00				
30	655	Central Service Program		\$0.00								
31	656	Administrative Technology Services Prog		\$0.00								
32	661	Buildings-Care Program (Custodial)	1,347,800.00	\$1,234,429.00	360,000.00	145,000.00	450,000.00	89,429.00			190,000.00	
33				\$0.00								
34	664	Maintenance - Buildings and Equipment	705,000.00	\$927,500.00	300,000.00	180,000.00	35,500.00	412,000.00				
35	665	Maintenance - Grounds	21,000.00	\$362,000.00			245,000.00	92,000.00	25,000.00			
36	667	Security Program		\$0.00								
37												
38	681	Pupil - To School Trans. Program	936,132.00	\$991,756.00	411,756.00	135,000.00	30,000.00	155,000.00	260,000.00			
39	682	Pupil - Activity Trans. Program		\$0.00								
40	683	General Transportation Program	25,000.00	\$36,000.00			35,000.00	1,000.00				
		Subtotal (carried over to page b)	7,029,348.00	6,849,361.00	2,841,489.00	1,465,718.00	989,000.00	875,429.00	285,000.00	0.00	190,000.00	202,725.00

**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$7,029,348.00	\$6,849,361.00	\$2,841,489.00	\$1,465,718.00	\$989,000.00	\$875,429.00	\$285,000.00	\$0.00	\$190,000.00	\$202,725.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest		0.00								
58	913	Debt Services Program - Refunded Debt										
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES (Lines 14+42+49+54+61)	\$20,654,074.00	\$23,042,114.00	\$12,780,902.00	\$7,111,058.00	\$1,274,000.00	\$1,198,429.00	\$285,000.00	\$0.00	\$190,000.00	\$202,725.00
64												
65												
66	950	Contingency Reserve		\$ 1,212,742.00								
67		(5% of line 63 ) (Applies to General Fund only)										
68												
69		TOTAL EXPENDITURES + CONT. RESER	\$20,654,074	\$24,254,856.00								
70		(Line 64 + line 66)										
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	3,000,000.00								
76		Revenues + Transfers In	0.00	21,254,856.00								
77		TOTAL REVENUE (lines 75 + 76)	20,654,074.00	24,254,856.00								
78												
79		Total Expenditures + Cont. Reserve (line 69)	20,654,074.00	24,254,856.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD + CONT. RES + UNAPPR BAL (lines 79 + 80)	\$20,654,074.00	\$24,254,856.00								

(Applies to General Fund only)

**BUDGET SUMMARY:**

The total on line 76 must equal the total on line 80.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets	9,338.00	0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$9,338.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		10,000.00								10,000.00
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$9,338.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	9,338.00	10,000.00								
77		TOTAL REVENUE (lines 75 + 76)	9,338.00	10,000.00								
78												
79		Total Expenditures (line 64)	9,338.00	10,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$9,338.00	\$10,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program	400,000.00	995,000.00				995,000.00				
46	730	Enterprise Operations		0.00								
47	740	Student Activity		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$400,000.00	\$995,000.00	\$0.00	\$0.00	\$0.00	\$995,000.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$400,000.00	\$995,000.00	\$0.00	\$0.00	\$0.00	\$995,000.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	400,000.00	995,000.00								
77		TOTAL REVENUE (lines 75 + 76)	400,000.00	995,000.00								
78												
79		Total Expenditures (line 64)	400,000.00	995,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$400,000.00	\$995,000.00								

**BUDGET SUMMARY:**

**The total on line 77 must equal the total on line 81.**



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$69,132.00	\$58,800.00	\$39,800.00	\$8,000.00	\$10,500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	69,132.00	58,800.00								
77		TOTAL REVENUE (lines 75 + 76)	69,132.00	58,800.00								
78												
79		Total Expenditures (line 64)	69,132.00	58,800.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$69,132.00	\$58,800.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$85,000.00	\$120,000.00	\$0.00	\$0.00	\$5,007.00	\$114,993.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	85,000.00	120,000.00								
77		TOTAL REVENUE (lines 75 + 76)	85,000.00	120,000.00								
78												
79		Total Expenditures (line 64)	85,000.00	120,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$85,000.00	\$120,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.

**BUDGET**  
**EXPENDITURES**  
 July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
1	512	Elementary School Program		\$0.00								
2	515	Secondary School Program	1,800.00	\$0.00								
3	517	Alternative School Program		\$0.00								
4	519	Vocational-Technical Program		\$0.00								
5	521	Special Education Program		\$0.00								
6	522	Special Education Preschool Program		\$0.00								
7	524	Gifted & Talented Program		\$0.00								
8	531	Interscholastic Program		\$0.00								
9	532	School Activity Program		\$0.00								
10	541	Summer School Program		\$0.00								
11	542	Adult School Program		\$0.00								
12	546	Detention Center Program		\$0.00								
13												
14	500	TOTAL INSTRUCTION	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15												
16	611	Attendance-Guidance-Health Program		\$0.00								
17	616	Special Education Support Services Prog		\$0.00								
18	617	Medicaid Match		\$0.00								
19												
20	621	Instruction Improvement Program		\$0.00								
21	622	Educational Media Program		\$0.00								
22	623	Instruction-Related Technology Program	348,163.00	\$450,000.00			302,725.00	147,275.00				
23	624	Books and Periodicals		\$0.00								
24	631	Board of Education Program		\$0.00								
25	632	District Administration Program		\$0.00								
26												
27	641	School Administration Program		\$0.00								
28												
29	651	Business Operation Program		\$0.00								
30	655	Central Service Program		\$0.00								
31	656	Administrative Technology Services Prog		\$0.00								
32	661	Buildings-Care Program (Custodial)		\$0.00								
33				\$0.00								
34	664	Maintenance - Buildings and Equipment		\$0.00								
35	665	Maintenance - Grounds		\$0.00								
36	667	Security Program		\$0.00								
37												
38	681	Pupil - To School Trans. Program		\$0.00								
39	682	Pupil - Activity Trans. Program		\$0.00								
40	683	General Transportation Program		\$0.00								
		Subtotal (carried over to page b)	348,163.00	450,000.00	0.00	0.00	302,725.00	147,275.00	0.00	0.00	0.00	0.00

**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$348,163.00	\$450,000.00	\$0.00	\$0.00	\$302,725.00	\$147,275.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$349,963.00	\$450,000.00	\$0.00	\$0.00	\$302,725.00	\$147,275.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	349,963.00	450,000.00								
77		TOTAL REVENUE (lines 75 + 76)	349,963.00	450,000.00								
78												
79		Total Expenditures (line 64)	349,963.00	450,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$349,963.00	\$450,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$31,406.00	\$30,197.00	\$0.00	\$0.00	\$30,197.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	31,406.00	30,197.00								
77		TOTAL REVENUE (lines 75 + 76)	31,406.00	30,197.00								
78												
79		Total Expenditures (line 64)	31,406.00	30,197.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$31,406.00	\$30,197.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

FUND NO: 251

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$263,587.00	\$235,201.00	\$150,000.00	\$84,701.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	263,587.00	235,201.00								
77		TOTAL REVENUE (lines 75 + 76)	263,587.00	235,201.00								
78												
79		Total Expenditures (line 64)	263,587.00	235,201.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$263,587.00	\$235,201.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

FUND NO: 257

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$453,897.00	\$441,569.00	\$211,569.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	453,897.00	441,569.00								
77		TOTAL REVENUE (lines 75 + 76)	453,897.00	441,569.00								
78												
79		Total Expenditures (line 64)	453,897.00	441,569.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$453,897.00	\$441,569.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

FUND NO: 258

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$15,006.00	\$15,425.00	\$15,425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	15,006.00	15,425.00								
77		TOTAL REVENUE (lines 75 + 76)	15,006.00	15,425.00								
78												
79		Total Expenditures (line 64)	15,006.00	15,425.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$15,006.00	\$15,425.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.

**BUDGET**  
**EXPENDITURES**  
 July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
1	512	Elementary School Program		\$0.00								
2	515	Secondary School Program		\$0.00								
3	517	Alternative School Program		\$0.00								
4	519	Vocational-Technical Program		\$0.00								
5	521	Special Education Program	340,300.00	\$300,000.00			300,000.00					
6	522	Special Education Preschool Program		\$0.00								
7	524	Gifted & Talented Program		\$0.00								
8	531	Interscholastic Program		\$0.00								
9	532	School Activity Program		\$0.00								
10	541	Summer School Program		\$0.00								
11	542	Adult School Program		\$0.00								
12	546	Detention Center Program		\$0.00								
13												
14	500	TOTAL INSTRUCTION	\$340,300.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15												
16	611	Attendance-Guidance-Health Program		\$0.00								
17	616	Special Education Support Services Prog	69,700.00	\$60,000.00			60,000.00					
18	617	Medicaid Match		\$0.00								
19												
20	621	Instruction Improvement Program		\$0.00								
21	622	Educational Media Program		\$0.00								
22	623	Instruction-Related Technology Program		\$0.00								
23	624	Books and Periodicals		\$0.00								
24	631	Board of Education Program		\$0.00								
25	632	District Administration Program		\$0.00								
26												
27	641	School Administration Program		\$0.00								
28												
29	651	Business Operation Program		\$0.00								
30	655	Central Service Program		\$0.00								
31	656	Administrative Technology Services Prog		\$0.00								
32	661	Buildings-Care Program (Custodial)		\$0.00								
33				\$0.00								
34	664	Maintenance - Buildings and Equipment		\$0.00								
35	665	Maintenance - Grounds		\$0.00								
36	667	Security Program		\$0.00								
37												
38	681	Pupil - To School Trans. Program		\$0.00								
39	682	Pupil - Activity Trans. Program		\$0.00								
40	683	General Transportation Program		\$0.00								
		Subtotal (carried over to page b)	69,700.00	60,000.00	0.00	0.00	60,000.00	0.00	0.00	0.00	0.00	0.00

**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$69,700.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$410,000.00	\$360,000.00	\$0.00	\$0.00	\$360,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	410,000.00	360,000.00								
77		TOTAL REVENUE (lines 75 + 76)	410,000.00	360,000.00								
78												
79		Total Expenditures (line 64)	410,000.00	360,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$410,000.00	\$360,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

FUND NO: 261

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$26,845.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$26,845.00	\$27,710.00	\$0.00	\$0.00	\$27,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	26,845.00	27,710.00								
77		TOTAL REVENUE (lines 75 + 76)	26,845.00	27,710.00								
78												
79		Total Expenditures (line 64)	26,845.00	27,710.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$26,845.00	\$27,710.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$30,000.00	\$26,000.00	\$1,200.00	\$0.00	\$8,000.00	\$16,800.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	30,000.00	26,000.00								
77		TOTAL REVENUE (lines 75 + 76)	30,000.00	26,000.00								
78												
79		Total Expenditures (line 64)	30,000.00	26,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$30,000.00	\$26,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.

**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

FUND NO: 271

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
1	512	Elementary School Program		\$0.00								
2	515	Secondary School Program		\$0.00								
3	517	Alternative School Program		\$0.00								
4	519	Vocational-Technical Program		\$0.00								
5	521	Special Education Program		\$0.00								
6	522	Special Education Preschool Program		\$0.00								
7	524	Gifted & Talented Program		\$0.00								
8	531	Interscholastic Program		\$0.00								
9	532	School Activity Program		\$0.00								
10	541	Summer School Program		\$0.00								
11	542	Adult School Program		\$0.00								
12	546	Detention Center Program		\$0.00								
13												
14	500	TOTAL INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15												
16	611	Attendance-Guidance-Health Program		\$0.00								
17	616	Special Education Support Services Prog		\$0.00								
18	617	Medicaid Match		\$0.00								
19												
20	621	Instruction Improvement Program	55,358.00	\$47,075.00	39,503.00		7,072.00	500.00				
21	622	Educational Media Program		\$0.00								
22	623	Instruction-Related Technology Program		\$0.00								
23	624	Books and Periodicals		\$0.00								
24	631	Board of Education Program		\$0.00								
25	632	District Administration Program		\$0.00								
26												
27	641	School Administration Program		\$0.00								
28												
29	651	Business Operation Program		\$0.00								
30	655	Central Service Program		\$0.00								
31	656	Administrative Technology Services Prog		\$0.00								
32	661	Buildings-Care Program (Custodial)		\$0.00								
33				\$0.00								
34	664	Maintenance - Buildings and Equipment		\$0.00								
35	665	Maintenance - Grounds		\$0.00								
36	667	Security Program		\$0.00								
37												
38	681	Pupil - To School Trans. Program		\$0.00								
39	682	Pupil - Activity Trans. Program		\$0.00								
40	683	General Transportation Program		\$0.00								
		Subtotal (carried over to page b)	55,358.00	47,075.00	39,503.00	0.00	7,072.00	500.00	0.00	0.00	0.00	0.00

**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

FUND NO: 271

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$55,358.00	\$47,075.00	\$39,503.00	\$0.00	\$7,072.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$55,358.00	\$47,075.00	\$39,503.00	\$0.00	\$7,072.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	55,358.00	47,075.00								
77		TOTAL REVENUE (lines 75 + 76)	55,358.00	47,075.00								
78												
79		Total Expenditures (line 64)	55,358.00	47,075.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$55,358.00	\$47,075.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program	1,065,000.00	1,350,000.00	325,000.00	145,000.00	11,000.00	700,000.00	169,000.00			
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$1,065,000.00	\$1,350,000.00	\$325,000.00	\$145,000.00	\$11,000.00	\$700,000.00	\$169,000.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$1,065,000.00	\$1,350,000.00	\$325,000.00	\$145,000.00	\$11,000.00	\$700,000.00	\$169,000.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	250,000.00	600,000.00								
76		Revenues + Transfers In	815,000.00	750,000.00								
77		TOTAL REVENUE (lines 75 + 76)	1,065,000.00	1,350,000.00								
78												
79		Total Expenditures (line 64)	1,065,000.00	1,350,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$1,065,000.00	\$1,350,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets	460,000.00	0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$460,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		500,000.00								500,000.00
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$460,000.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	460,000.00	500,000.00								
77		TOTAL REVENUE (lines 75 + 76)	460,000.00	500,000.00								
78												
79		Total Expenditures (line 64)	460,000.00	500,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$460,000.00	\$500,000.00								

**BUDGET SUMMARY:**

**The total on line 77 must equal the total on line 81.**



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		200,000.00					200,000.00			
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	0.00	200,000.00								
77		TOTAL REVENUE (lines 75 + 76)	0.00	200,000.00								
78												
79		Total Expenditures (line 64)	0.00	200,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$0.00	\$200,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out	10,987,655.24	11,437,655.24					10,477,655.24			960,000.00
60												
61	900	TOTAL OTHER SERVICES	\$10,987,655.24	\$11,437,655.24	\$0.00	\$0.00	\$0.00	\$0.00	\$10,477,655.24	\$0.00	\$0.00	\$960,000.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$10,987,655.24	\$11,437,655.24	\$0.00	\$0.00	\$0.00	\$0.00	\$10,477,655.24	\$0.00	\$0.00	\$960,000.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	10,987,655.24	10,987,655.24								
76		Revenues + Transfers In	0.00	450,000.00								
77		TOTAL REVENUE (lines 75 + 76)	10,987,655.24	11,437,655.24								
78												
79		Total Expenditures (line 64)	10,987,655.24	11,437,655.24								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$10,987,655.24	\$11,437,655.24								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.



**BUDGET  
EXPENDITURES**

July 1, 2026 - June 30, 2027

NOTE: Round each entry to the nearest dollar amount.

Line	Code	EXPENDITURES Functions/Programs	Prior Year Budget	Proposed Budget	100 Salaries	200 Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Objects	600 Debt Retirement	700 Insurance- Judgment	800 Transfers
40	691	Other Support Services Program		\$0.00								
41												
42	600	TOTAL SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43												
44	710	Child Nutrition Program		0.00								
45	720	Community Services Program		0.00								
46	730	Enterprise Operations		0.00								
47	740	Student Activity Program		0.00								
48												
49	700	TOTAL NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50												
51	810	Capital Assets		0.00								
52				0.00								
53												
54	800	TOTAL CAPITAL ASSET PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55												
56	911	Debt Services Program - Principal		0.00								
57	912	Debt Services Program - Interest										
58	913	Debt Services Program - Refunded Debt		0.00								
59	920	Fund Transfers Out		0.00								
60												
61	900	TOTAL OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62												
63		TOTAL EXPENDITURES										
64		(Lines 14+42+49+54+61)	\$29,615.00	\$29,000.00	\$0.00	\$0.00	\$5,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00
65												
66												
67												
68												
69												
70												
71												
72												
73		<b>BUDGET SUMMARY</b>										
74												
75		Beginning Fund Balance	0.00	0.00								
76		Revenues + Transfers In	29,615.00	29,000.00								
77		TOTAL REVENUE (lines 75 + 76)	29,615.00	29,000.00								
78												
79		Total Expenditures (line 64)	29,615.00	29,000.00								
80		Unappropriated Balance	0.00	0.00								
81		TOTAL EXPD. + UNAPPR. BAL. (lines 78 + 79)	\$29,615.00	\$29,000.00								

**BUDGET SUMMARY:**

The total on line 77 must equal the total on line 81.

## SUMMARY STATEMENT 2026 - 2027 SCHOOL BUDGET

### ALL FUNDS

School District: **Preston Joint School District**

REVENUES	GENERAL M & O FUND				ALL OTHER FUNDS			
	Prior Year Actual 2023-2024	Prior Year Actual 2024-2025	Prior Year Actual/Budget 2025-2026	Proposed Budget 2026-2027	Prior Year Actual 2023-2024	Prior Year Actual 2024-2025	Prior Year Actual/Budget 2025-2026	Proposed Budget 2026-2027
Beginning Balances	\$	\$ 1,000,000.00	\$ 3,959,631.06	\$ 3,000,000.00	\$ 1,074,755.00	\$ 1,157,757.00	\$ 14,486,399.58	\$ 12,087,655.24
Local Tax Revenue	\$ 1,308,078.00	\$ 1,094,656.67	\$ 1,421,195.37	\$ 1,130,000.00	\$ 1,179,451.00	\$ 681,657.23	\$ 197,687.15	
Other Local	\$ 107,322.00	\$ 503,295.48	\$ 671,175.81	\$ 525,000.00	\$ 853,205.00	\$ 545,031.66	\$ 301,901.08	\$ 1,750,800.00
County Revenue								
State Revenue	\$ 17,194,462.00	\$ 17,278,979.37	\$ 18,063,502.17	\$ 18,639,856.00	\$ 387,728.00	\$ 11,109,554.87	\$ 1,556,280.79	\$ 654,472.00
Federal Revenue					\$ 1,986,347.00	\$ 1,332,215.82	\$ 1,685,668.94	\$ 1,663,941.00
Other Sources				\$ 960,000.00				\$ 202,725.00
<b>Totals</b>	\$18,609,862.00	\$19,876,931.52	\$24,115,504.41	\$24,254,856.00	\$5,481,486.00	\$14,826,216.58	\$18,227,937.54	\$16,359,593.24
EXPENDITURES	Prior Year Actual 2023-2024	Prior Year Actual 2024-2025	Prior Year Actual/Budget 2025-2026	Proposed Budget 2026-2027	Prior Year Actual 2023-2024	Prior Year Actual 2024-2025	Prior Year Actual/Budget 2025-2026	Proposed Budget 2026-2027
Salaries	\$ 10,808,975.00	\$ 11,721,237.75	\$ 12,533,870.68	\$ 12,780,902.00	\$ 754,500.00	\$ 889,756.56	\$ 790,493.85	\$ 782,497.00
Benefits	\$ 4,223,839.00	\$ 4,622,409.36	\$ 5,503,598.73	\$ 7,111,058.00	\$ 350,462.00	\$ 272,951.36	\$ 288,924.98	\$ 237,701.00
Purchased Services	\$ 1,000,157.00	\$ 789,481.22	\$ 1,248,364.29	\$ 1,274,000.00	\$ 1,493,496.00	\$ 1,327,316.63	\$ 1,233,449.72	\$ 1,197,211.00
Supplies & Materials	\$ 795,245.00	\$ 802,783.42	\$ 986,750.57	\$ 1,198,429.00	\$ 946,856.00	\$ 1,439,788.86	\$ 2,397,867.49	\$ 2,025,529.00
Capital Outlay	\$ 956.00	\$ 19.77	\$ 36,380.27	\$ 285,000.00	\$ 1,168,351.00	\$ 635,272.19	\$ 173,792.76	\$ 169,000.00
Debt Retirement			\$ -	\$ -			\$ -	
Insurance & Judgments	\$ 110,655.00	\$ 166,000.00	\$ 178,000.00	\$ 190,000.00			\$ -	
Transfers (net)	\$ 260,000.00	\$ 275,000.00	\$ 384,000.00	\$ 202,725.00	\$ (260,000.00)	\$ (275,000.00)	\$ (384,000.00)	\$ (960,000.00)
Contingency Reserve		\$ 1,500,000.00	\$ 1,205,775.00	\$ 1,212,742.00				
Unappropriated Balances	1,410,035.00	0.00	2,038,764.87	0.00	\$ 1,027,821.00	\$ 10,536,130.98	13,727,408.74	12,907,655.24
<b>Totals</b>	\$18,609,862.00	\$19,876,931.52	\$24,115,504.41	\$24,254,856.00	\$5,481,486.00	\$14,826,216.58	\$18,227,937.54	\$16,359,593.24

**A copy of the School District Budget is available for public inspection at the District's Administrative or Clerk's Office.**

# **PIONEER ELEMENTARY SCHOOL** **MISSION STATEMENT**

Pioneer Elementary's mission is to provide each student with high levels of learning in a culture of collaboration and respect between students, faculty, staff, and parents. We will achieve and gain a sense of purpose through hard work, love, play, and high expectations in a safe and positive learning environment.

Students at Pioneer Elementary are  
**'PAWSITIVELY AWESOME!'**

They **P**roblem Solve, **A**lways Care, **W**ork Hard, & **S**how Respect

## **PRESTON SCHOOL DISTRICT MISSION STATEMENT**

Preston School District, in partnership with families and the community, will:

- Instill in all students the desire to be life-long learners through activities which promote responsible, productive, and healthy citizens.
- Provide students with an enriching educational environment where sound instructional and technological practices are maintained and students are given a wide variety of learning opportunities.
- Provide educational environments where students are safe and respected.
- Maintain high expectations for professionalism among all Preston School District employees.
- Increase achievement in core academic areas.
- Appreciate and recognize the unique aspects of all individuals.

## **SCHOOL HOURS**

<b>7:40 AM</b>	<b>Building opens for students</b> <b>Breakfast served</b>
<b>7:55 AM</b>	<b>1<sup>st</sup> Bell</b>
<b>8:00 AM</b>	<b>School Begins – <u>Students are expected to be in classrooms ready to learn</u></b>
<b>3:40 PM</b>	<b>Dismissal Bell – Students leave school for the day</b>
<b>3:53 PM</b>	<b>Bus Departure</b>

## GENERAL INFORMATION

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number for home, work, or mobile.

## ACCIDENTS AND ILLNESS

Children may leave home feeling great but become ill during the day. We will contact you if your child becomes ill. We make every effort to contact parents or guardians in case of illness or serious accident. If we cannot reach you, we will notify one of your listed contact persons. In extreme emergencies we will take steps that we feel are necessary, including calling 911 for transporting to emergency medical services. Please keep us informed of any changes in the emergency numbers and alternative ways to contact you.

## ATTENDANCE (Preston School District Policy)

Please encourage good attendance and be sure your child gets to school on time every day. Consistent attendance leads to greater student achievement and self-esteem.

**Our School Board has established an attendance policy that states that students are required to be in attendance at least 90% of the time that school is in session. This means a student should NOT MISS MORE THAN 7 DAYS of school per semester.** If a child misses more than 14 days promotion to the next grade could be jeopardized, or you could be referred to court officials. The school will notify you of excessive absences and each child who misses over this set amount will be evaluated on a case-by-case basis to determine what actions may be taken to improve attendance and the best placement for the coming year.

If your child is absent, please call the school by 9:00 a.m. Such notification from home serves safety purposes by informing the school the child will not be in attendance and helping the school better understand the cause of the absence. If your child has visited a doctor, sharing a note from the doctor with the school will also help us understand the reason for an absence. Know that calling into the school to "excuse" an absence does not negate the absence; the student is still marked and counted as absent.

If it is determined to close school due to inclement weather, notifications will take place. Parents can access Preston School District webpage ([www.prestonidahoschools.org](http://www.prestonidahoschools.org)) for the most current school closure protocol. Also, follow our Facebook page for important information.

## BIRTH CERTIFICATE

All new students, whether beginning kindergarten or entering from another school district, must present a certified copy of their birth certificate to school personnel within 30 days of enrollment.

## **BIRTHDAYS AND OTHER CELEBRATIONS**

Birthdays are special days and we want to be able to celebrate these with our students. However, there are some safety precautions to observe: **Please do not bring/send flowers or balloons to students. We have several students with severe allergies and need to avoid these.** Edible treats brought to the school for birthdays or other celebrations must be store bought.

## **BULLYING/FIGHTING/HARASSMENT**

Bullying, fighting, and harassment/intimidation are not allowed. Bullying is defined as intentional, repeated, hurtful acts, words, or other behaviors such as name calling, threatening, and/or shunning committed by one or more children against another. Bullying may be physical, verbal, or emotional in nature. Fighting includes threatening to fight as well as hitting, kicking, pinching, or biting. Harassment includes conduct, whether verbal, written, graphic or physical, relating to a student's race, national origin, color, disability, or sex that is severe, pervasive, or persistent.

The parents of any student found guilty of such behaviors will be notified and the student could be referred to the principal to determine the appropriate intervention strategy that should be implemented to address the behavior. Repeated offenses shall be handled pursuant to the District's disciplinary procedures.

## **CHECKING CHILDREN IN AND OUT OF SCHOOL**

When checking a child into school after school has already begun, an adult needs to sign in at the office where the child will be given a slip to take to the teacher. For school safety purposes, we ask that parents not go down the hallways to personally take their child to class.

If a parent wants to check their child out of school during the day, parents are required to sign their child out from the office. The office staff will escort your child from their room to the office or call to your child's room and have them sent to the office. For safety reasons children will not be sent outside to wait for parents. If special arrangements need to be made to pick up a student (such as using a neighbor or other designated adult) please call the office or send a note explaining these arrangements and include a phone number where you can be reached for verification. Just like when checking a child in to school, we ask that parents not go down the hallways to personally pick up their child from class.

When picking a child up after school, the school asks that those picking them up wait in their cars or outside on the sidewalk or grass. Pioneer staff will escort students outside where they can connect with those picking them up.

## **DISTRIBUTION OF PERSONAL INVITATIONS**

Due to student privacy and safety considerations, we're not able to distribute personal invitations through the school.

## **DRESS CODE (Preston School District Policy)**

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

What a child wears to school influences his/her behavior and attitude. For this reason, the Pioneer has adopted the following student dress code:

- Clothing shall be modest, clean, and in good repair.
- Clothing or appearance which, in the judgment of the administration, draws undue attention and/or is disruptive to the educational process will not be allowed.
- Clothing shall conceal undergarments at all times.
- Spaghetti strap tops are not recommended. When the air conditioning comes on students dressed in spaghetti strap tops get cold and have trouble focusing on their work.
- Safe footwear is required. Flip-flops, shoes without backs, or open-toed shoes are not safe for the playground or PE and are therefore discouraged. On the day students have their PE Rotation, they will need proper shoes (white sole shoes in the gym) for that class.
- Shoes with wheels or cleats are not allowed.
- No hats are to be worn inside.
- No bandannas are allowed.
- Shirts, jackets, backpacks, or other articles containing inappropriate logos or slogans are prohibited.

Adherence to these dress and grooming standards as well as all other district dress standards as presently stated will be the responsibility of the student and his/her parents or guardian. District policy will be followed for noncompliance. Students in violation of the dress code will be asked to change as needed to be in compliance. If a student does not have appropriate clothing, parents will be notified and requested to help bring students into compliance.

Other appropriate dress may be worn on special days as approved by the principal. These may include such things as 'hat day', 'hair day', etc.

## **ELECTRONIC DEVICES**

At Pioneer Elementary, during the school day, **students are prohibited from using cell phones and/or other personal electronic devices at all times.** Phones are available in the classroom and the office; however, students are only allowed to call home after consultation with their teacher.

GPS watches may be worn as locating devices; however, they may not be used to call or play games during school hours. If a need arises for a student to contact a parent or family member, school phones are available for student use.

If a student is found to be using a GPS watch, cell phone, or any other personal electronic device during school hours, it will be confiscated from the student. Parents may pick up the device from the office at the end of the day. After the second offense, students will be prohibited from wearing and/or bringing the device to school.

## **EMERGENCY PROCEDURES**

Pioneer Elementary uses the four Idaho Standard Command Responses Protocols for Schools:  
EVACUATION – REVERSE EVACUATION – HALL CHECK – LOCKDOWN

Students and staff will practice what to do in these situations as well as what to do for a Fire or an Earthquake.

In the event of an area, school, or community emergency our policy is to retain the students as long as the building and conditions are safe. Should there be a major disaster, all teachers and staff members will remain at the school to care for the students until a safe release time.

In all things, Situational Awareness is emphasized. Everyone needs to be mindful of what's going on around them to help make the best decisions at that time. Staff members have been informed to assess emergency situations and use the MOVE – SECURE – DEFEND options-based protocol to decide what is best to do at any given moment and then take action to keep students and staff safe. Depending on the situation, staff may choose to

- MOVE away from danger and relocate students to a place of safety.
- SECURE the room/area quickly and completely to prevent entry and contact with the threat.
- DEFEND students and self aggressively.

Pioneer Elementary encourages everyone to follow the “SEE – TELL – NOW” protocol, that is “If you see something out of place, tell someone right now! “This action allows authorities to deal with suspicious behavior early before it escalates into a problem.

## **FEDERAL MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Children who lack fixed, regular, and adequate housing have certain educational rights. Visit with the elementary principal or contact the Preston School District Homeless Education Liaison at (208) 852-0283 to find out more.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school will correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- 1) School officials with legitimate educational interest;
- 2) Other schools to which a student is transferring;
- 3) Specified officials for audit or evaluation purposes;
- 4) Appropriate parties in connection with financial aid to a student;
- 5) Organizations conducting certain studies for or on behalf of the school;
- 6) Accrediting organizations;
- 7) To comply with a judicial order or lawfully issued subpoena;
- 8) Appropriate officials in cases of health and safety emergencies; and
- 9) State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **FIELD TRIPS**

Parents are asked to complete field trip permission information on the student enrollment form. When you complete the form indicating that permission is granted, your child may go on all field trips scheduled during the year. Details of the field trip are sent home before each field trip occurs. The school offers cafeteria prepared sack lunches for field trips. The price of these prepared lunches will be deducted from your child's lunch account.

## **HARRASSEMENT/INTIMIDATION (Preston School District Policy)**

No student or minor present on school property or at school activities shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another students. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

It is the policy of this district to maintain a safe school environment for all students while on school grounds, riding the school bus, and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, and bullying are disruptive to a safe school environment and will not be tolerated.

Harassment includes conduct whether verbal, written, graphic or physical relating to student's race, national origin, color, disability, or sex that is sufficiently severe, pervasive, or persistent. No student should be subjected to any unasked or unwelcome demeaning conduct.

## **HEALTH AND WELLNESS SERVICES:**

We want to ensure that your child's health and well-being are a top priority while they are at school. As part of our commitment to providing a safe and supportive environment, we offer a range of health services to all students. These services include both preventive care and emergency assistance.

### **1. Preventive Health and Wellness Services:**

- Vision and Hearing Screening: Regular screenings are conducted to identify any potential vision or hearing issues early on.
- General First Aid: Our trained staff can administer basic first aid for minor injuries and illnesses.
- Lice Checks: Periodic checks are performed to detect and manage head lice infestations.
- Temperature Checks: We monitor students' temperatures when needed.

### **2. Medication Administration: **MEDICATIONS** (Preston School District Policy)**

- Students requiring medications during the school day need to make arrangements with their doctor and with the school. A doctor's form is available from our school secretary that will help with this accommodation. This form is to be signed by the doctor and the parent. Parents are to bring the medication to the school office in the original container containing the child's name and all directions. Please do not send any medication to school with your child. Students requiring the use of inhalers are, with the form from the

doctor, able to bring and keep an inhaler with them. Please make your child's teachers aware of this need.

- **If your child requires medication during school hours, our staff can administer it according to the prescribed instructions. Please contact the school to get further directions.**

### 3. Emergency Care:

- In case of accidents or sudden health emergencies, our school team is prepared to provide immediate assistance.
- We have protocols in place for handling emergencies and contacting parents or guardians promptly.

### 4. Chronic Disease Management:

- For students with chronic health conditions (e.g., asthma, diabetes, allergies), our school team works closely with families to manage their conditions effectively.
- We encourage open communication with parents to ensure a comprehensive understanding of each student's health needs.

### 5. Parental Rights and Access to Records:

- Parental Consent: While we opt-out method of parental consent for health and wellness services, this does not waive your right to access your child's educational and associated health records.
- Notification: You will be informed about any health monitoring or status updates related to your child.

Please feel free to reach out to our school administrator if you have any questions or need further information. We appreciate your partnership in keeping our students healthy and ready to learn.

## IMMUNIZATIONS

All students enrolled in a public school must have completed immunizations, as per state requirements, on file before admission to school. A child may be exempt by a doctor's statement or by a signature of a parent for personal or religious beliefs.

### Immunizations (Preston School District Policy)

All children entering Preschool and Kindergarten will be required to have a minimum of:

5 doses of DTP

4 doses of Polio

2 doses of MMR

3 doses of Hepatitis B

2 doses of Varicella

2 doses of Hepatitis A

or to have a valid medical, religious or personal exemption form on file.

Please remember an exemption is not valid if the parent has forgotten their child's

immunization record. State law requires a parent, custodian, or guardian of any child who is to attend any public, private, or parochial school in Idaho to provide proof of required immunizations before attendance. Children who are not in compliance must be excluded.

## **INSURANCE**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process all children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child become injured. The school district does not provide medical insurance to pay for expenses when students are injured at school. The district makes student medical insurance available for families for their individual purchase. Information outlining the coverage and premiums are available at the school office or under “student insurance” on the district website <http://www.prestonidahoschools.org>. Additionally, for those without health insurance, a low-cost or no-cost coverage might be available based on income guidelines. Contact the Idaho Department. of Health and Welfare at 2-1-1 for more info.

## **LATE START**

The district may choose to delay the start of school by 2 hours in case of bad weather or other emergencies. In this case, you will be notified through text and email of the late start. School will start at 10:00 a.m. Breakfast will not be served and students will miss first recess. The rest of the day will be as regularly scheduled.

## **MEDICATIONS** (Preston School District Policy)

### **Medication Administration Guidelines**

Students who require medication during the school day must coordinate with their doctor and the school nurse. A doctor's authorization form is available from the office and must be signed by the doctor, parents, and school nurse. A new authorization form is required at the beginning of each school year.

Parents must bring prescription medications to the school office in their original container, clearly labeled with the child's name and dosage instructions. A completed medication administration form must also be provided.

For safety reasons, please do not send any medication to school with your child.

Students who require inhalers, emergency epinephrine pens, diabetic medications, or supplies must have an emergency action plan. These plans are available from the district nurse and require signatures from the doctor, parent, and district nurse.

If a student needs assistance with over-the-counter medications, a medication administration form must be completed and signed by the parent and district nurse, including all necessary details.

Office staff responsible for administering medications will receive proper medication administration training. Our priority is to ensure safe, competent, accurate, and careful medication administration for all students.

## **NOTICE OF NON-DISCRIMINATION**

The Preston School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, or any other characteristic protected by law, in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. The superintendent has been designated to handle inquiries regarding the non-discrimination policies.

Preston School District  
105 E, 2nd S.  
Preston, ID 83263  
Phone Number: (208) 852-0283

## **NOTIFICATION OF VIDEO SURVEILLANCE**

To promote the safety of students, employees, and visitors, as well as the security of our facilities and equipment, Pioneer Elementary may conduct video surveillance of any portion of its premises at any time; the only exception being private areas of restrooms, and dressing rooms. Video cameras will be positioned in appropriate places within and around Pioneer and used in order to help promote the safety and security of people and property. Questions about video surveillance in the workplace should be directed to school administration.

## **OFF TO A GOOD START**

Your child should be well rested (9-10 hours of sleep) and have nourishing well-balanced meals and healthy snacks. It is important that your child receive a healthy breakfast before beginning school each day. Breakfast is available each morning as school begins. Your child's clothing should be simple, safe, sturdy, and easy for your child to manipulate without help. (Coats and boots should be easy to get on and off.) Outdoor clothing should be labeled with your child's name placed on the inside. (We do not recommend putting your child's name where it may be seen and used by strangers to give false assurances to your child). Choose appropriate clothing for the weather and prepare for possible changes in the weather. Frequently check the lost and found area for any missing coats, gloves, hats, lunch boxes, etc.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held each school year. These conferences give parents an opportunity to interact with teachers and discuss any concerns or questions about their child's education. We feel these conferences are very beneficial and help to assure student progress.

We encourage your attendance. To prepare for conferences you may want to do the following:

1. Decide what questions you need to ask and write them down.
2. Ask your child if there is anything he/she would like you to discuss with the teacher.

Any time you have concerns or problems, please feel free to contact the teacher to set up a time when you may meet to discuss your concerns.

## **PETS AT SCHOOL**

Please keep family pets at home unless prior approval has been given by the teacher. If pets are part of a student's show-and-tell presentation, the parent will need to accompany that pet and take it home immediately following the activity. Also, please explain to children the importance of leaving animals home so there aren't stray animals on campus. If you have pets, please keep them in the house or fenced yard during periods when children walk to and from school.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

PBIS is a discipline model that focuses on tiered intervention and schoolwide target behaviors with consistent expectations and consequences. In this model, data informs target behavior selection and is analyzed to revise interventions. PBIS improves social, emotional, and academic outcomes for all students. Students develop and learn social, emotional, and behavioral competence, supporting their academic engagement. Educators develop a positive, predictable, and safe environment that promotes strong interpersonal relationships with students through teaching, modeling, and encouragement.

## **PTO**

The Parent Teacher Organization (PTO) provides many services to the school and students. We are grateful for all they do. From time to time, you will see notes from the PTO asking for help with their projects. Please be generous with your time because these activities directly benefit our students. Parent participation and involvement is welcomed and invited. The PTO is always seeking volunteers.

## **READING**

Learning to read will be given the priority status necessary to enable all students to become successful and fluent readers. "Succeeding in Reading" and creating the foundation for becoming lifelong readers is our major focus. Parents listening to and reading to children every day is a strong determining factor in creating a lifelong reader.

## **RECESS/PLAYGROUND**

Outside playground activity is an important part of the day. It allows students a period of physical exercise before continuing with academics. Children should come to school dressed for the weather of the day so they can safely and comfortably enjoy recesses and play before school. Recess supervisors are outside each recess. All students are expected to go outside for recess. Under severe weather conditions (temperature, wind chill, rain, snow, etc.) administration might determine to shorten or cancel recess. Children with special health conditions (asthma, etc.) may need special accommodations during colder weather or times of inversion with high particulate matter in the air or times of high pollen. If for some rare reason your child should not go outside for recess, please send a doctor's note with your child each day he/she is to stay inside the building.

The following are required for all students to have a safe and fun outdoor activity period:

1. Students are to exhibit appropriate and respectful conduct.
2. Fighting, which includes hitting, kicking, pinching, biting, is not allowed.
3. Students are to stay in sight of playground supervisor.
4. A child is NOT permitted to leave school playground.
5. Students must stay off and away from fences.
6. Students should try to help Pioneer Elementary grounds stay clean and attractive.
7. Any type of rough play is not permitted.
8. There is to be no throwing of wood chips, sticks, stones, ice, mud, snow, etc. (If it is on the ground, leave it on the ground.)
9. Proper use of playground equipment must be followed.
10. Cones set around a certain area mark it as restricted and must be avoided.

## **SAFE AND DRUG-FREE CAMPUS**

The Pioneer School is a drug-free and safe campus. Drugs or drug paraphernalia of any kind are not allowed on campus, nor are firearms, knives or other dangerous instruments. Any student exposing or threatening others with dangerous weapons (such as knives or guns of any sort) shall be subject to immediate suspension and possible expulsion from school, and legal action will be taken. Any person on campus with a dangerous weapon will be referred to local law enforcement.

## **SAFE BUSSING POLICY**

Students can ride a bus to school, home from school, or to a set daycare. If arrangements need to be made to ride a different bus, the district requires a note to be given to the school in advance of the requested change. Please make those arrangements early in the day. If changes must happen, contact the school before 3:00 p.m. so we can let the student know. For safety reasons, students cannot be pulled off buses once they board at 3:45. When picking a child up after school, the school asks that those picking them up wait in their cars or outside on the sidewalk or grass. Pioneer staff will escort students outside where they can connect with those picking them up.

## **SCHOOL LUNCH**

A nutritious breakfast and lunch are available to all Pioneer students each school day. Studies show that students do better in school when they have a healthy breakfast and lunch. The meals served at Pioneer meet or exceed the specific nutritional guidelines as set forth by the federal government. Students are given several options they may choose from daily, along with vegetables, milk, and fruit.

Free and reduced lunch will be available this year for those who qualify. Free and reduced lunch applications are available at the District Office, Pioneer Office, or the cafeteria. Every family is

encouraged to fill out a free or reduced application. The information on each application is confidential. If you have any questions, please call the school lunch supervisor, Candy Longhurst, (208) 852-0280.

Student Lunch Prices:

Breakfast: \$3.00	Reduced: \$.30	Free for those who qualify
Lunch: \$3.70	Reduced: \$.40	Free for those who qualify

Adult Breakfast: \$4.00      Adult Lunch: \$5.30

### **SCHOOL – PARENT – STUDENT COMPACT**

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet Pioneer’s challenging academic standards.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - Parent-teacher conferences, bi-annually, during which this compact shall be discussed as the compact relates to the individual child’s achievement.
  - Frequent reports to parents on their children’s progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.
- 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.
- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child’s learning.
- Participating, as appropriate, in decisions relating to the education of their child.
- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.

- Attend school functions and conferences.
- Show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day.
- Have a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

## **SEARCH AND SEIZURE GUIDELINES (Preston School District Policy)**

In the interest of maintaining a safe and drug-free school, school officials may conduct random or "blanket" searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct the searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

At any time when the student is on school property or at a school-sponsored event, school officials may search the student's person or possessions (backpack, purse, etc.) if the school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials or is otherwise secreting evidence of a crime or violation of district policy.

## **SICK CHILD GUIDELINES**

What signs should I watch for to see if my sick child should stay home from activities?

Ask yourself these questions:

\* Does your child feel well enough to comfortably participate in the activities? A sick child who is lethargic, whiny, irritable, almost continuously crying, and/or requires constant attention would probably be happier resting at home.

\* Did the doctor diagnose a contagious illness that should keep your sick child at home?

Illnesses such as pink eye, scabies, head lice, impetigo, strep infection, whooping cough, and Chickenpox are highly contagious. In this case, your child should remain home and separate from other children until the risk of passing on the illness has passed.

\* It is important that parents enact the Golden Rule (do unto others as you would have them do unto you) in that if you wouldn't want your child playing with a sick child that exhibits certain illnesses, then the same holds true for them as well.

## **STUDENT, PARENT, SCHOOL – RIGHTS AND RESPONSIBILITIES**

Education is a collaborative process which involves the student, their teachers, their parents, and school administration. For students to excel, all parties must complete their part of the process and work together.

The Title 1 section at the end of the handbook contains a parent / school / student compact. This compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve to the best of their ability. All parties are expected to sign the compact.

## **STUDENTS**

### **Students have the RIGHT to:**

1. Learn in a positive safe environment.
2. Be protected from physical and verbal abuse by other students and staff members.
3. Share their feelings – except when it infringes on the rights of other people.
4. Expect reasonable requests by teachers and administrators.
5. Be informed about class requirements.
6. Expect others to be honest in both academic and school-related affairs.
7. Expect to be safely transported to and from school.
8. Be informed about safety procedures.
9. Participate in school functions.
10. Attend scheduled classes.

### **Students have the RESPONSIBILITY to:**

1. Know their full name.
2. Know parents' names.
3. Dress appropriately.
4. Know and follow the school rules.
5. Try their best, regardless of social, emotional, or physical capacity.
6. Do homework as assigned.
7. Be on their best behavior at all times.
8. Bring a book bag every day to keep papers and books together.
9. Keep track of their belongings. (Parents – please put name on child's belongings – particularly coats, jackets, etc.)
10. Give to and discuss with parents/guardians all notices and information received from the school.
11. Know their bus driver and stall number in order to get on and off the bus without being helped by brothers, sisters or friends.
12. Know their address and telephone number.

## **PARENTS**

### **Parents (Guardians) have the RIGHT to:**

1. Expect a classroom atmosphere that permits a meaningful learning place.
2. Expect that students will not be exposed to verbal or physical abuse.

3. Be informed of behavior on the part of their child which is jeopardizing their fellow student's right to learn.
4. Be informed of any disciplinary action taken and the right to informally appeal such action.
5. Assume the school staff will meet with them to discuss pertinent problems.
6. Expect every precaution will be taken for complete confidentiality regarding their child.
7. Expect that the disruptive actions of a few will not interfere with the educational process.

**Parents (Guardians) have the RESPONSIBILITY to:**

1. Know and understand that state code requires every parent to properly train, educate, discipline, and control their child.
2. Make sure their child is in attendance, on time, and call the office by 9:00 AM when their child is absent.
3. Support homework completion.
4. Not drop off their child at school before 7:40 AM
5. Stay informed about my child's education and communicate with the school by promptly reading and responding to all notices from the school or the school district.
6. Be available, at a mutually agreed upon time, to confer and conference, in a constructive way, with school personnel concerning their child.
7. Direct their concerns regarding the education of their child to the professional most directly involved. Handle concerns at the lowest level first.
8. Be financially responsible for any damages to personal or school property caused by their child.
9. Respect teachers as professionals. Conflicts should be dealt with individually and not on a public platform.
10. Serve, to the extent possible, on school teams and/or volunteer in the classrooms if needed.

## **TEACHERS**

**Teachers have the RIGHT to:**

1. Expect students to maintain an accepted standard of behavior in the classroom.
2. Expect cooperation from the administration and parents in establishing and maintaining a school atmosphere conducive to learning.
3. Expect that students will complete assigned work to the best of their ability.
4. Expect that parents will make sure students attend school and not be tardy.
5. Expect that parents will be courteous in conversations and treat them as professionals.

**Teachers have the RESPONSIBILITY to:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students to achieve.
2. Maintain a classroom atmosphere which is emotionally safe for students.
3. Treat students and parents (guardians) with respect.
4. Communicate frequently with parents (guardians). Hold parent-teacher conferences bi-annually to discuss the progress and achievement of each student.

5. Reprimand or discipline students in an appropriate manner and make written referrals to administration when appropriate.
6. Maintain confidentiality in all matters relating to students.
7. Enforce the rules and regulations of the district and school.
8. Keep accurate attendance records.
9. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

## **ADMINISTRATORS**

### **An Administrator has the RIGHT to:**

1. Make professional interpretations of stated rules and regulations.
2. Expect to be treated with respect by students, parents, teachers, and citizens.
3. Suspend, recommend for expulsion, or refer to school resource officer those students involved in cases of flagrant and/or continuing misconduct.

### **An Administrator has the RESPONSIBILITY to:**

1. Maintain an atmosphere which is conducive to educational development and growth.
2. Ensure all school employees maintain rigorous academic standards and observe district and school regulations.
3. Maintain a reasonable standard of behavior throughout the school facility.
4. Execute school board policy and administrative rules and regulations.
5. Treat students, parents, teachers, and citizens with the respect due to them as individuals and with sensitivity to their differences in ethnic and social background.
6. Inform parents of serious student misconduct and disciplinary actions.
7. Maintain confidentiality in all matters relating to student records.

## **SKATEBOARDS, WHEELIE SHOES, SCOOTERS, SKATES, ETC.**

The Preston School District has a policy which prohibits skateboards, scooters, skates, or any similar conveyance from the school district property. Shoes with wheels are also not allowed.

## **SPECIAL SERVICES**

Special education and related services will be provided for students with learning and educational difficulties who have been determined eligible for an Individual Education Plan (IEP) or 504 plan. See your special education case manager, counselor, or the district special services director regarding any question you have with your specific plan.

Through the IEP process, adapted courses or alternate courses are available to special education students who require such modification of their course work, as determined by the student's IEP Team. For further clarification please contact your student's case manager or the district special services director.

## **TITLE I**

Pioneer Elementary School's Title I Program and assistance is offered to all students. Title I services help students be successful in school and demonstrate proficient or advanced levels of achievement. The school recognizes that in order for students to demonstrate academic success, the school needs to advocate for the involvement of parents and families in their children's education. The school desires to foster relationships between home, school, and the community which will enhance the education of students. Jointly we will review and update a parent involvement policy and parent compact, which outlines how the school staff, parents, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards. The compact will provide a space for all parties to sign and date the document. Parents are invited to attend the annual Title I meeting held in the early fall to learn more about the program and services as well as share suggestions to make the school a better place. Other formal school meetings will be held in which parents can contribute ideas to make the school a better place. Look on FaceBook and search for Pioneer Elementary in Preston or go to the FaceBook site (<https://www.facebook.com/Pioneer-Elementary-114452548908964>) or go to the Pioneer webpage ([www.prestonidahoschools.org](http://www.prestonidahoschools.org)) for dates and times of those meetings that will help build dynamic home school partnerships. Parents are also welcome to contact school administration at any time to offer suggestions and insights. We believe that family involvement fosters positive attitudes, promotes good behavior, and encourages student achievement. As a result of this partnership, we feel the educational success of our students will be increased.

Additionally, parents of a student attending a school receiving federal program funds may request the professional qualifications (college major, degree and license) of their child's classroom teacher. If that information is desired, parents should contact the school office to obtain it.

## **TITLE IX**

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Preston School District prohibits discrimination based on sex, including discrimination in the form of sexual harassment and discrimination based on sexual orientation or gender identity, against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment. Reports of sex discrimination or sexual harassment should be made to the Title IX Coordinator or the Superintendent for the investigation and resolution of such complaints. Brady Garner, Assistant Superintendent, is the Preston School District #201 Coordinator for Title IX Educational Amendment of 1972.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to:

**Brady Garner, Title IX Coordinator** 525 South 4th East Preston, Idaho 83263

(208)-852-2233 [brady.garner@psd201.org](mailto:brady.garner@psd201.org)

**Gary Thomas, Superintendent** 105 East 2nd South Preston, Idaho 83263

(208)-852-0283 [gary.thomas@psd201.org](mailto:gary.thomas@psd201.org)

**Dir. of Office for Civil Rights** Department of Education Washington, D.C

## **TOYS**

Toys are distracting to students and are not to be brought to school unless prior arrangements have been made with the classroom teacher. These may include but are not limited to, fidget spinners, stuffed animals, Pokémon cards, etc. Please do not allow your child to bring toys to school.

## **WEAPONS (Preston School District Policy)**

Pioneer is committed to providing a safe environment for all students and staff. This commitment includes the prohibition of any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members or could be used to disrupt the educational process. Following Idaho Code, Pioneer is a Gun Free Zone.

## **VISITORS AND VOLUNTEERS**

All school visitors/volunteers must report to the office before proceeding to any classrooms. After signing in at the office, a school badge will be issued allowing entry into classrooms. The school encourages parent involvement. Please consider opportunities to volunteer in classrooms. Your child's teacher may occasionally need help for one-on-one tutoring, small group work, or field trips. We appreciate and welcome those who volunteer. You may want to arrange regular times each week. We encourage you to work with your child's teacher to make the best educational environment.

# **Oakwood Elementary School**

525 South 400 East  
Preston, ID 83263  
208-852-2233 phone  
208-852-7155 fax

## **School Hours/Bell Schedule**

First bell - 8:00  
School begins - 8:05

Recess 3rd - 10:00-10:15  
Recess 5th - 10:15-10:30  
Recess 4th - 10:30-10:45

Lunch 3rd - 11:25-12:05  
Lunch 4th - 11:55-12:35  
Lunch 5th - 12:25-1:05

Recess 3rd - 2:15-2:30  
Recess 4th- 2:30-2:45  
Recess 5th - 2:45-3:00

School Dismissed - 3:45

# Oakwood Eagles SOAR!

## **Oakwood's Policies/Procedures**

The following are policies for Oakwood Elementary. There may be instances that transpire that are not outlined in this handbook. If this occurs, procedures outlined in Preston School District's policy manual will be followed.

### **Accidents or Illness**

Should an accident or illness involving your child occur, we will do everything possible to contact you or the person you designated to be called. In extreme emergencies the paramedics will be called. We will not send a child home during the school day unless the parents or your designee have been notified, and an adult comes to take the child home. This adult must be listed on the emergency form.

**\*It is extremely important that we have accurate and up-to-date telephone numbers on file in our office.**

### **Attendance**

It is important for your child to be at school every day except in cases of illness or family emergency. Please call and inform our office if your child will not be attending that day. Good progress at school is a result of regular attendance. If you anticipate an extended absence for your child, please make his/her teacher aware of the situation. The School Board has established an attendance policy that states a student should attend school 90% of the time. Excessive absences may result in a court referral.

Please ensure your child is on time for school. A student entering class late not only impacts their own learning but also disrupts the flow of the classroom and impacts the entire community of learners.

### **Bicycles, Skateboards, Roller Blades/Skates**

Bike racks are provided by the school. All bikes should be placed in bike racks and locked. Oakwood School is not liable for theft or vandalism. Students are to walk their bikes to and from the bike racks as they pass through the sidewalk and parking lot areas. Bicycles are not to be ridden on the playground during school hours. Skateboards and roller blades should not be brought to school.

## **Birthday Treats**

Birthdays are special days and we want to be able to celebrate these with our students. However, please be sure to follow the following safety precautions:

- Please do not bring or send flowers or balloons to students unless you plan on picking your child up from school that day. They are not to be taken on the bus for safety reasons.
- Edible treats need to be "store bought" and individually wrapped.

## **Busses**

Riding the bus is a privilege. Students are expected and required to behave properly while riding the bus and while at the bus stops. Misconduct could result in a loss of bussing privileges.

### **For the safety of students:**

- 1) Only school employees and students will be allowed in the bus safety loading zone while students are loading and unloading.
- 2) If you are picking up your child, please make arrangements before your child leaves for school and arrive to pick him or her up by 3:40 p.m. Once students board the bus at 3:45, they will not be called off the bus. Please plan ahead.

## **Bus Passes**

Preston School District provides transportation to and from the homes of the students for the purpose of education. **As a courtesy, the district will provide another stop, in addition to the home, for day care purposes only.** If additional day care is arranged by the parents at various locations or with various providers, parents will need to make arrangements to transport the students from school or home. In addition to the day care courtesy stop, the regularly scheduled home bus route driver will let students disembark the bus at an established stop before or after the regular home stop. The courtesy care provider stop and at a stop other than the home stop must be verified by the parents in writing and be on file at the students' school. With written notice from the parents, a bus pass will be issued to the student notifying the driver when that stop is needed.

## **Bullying**

Bullying is not allowed. Bullying is defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another. Bullying may be physical, verbal, or emotional in nature. The parents of any student found guilty of bullying will be notified and the student will be referred to the principal to determine the appropriate intervention strategy that should be implemented to address the behavior. If your student reports that he/she is being bullied, please report it to the office.

## **Cell Phones and Other Electronic Devices**

Students are prohibited from using cell phones and/or electronic devices at all times during the school day unless approved by school administration. Smart watches may be worn by students but should not be used without permission from an adult at the school. Students may be asked to set the watch to "do not disturb" mode or turn off the device during instructional time. Electronic devices are not allowed during state testing.

The following is a list of consequences for violating this policy:

**First Offense:** The electronic device will be confiscated from the students. Parents may pick up the device from administration at the end of the school day. There will be a verbal agreement from the student that the cell phone will not be used during school hours.

**Second Offense:** The device will be confiscated from the students. When parents pick up the phone from school, a contract will be signed by the students and parent indicating that if there is a continued problem, it will be considered and treated as willful defiance/insubordination by the student.

**Additional Offenses:** The phone will be confiscated, parents notified and students will spend time in the refocus room.

## **Cheating**

Cheating is not allowed. Students caught cheating will receive zero points for the assignment or test. Parents will be contacted and consequences will be the same as outlined in the discipline section.

## **Closed Campus**

Students will not be allowed to leave the campus once they arrive. Students may be allowed to go home for lunch if parents have made arrangements with their child's teacher and the office. Parents taking students from school must sign them out at the office.

## **Computer Equipment and Use**

Parents will need to sign a Computer Use Agreement before students will be allowed to use computers. This contract commits students to correct and appropriate use of computers. It also addresses network and internet usage and regulations. Any student who violates the terms of this contract or who willfully damages computer equipment or software programs will be denied computer privileges. They may also be liable for any necessary repairs to equipment or software.

## **Discipline**

In order for learning to take place and for our students and staff to feel that school is a safe and supportive environment, we believe that accountability for choices made is very important.

For minor offenses (most often occurring in class or on the playground), teachers or other school personnel may enforce the following consequences. If it is a minor offense, teachers will conference with the parent before administrative intervention.

Students who are severely disruptive, use inappropriate words or unsafe actions, are a danger to themselves or others, or exhibit any other behavioral infractions as deemed serious behavior by school personnel, may have the following steps imposed. The following steps are in place once appropriate steps have been taken on the playground or at the classroom level. The student is then referred for administrative intervention. School administration will have the final decision for consequences for students referred for administrative intervention.

Step One- Warning

Step Two- Parental contact and recess detention

Step Three- In-school suspension (missing school does not negate time owed)

Step Four- Out of school suspension

Please note: Steps may be accelerated due to the seriousness of the infraction.

There may also be referrals to the school board for expulsion and/or to the court system depending on the seriousness of the infraction.

## **Distribution of Personal Invitations**

Due to student privacy and safety considerations, we are not able to distribute personal invitations (such as birthday party invitations) through the school.

## **Dress Code**

We support the idea that what a child wears to school may influence his/her behavior and attitude. For this reason, we have adopted the following dress code:

- Clothing shall be modest, clean, and in good repair. Clothing shall not expose tummy, abdomen, back or chest and should be of properly fitted size as to conceal undergarments at all times.
- Shoulders, midriff and back should be covered. Sleeveless shirts or tank tops are not allowed.
- Shorts and skirts should not show any skin above mid-thigh.

- Safe footwear is recommended. Please do not wear shoes without backs, or open-toed shoes. Flip flops are discouraged as they are not safe for P.E. or the playground.
- No distracting make-up, jewelry, clothing or hair.
- Hats are not to be worn inside.
- No bandannas are allowed.
- Distractive body ornaments, jewelry, or accessories are prohibited.
- Clothing or appearance which, in the judgment of the administration, draws undue attention and is disruptive to the educational process will not be accepted.
- Shirts, jackets, backpacks, or other articles containing inappropriate logos or slogans are prohibited.
- If students come to school out of compliance with this dress code, parents will be notified and requested to help bring students into compliance.
- Adherence to these dress and grooming standards as well as all other district dress standards as presently stated will be the responsibility of the student and his/her parents or guardian. District policy will be followed for noncompliance.
- Students should be dressed appropriately as indicated above except that other appropriate dress may be worn for special activities as approved by the principal.

### **Drug, Alcohol and Tobacco Use**

Students will not use, possess, sell, buy or distribute drugs, including alcohol, tobacco, controlled substances, vaping, or related paraphernalia, on school premises. Students will follow school discipline procedures for violations.

### **Emergency Procedures**

In the event of an area, school, or community emergency our policy is to retain the students as long as the building and conditions are safe. Should there be a major disaster, all teachers and staff members will remain at the school to care for the students until a safe release time.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **Federal McKinney-Vento Homeless Assistance Act**

Children who lack fixed, regular, and adequate housing have certain educational rights. Visit with the elementary principal or contact the Preston School District Homeless Education Liaison at 208-852-0283 to find out more

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school will correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- 3) School officials with legitimate educational interest;
- 4) Other schools to which a student is transferring;
- 5) Specified officials for audit or evaluation purposes;
- 6) Appropriate parties in connection with financial aid to a student;
- 7) Organizations conducting certain studies for or on behalf of the school;
- 8) Accrediting organizations;
- 9) To comply with a judicial order or lawfully issued subpoena;
- 10) Appropriate officials in cases of health and safety emergencies; and

11) State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Field Trips**

Parents are asked to complete field trip permission information on the student enrollment form. When you complete the form indicating that permission is granted, your child may go on all field trips scheduled during the year. Details of the field trip are sent home before each field trip occurs. The school offers cafeteria prepared sack lunches for field trips. The price of these prepared lunches may be deducted from your child's lunch account.

### **Food**

The following guidelines should be followed when bringing food into the classroom.

- Items should be items that do not need refrigeration
- Food items should be individually wrapped and store bought
- Red punch is not allowed in the building

Students are not allowed to chew gum at school.

## **Harassment/Intimidation**

Harassment is not allowed. Harassment includes conduct whether verbal, written, graphic or physical relating to student's race, national origin, color, disability, or sex that is sufficiently severe, pervasive, or persistent. No student should be subjected to any unasked or unwelcome demeaning conduct.

## **Immunizations (Preston School District Policy #565)**

All children entering Preschool and Kindergarten will be required to have a minimum of:

5 doses of DTP

4 doses of Polio

2 doses of MMR

3 doses of Hepatitis B

2 doses of Varicella

2 doses of Hepatitis A

or to have a valid medical, religious or personal exemption form on file.

Please remember an exemption is not valid if the parent has forgotten their child's immunization record. State law requires a parent, custodian, or guardian of any child who is to attend any public, private, or parochial school in Idaho to provide proof of required immunizations **before** attendance. Children who are not in compliance must be excluded.

## **Late Start**

The district may choose to delay the start of school by two hours in case of bad weather or other emergencies. In this case, you will be notified through Alert Solutions of the late start. School will start at 10:00 am. Breakfast will not be served and students will miss first recess. The rest of the day will be as regularly scheduled.

## **Lost and Found**

In order to help us return lost items to children, please label all coats, jackets, backpacks, and other items with your child's name. Place the name on the inside of the article so that it is not visible from the outside. All lost items will be placed in the lost and found area.

We have found a backpack to be helpful for children to keep items together. Please try to claim lost items as soon as the item is missing. Parents are invited to come to look through lost items and claim any that belong to their child. Unclaimed items will be given to a local charity.

### **Medication Administration Guideline**

Students who require medication during the school day must coordinate with their doctor and the school nurse. A doctor's authorization form is available from the office and must be signed by the doctor, parents, and school nurse. A new authorization form is required at the beginning of each school year.

Parents must bring prescription medications to the school office in their original container, clearly labeled with the child's name and dosage instructions. A completed medication administration form must also be provided.

For safety reasons, please do not send any medication to school with your child.

Students who require inhalers, emergency epinephrine pens, diabetic medications, or supplies must have an emergency action plan. These plans are available from the district nurse and require signatures from the doctor, parent, and district nurse.

If a student needs assistance with over-the-counter medications, a medication administration form must be completed and signed by the parent and district nurse, including all necessary details.

Office staff responsible for administering medications will receive proper medication administration training. Our priority is to ensure safe, competent, accurate, and careful medication administration for all students.

### **Notification of Video Surveillance**

To promote the safety of students, employees, and visitors, as well as the security of our facilities and equipment, Oakwood Elementary may conduct video surveillance of any portion of its premises at any time; the only exception being private areas of restrooms, and dressing rooms. Video cameras will be positioned in appropriate places within and around Oakwood and used in order to help promote the safety and security of people and property.

Questions about video surveillance in the workplace should be directed to school administration.

## **PBIS**

Positive Behavior Interventions and Supports (PBIS) is a school-wide behavior system that outlines expectations for student behavior. Oakwood eagles SOAR as they learn to be safe, on-target, accountable and respectful.

## **Pets at School**

Please keep family pets at home unless prior approval has been received by the principal and teacher. If pets are part of a student's show-and-tell presentation, the parent will need to accompany that pet and take it home immediately following the activity. Please contact the principal for permission prior to bringing them to the school. Also, please explain to children the importance of leaving animals at home so that we do not have stray animals here on our campus. If you have pets, please keep them in the house or fenced yard during periods when children walk to and from school. An Animal Control Officer will be called to remove any unattended animal from school.

## **Playground Rules**

1. Play only in designated areas. Students may not play in the following areas:
  - a. The grass between two schools
  - b. The hill by the Pioneer
  - c. The dock by the lunch room (Walk across the dock.)
  - d. In front of either school or in the parking lot
  - e. In any area marked off by cones or tape
  - f. Retaining walls, sprinklers and fences
  - g. Next to Oakwood doors or windows.
2. Follow all instructions of the playground supervisors.
3. Fighting, name calling, swearing or foul language is not allowed.
4. Rollerblades, Wheelies and skateboards are not allowed on school property.
5. Students may not throw rocks, bark, sticks or snowballs. They should not put bark in the water fountains.
6. Students may play flag football, but not touch football. Flags are available from the playground supervisors.
7. Use playground equipment wisely. Balls and jump ropes cannot be used while on playground equipment. Students should use good judgment to prevent injury to themselves or others. Playground supervisors may ask you to stop doing something if it may hurt you or someone else.
8. Weapons of any kind are not allowed on the playground.
9. Lunches will be eaten in the cafeteria. Food is not allowed on the playground.
10. Students will not be allowed in the halls or classrooms during recess without the teacher's permission.
11. When the bell rings, students need to promptly return to class.
12. Gymnastics and backflips are not allowed on the ground or off of equipment.

13. Students need to keep hands and feet to themselves. Those playing tag or football should use one hand touch.
14. Tag should be played in the field and not on the playground equipment.

## **PTO**

The Parent Teacher Organization (PTO) provides many services to the school and students. We are grateful for all they do. From time to time, you will see notes from the PTO asking for help with their projects. Please be generous with your time because these activities directly benefit our students. Parent participation and involvement is welcomed and invited. We are currently seeking volunteers who will serve as officers and committee members for the PTO. All interested parents are encouraged to contact Ms. Hamblin or email the PTO at [prestonelementarypto@gmail.com](mailto:prestonelementarypto@gmail.com)

## **Recess**

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses. Recess supervisors are outside each recess. Children will be expected to go outside for recesses except in extreme weather conditions or red air days. In those extreme conditions the supervisors will bring all the children inside. If for some rare reason your child should not go outside at recess, please visit with the teacher.

## **School Breakfast/Lunch**

A nutritious breakfast and lunch are available to all Oakwood students each school day. Breakfast is available from 7:40 - 8:00 am each morning in the cafeteria. The meals served at Oakwood meet or exceed the specific nutritional guidelines set forth by the federal government. Students are given several entries they may choose from daily, along with vegetables, bread, and fruit.

Student prices:

Breakfast - \$3.00 for full price, \$.30 for reduced or free for those who qualify.

Lunch - \$3.70 for full price, \$.40 for reduced or free for those who qualify.

An adult meal may be purchased for \$5.30 for lunch or \$4.00 for breakfast.

Preston School District is using Biometric Scanning to identify students for lunch. Food service employees scan unique points on the finger to create and store a digital code for that student that identifies the student as they come through the lunch line. In the same way that we protect your student's personal information in PowerSchool according to the Family Education Rights and Privacy Act (FERPA) we protect this information. If you have any

questions or do not want your child to participate in this program, please do not hesitate to contact Candy Longhurst, our Child Nutrition Supervisor, at 852-0280.

### **Search and Seizure Policy (Preston School District Policy #542)**

In the interest of maintaining a safe and drug-free school, school officials may conduct random or "blanket" searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct the searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

At any time when the student is on school property or at a school-sponsored event, school officials may search the student's person or possessions (backpack, purse, etc.) if the school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials or is otherwise secreting evidence of a crime or violation of district policy.

### **Sick Child Guidelines**

What signs should I watch for to see if my sick child should stay home from activities?

Ask yourself these questions:

- \* Does your child feel well enough to comfortably participate in the activities? A sick child who is lethargic, whiny, irritable, almost continuously crying, and/or requires constant attention would probably be happier resting at home.
- \* Did the doctor diagnose a contagious illness that should keep your sick child at home? Illnesses such as pink eye, scabies, head lice, impetigo, strep infection, whooping cough, and chickenpox are highly contagious. In this case, your child should remain home and separate from other children until the risk of passing on the illness has passed.
- \* It is important that parents enact the Golden Rule (do unto others as you would have them do unto you) in that if you wouldn't want your child playing with a sick child that exhibits certain illnesses, then the same holds true for them as well.

### **Student Check-Out Procedure**

Parents must come to the school office to take their child out of class or school for any reason during the school day. We ask that parents not call to ask that their children be allowed to meet them outside or to walk home. We do this for the safety of your children and hope that you will understand and cooperate with us in this regard. Parents or designated adults must come into the school office to receive their children during the school day.

## **Title I**

Oakwood Elementary School's Title I Program and assistance is offered to all students. Title I services help students be successful in school and demonstrate proficient or advanced levels of achievement. The school recognizes that in order for students to demonstrate academic success, the school needs to advocate for the involvement of parents and families in their children's education. The school desires to foster relationships between home, school, and the community which will enhance the education of students. Jointly we will review and update a parent involvement policy and parent compact, which outlines how the school staff, parents, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards. The compact will provide a space for all parties to sign and date the document. Parents are invited to attend the annual Title I meeting held in the early fall to learn more about the program and services as well as share suggestions to make the school a better place. Other formal school meetings will be held in which parents can contribute ideas to make the school a better place. Look on Facebook or go to Oakwood's webpage ([www.prestonidahoschools.org](http://www.prestonidahoschools.org)) for dates and times of those meetings that will help build dynamic home school partnerships. Parents are also welcome to contact school administration at any time to offer suggestions and insights. We believe that family involvement fosters positive attitudes, promotes good behavior, and encourages student achievement. As a result of this partnership, we feel the educational success of our students will be increased. Additionally, parents of a student attending a school receiving federal program funds may request the professional qualifications (college major, degree and license) of their child's classroom teacher. If that information is desired, parents should contact the school office to obtain it.

## **Title I Compact**

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet Pioneer's challenging academic standards.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - Parent-teacher conferences, bi-annually, during which this compact shall be discussed as the compact relates to the individual child's achievement.
  - Frequent reports to parents on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

- 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.
- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of a child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child's learning.
- Participating, as appropriate, in decisions relating to the education of their child.
- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.
- Attend school functions and conferences.
- Show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day.
- Have a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

## TITLE IX

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Preston School District prohibits discrimination based on sex, including discrimination in the form of sexual harassment and discrimination based on sexual orientation or gender identity, against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for

employment. Reports of sex discrimination or sexual harassment should be made to the Title IX Coordinator or the Superintendent for the investigation and resolution of such complaints. Brady Garner, Federal Programs and Special Education Director, is the Preston School District #201 Coordinator for Title IX Educational Amendment of 1972.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to:

**Dr. Brady Garner, Title IX Coordinator**

525 South 4th East

Preston, Idaho 83263 208-852-2233 [brady.garner@psd201.org](mailto:brady.garner@psd201.org)

**Gary Thomas, Superintendent**

105 East 2nd South Preston, Idaho 83263 208-852-0283 [gary.thomas@psd201.org](mailto:gary.thomas@psd201.org)

**Dir. of Office for Civil Rights**

Department of Education Washington, D.C

## **Toys**

Toys are distracting to students and are not to be brought to school unless prior arrangements have been made with the classroom teacher. To avoid being lost or damaged, please do not allow your child to bring toys to school. These may include but are not limited to fidget spinners, Pokémon cards, action figures, etc. The school will not be responsible for lost or stolen items.

## **Volunteers**

Often your child's teacher needs help for one-on-one tutoring, small group work, or help with field trips. Please consider these requests. You may want to arrange regular times each week. We encourage you to work with your child's teacher to make the best educational environment. There is a sign-in sheet in each classroom for volunteers to sign each time they come in to volunteer.

## **Weapons**

Oakwood is committed to providing a safe environment for all students and staff. This commitment includes the prohibition of any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members or could be used to disrupt the educational process. Following Idaho Code, Oakwood is a Gun Free Zone.

## **Withdrawal or Transfer of Students**

Should it become necessary to transfer your children to another school mid-year we ask that you alert the office one week ahead of time so that all necessary forms can be completed. Please check with the librarian to determine that all library books have been returned, and cafeteria staff to settle your lunchroom account. Most schools require a withdrawal form from your previous school before they admit your children. We will be happy to provide this form as you complete the withdrawal/transfer process.

## Handbook Changes 2026-27:

### Dress Code Section

Updated:

#### First Infraction

The referred students will be given a written/verbal warning.

Students may be asked/required to change clothing or appearance

#### Second Infraction

Student referred to an administrator/counselor – parent contact

Students may be asked/required to change clothing or appearance

#### Third Infraction

Student referred to an administrator/counselor – behavior contract

Students may be asked/required to change clothing or appearance

Parent, student, and administrator meeting.

Previous Version:

#### First Infraction

The referred students will be given a written warning.

Students may be asked/required to change clothing or appearance

#### Second Infraction

The student referred to a counselor

Students may be asked/required to change clothing or appearance

#### Third Infraction

Student referred to an administrator/counselor – parent contact

Students may be asked/required to change clothing or appearance

#### Fourth Infraction

Student referred to an administrator/counselor – behavior contract

Students may be asked/required to change clothing or appearance

Parent, student, and administrator meeting.

### Tobacco Section

Updated:

#### First Infraction

- a. Due Process Hearing (level 2)
- b. Tobacco ISS program
- c. Suspended from school for up to 5 days
- d. Referral to law enforcement

Previous:

Tobacco

*First Infraction*

- a. Due Process Hearing (level 2)
- b. Tobacco cessation program
- c. Suspended from school for up to 5 days
- d. Referral to law enforcement

### **PRIOR APPROVAL FOR ANTICIPATED ABSENCES**

Updated:

#### **PRIOR APPROVAL FOR ANTICIPATED ABSENCES**

If a student is planning to miss multiple days due to vacation, travel, etc., a prior approval form should be filled out by the student and signed by the parent/guardian before the absences to help facilitate coordinating make-up with the teacher. Forms can be picked up in the Attendance Office. The student accepts the responsibility for getting materials/notes, for completing assignments and making arrangements for any testing prior to or upon return of absence as required by each teacher. Parents and students should realize that any extended absence may adversely affect grades due to missed labs, participation points, etc. If denied, the student will be advised in person and the parent will be notified. Even if an extended absence is pre-approved, it has the potential to hurt grades due to what the student will miss by not being in class. These absences will be counted as excused and will count towards the student's eight total for the semester.

Previous:

#### **PRIOR APPROVAL FOR ANTICIPATED ABSENCES**

If a student is planning to miss multiple days due to vacation, surgery, etc., a prior approval form should be filled out by the student and signed by the parent/guardian before the absences to help facilitate coordinating make-up with the teacher. Forms can be picked up in the Attendance Office. The student accepts the responsibility for getting materials/notes, for completing assignments and making arrangements for any testing prior to or upon return of absence as required by each teacher. Parents and students should realize that any extended absence may adversely affect grades due to missed labs, participation points, etc. If denied, the student will be advised in person and the parent will be notified. Even if an extended absence is pre-approved, it has the potential to hurt grades due to what the student will miss by not being in class.

Updated:

**Clubs and Sports**

See PACE Guide for all sport and activity information and eligibility.

# **PRESTON HIGH SCHOOL**



## **STUDENT HANDBOOK**

2026-27

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## Section One: School Climate

Preston School District recognizes that the growth of a student, both academically and personally, reflects not only the educational programs and goals of the district but also the atmosphere in which the student attends school. To this extent possible this school district is committed to providing an educational setting where the students feel safe, are challenged to grow academically and personally, are treated with respect by the district personnel and other students and are disciplined fairly by district personnel (BP 512).

The following policies and procedures help to establish a positive learning environment.

### Prohibition of Discrimination

It is the policy of Preston School District #201 not to discriminate based on race, color, creed, national origin, religion, age, disability, or sex in its educational programs or employment practices (BP 290/US Constitution).

Federal law prohibits discrimination based on race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; American with Disabilities Act of 1990).

The goal of Preston School District is for all students to feel physically and emotionally safe while participating in any district sponsored program or activity. The use of a locker room facility or restroom is a private and personal matter, and if, at any time, a student feels uncomfortable with using the prescribed facility, they may request alternate arrangements and/or accommodations from the instructor/advisor or building administrator.

### Due Process

All students are entitled to Due Process. Due Process is defined as a meeting to determine the facts surrounding a possible violation of school district policy and procedure. Due Process hearings take place at three levels:

- **Level 1A:** Student and Teacher
- **Level 1B:** Parent contact
- **Level 2:** Student and Administrator (may include parent)
- **Level 3:** Student, Parent(s)/Guardian(s), and School Administrator

As part of the due process, a behavioral contract may be developed. A behavioral contract is a written agreement between a student and an administrator designed to modify a student's behavior. As part of the due process, a student may be suspended, which is a denial of attendance at school for up to five days. The superintendent may suspend for up to 10 days. A conference may be held with an administrator, a counselor, the student, and a parent(s)/guardian prior to the student returning to school (BP 533).

Building administration has the right to respond at any due process level on first infraction if deemed necessary due to the severity of the policy violation. In all discipline matters involving a student and an administrator, the administrator will use his/her professional judgement to administer the best possible discipline for the situation and the student. The administrator should be fair and consistent in handling each individual case.

Discipline may include detention, ISS, OSS, tutoring, service, etc...

### Harassment/Intimidation and Bullying/Hazing

Harassment/Intimidation/Bullying/Hazing in any form is prohibited at Preston High School. Harassment includes conduct whether verbal, electronic text or pictures, written, graphic or physical relating to a student's race, nationality, ethnicity, disability, or sex. Bullying is defined as intentional, repeated acts, words, or other behavior such as name-calling, threatening and/or shunning, committed by one or more students against another. Bullying may be physical, verbal or emotional in nature. Any of the above-mentioned acts that are sufficiently severe or persistent enough to substantially interfere with a student's educational benefits, opportunities, or performance, and that occur on or immediately adjacent to school grounds, at any school-sponsored event, on school-provided transportation, and that has the effect of: 1) physically harming a student or damaging a student's property; 2) knowingly placing a student in reasonable fear of physical harm or damaging student's property; or 3) creating a hostile educational environment will be considered as harassment and/or bullying.

Hazing is any intentional knowing or reckless act occurring on or off the campus that can be deemed related to a school activity, by one person alone or acting with others that endangers the mental or physical health or safety of a student/district personnel for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students in the Preston School District (BP 506, 506.5, 543). Students who wish to report a situation need to contact an administrator, school counselor, or a faculty member. An investigation will be conducted. The following due process will occur if warranted.

#### *First Infraction*

- a. Behavioral Contract
- b. Due Process (level 2)
- c. Detention/In-school or Out-of-school suspension
- d. Possible due process (level 3)
- e. Referral to law enforcement

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to superintendent for further action

## Language and Freedom of Speech

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of other students to express themselves or with the teacher's classroom presentation. Language, verbal or symbolic speech, which is socially acceptable, will be spoken on the premises of Preston High School. The use of inappropriate language, verbal or symbolic speech, vulgarity, profanity, inflammatory statements, racist remarks, obscenities, pornographic material, or personal attack is not allowed and use of such will involve a referral to administration (BP 516).

### *First Infraction*

- a. Parent Contact
- b. Due Process (level 2)

### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to school resource officer
- c. Behavior Contract

### *Third Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to superintendent for further action

## Academic Integrity/Honesty and Plagiarism/Cheating

Preston High School places an emphasis on academic integrity and honesty in all endeavors. Academic integrity in all aspects is part of our focus. Students must carefully use the internet and properly reference sources used in their academic work. **Submitting another person's work as your own in any form without proper citation is plagiarism.**

Teachers are encouraged to create classroom policies to guide the use and reference of sources. It is the teacher's responsibility to inform students of these policies regarding plagiarism and cheating. The administration will support individual teachers' written classroom academic policies regarding plagiarism/cheating and academic honesty. Forged notes and fraudulent phone calls to the office will be considered a violation of this policy. These incidences will be dealt with under the disruptive behavior policy.

## Willful Disobedience/Defiance/Disrespect/Insubordination

During the school day or at any school activity or function, students are expected to follow any reasonable request by a school employee, i.e. administration, faculty, and classified staff. A student not complying with reasonable requests will be considered in violation of this policy. This includes verbal or symbolic speech/defiance, failure to follow verbal instructions and/or requests, etc. The intent is to promote education and safety of all personnel of Preston High School.

### *First Infraction*

- a. Due Process hearing (level 2)
- b. In-School suspension/detention

- c. Parent Notification

*Second Infraction*

- a. Due Process (Level 3)
- b. Out-of-School suspension
- c. Behavior Contract

*Third Infraction*

- a. Due Process Level 3 w/principal
- b. Possible referral to superintendent

### Disruptive Behavior

Student behavior should not disrupt the classroom learning or teaching process (BP 540).

*First Infraction*

- a. Due Process hearing (level 1)
- b. Notification by teacher to student, parent, and assistant principal
- c. Three days lunch detention

*Second Infraction*

- a. Due Process hearing (level 3)
- b. Behavior Contract
- c. Five days lunch detention

*Third Infraction*

- a. Due Process hearing (level 3) with principal
- b. Removed from class, assigned a failing grade, and assigned to a holding class for the remainder of semester

### Removal from Class/Holding Class

When a student receives a due process hearing at the level 3 for classroom behavior during the school year (or semester for a semester class), s/he may be removed from that class for the balance of the semester and placed in a holding class. A behavior contract will be developed. The student will receive a failing "F" grade in the class from which s/he was removed. Students will not be tardy or disruptive in their assigned holding class. A violation of holding class rules may result in a 1-day suspension, a revision of the behavior contract, and placement in another holding class. Further violations may be handled in a referral to the district level for additional discipline.

### Trespassing/Loitering

Any person who comes onto district property and who disrupts the educational process, or whose presence is detrimental to the morale, health, safety, academic learning, or discipline of the students at any time, or who loiters, may be removed, and charged with trespassing. Such person(s) will be prosecuted to the full extent of the law (Board Policy 934).

Pertaining to students, only those enrolled at Preston High School and in good standing are to be on the school premises during school hours (7:30 am to 4:30 pm).

Students assigned to Release Time are not allowed on school property during that time. Those who violate or do not meet this expectation are subject to consequences related to trespassing.

Students who are not in assigned areas after the tardy bell rings and are without a hall pass will be considered loitering. High school students who are loitering while classes are in session will be subject to the following discipline:

#### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Parents Contacted

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Behavioral Contract

#### *Third Infraction*

- a. Due Process hearing with Principal (level 3)
- b. Referral to superintendent for further action

The public is invited to special events at the school. During the school day, all school visitors must report immediately to the school's main office prior to visiting any classroom or attending an activity. Those trespassing will be asked to leave by school personnel or school resource officer and may be charged with trespassing.

### Dress Code

#### PURPOSE & PHILOSOPHY

Preston District is committed to providing a safe, orderly, and positive environment conducive to teaching and learning. The Board recognizes that dress and grooming affect students' behavior. The Board seeks to emphasize the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately to learn. The District believes that the student and their parent/guardian hold the primary responsibility in determining the students' personal apparel (including clothing, jewelry, bags, accessories, etc.) Schools are responsible for ensuring that student attire, jewelry, and personal items do not interfere with learning and does not contribute to a hostile, disruptive, disrespectful or intimidating environment for any student or staff.

#### POLICY

It is the policy of Preston School District to ensure students' dress and grooming at school comply with the standards outlined below. Violations of the policy will result in corrective action that will not exclude students from school and will not shame a student. While parents are primarily responsible for determining what is appropriate apparel for school, schools have the authority to address and correct violations that are detrimental to the educational process or create a hostile, disruptive, or intimidating environment for other students or staff.

#### DEFINITIONS

“Apparel” means a combination of all clothing, shoes, jewelry, bags, and accessories.

“Costumes” means any apparel worn to look like someone or something else other than the student.

“Substantial Disruption” means an interruption to the learning environment that is significant and/or impacts a significant number of students.

#### DRESS AND GROOMING GUIDING PRINCIPLES

Concerning student dress, school administrators will be guided by the following core values: Students should be able to dress and style their hair for school in a manner that expresses their individuality as long as it conforms with the dress policy.

Students have the right to be treated equitably.

Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type or body maturity.

#### DISTRICT STUDENT DRESS AND GROOMING MINIMUM STANDARDS

Students must wear:

- Tops that have fabric in front (covering the majority of chest and abdomen), on both sides (under the arms), and in the back (covering the upper and lower back) and over both shoulders.
- Bottoms that cover the buttocks when standing, sitting, and bending over.
- Students are required to wear footwear.

The following is prohibited at school and school activities:

- Clothing that intentionally shows private parts (nipples, breasts, genitals, buttocks) or undergarments. Clothing must cover private parts in opaque (not able to be seen through) material.
- Clothing or attire, jewelry, or personal items that display obscene, vulgar, or lewd words, messages, pictures, or are pornographic.
- Clothing or attire, jewelry, or personal items including attachments, or accessories that could be considered weapons, contain threats, or promote violent conduct such as unlawful use of weapons (ie, chains, dog collars with spikes, spurs).
- Clothing or attire, jewelry, or personal items that advertise or promote drugs, alcohol, tobacco, or drug paraphernalia.
- Clothing that covers the student’s face to the extent that the student is not identifiable.
- Clothing/headwear worn for a religious or medical purpose or when directed by health organizations is not subject to this prohibition.
- Sunglasses on the face or head when worn under a physician’s prescription are not subject to this prohibition.
- Clothing, jewelry, or personal items that demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.

- Any other grooming or dress that causes actual disruption or which creates a significant safety risk or is disrespectful of others' religious or cultural beliefs.
- Clothing, jewelry, or personal items that include gang symbols, monikers, insignias, or other gang identifiers.
- Any apparel or style of clothing that school officials, in light of the totality of the circumstances, and after consultation with law enforcement authorities, view denoting gang membership or affiliation
- Costumes or costume accessories, other than designated holidays as allowed by school administration.
- The wearing of hats, caps, and bandanas will be subject to the individual teacher and subject to classroom policies.

#### Athletic Uniform Dress Code

Preston School District may not prohibit a student from wearing bonafide religious clothing with the athletic uniform; or wearing clothing under, or with, but not substantially covering, the athletic uniform to, consistent with the student's religious or moral beliefs, cover or conceal parts of the student's body that are not covered or concealed by the athletic uniform.

#### ENFORCEMENT

Students not in compliance with dress standard policy shall be guaranteed due process.

School administrators are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid addressing or shaming students for dress code violations in front of other students.

Staff shall not prohibit or remove students from class for wearing attire that may violate this policy except for extremely disruptive apparel.

Staff will report their concerns to an administrator by the end of that class.

Students shall not be suspended from school unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or prohibition on harassment, intimidation, bullying, and insubordination.

Violations of this policy:

#### First Infraction

The referred students will be given a written/verbal warning.

Students may be asked/required to change clothing or appearance

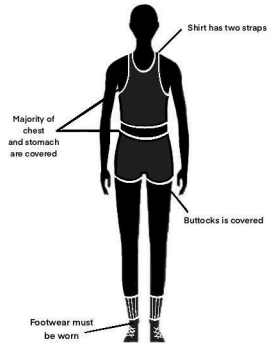
#### Second Infraction

Student referred to an administrator/counselor – parent contact

Students may be asked/required to change clothing or appearance

#### Third Infraction

Student referred to an administrator/counselor – behavior contract  
Students may be asked/required to change clothing or appearance  
Parent, student, and administrator meeting.



### Displays of Affection

Students will not engage in inappropriate physical contact that detracts from the educational environment and learning processes. Staff/administration may use professional judgement in determining this. Depending on seriousness, administrator may move to any level of infraction as needed.

#### *First Infraction*

- a. Due Process Hearing (level 2) and warning

#### *Second Infraction*

- a. Due Process Hearing
- b. One day lunch detention

#### *Third Infraction*

- a. Due Process Hearing (level 3)/Parent Contact
- b. Three days lunch detention

*\*Continued violation of policy may result in reference to the willful disobedience policy.*

## Section Two: School Safety

### Assault/Battery/Fighting

The district prohibits students from committing acts of violence against other students, district personnel or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near school grounds or at a school-sponsored event will result in the student being disciplined (BP 550). School employees can touch students only to diffuse a volatile situation or restrict/stop a fight.

#### Definitions:

**Assault:** promoting, contributing to, or challenging a fight or fighting

**Battery:** willful use of force or violence

**Fighting:** physically hitting, shoving, pushing with motive of violence and/or injury

#### *First Infraction*

- a. Due Process hearing (level 2)
- b. Parent Contact
- c. Suspended from school for up to five (5) days
- d. Referral to law enforcement

#### *Second Infraction*

- a. Due Process hearing (level 3)
- b. Suspended from school for up to five (5) days
- c. Referral to law enforcement
- d. Referral to superintendent for further action

### **Illegal Drugs/Substances**

Defined as any substance regulated by the Controlled Substance Act  
(i.e. marijuana, meth, designer drugs, steroids, PCP, heroin, etc.)

The use (on school campus or at school-sponsored activities), sale, distribution (includes sale and/or providing to another while on school campus or at school-sponsored activities), or possession (carried by a student while on school campus or at school-sponsored activity) of illegal drugs or abuse of prescription drugs, alcohol, or related paraphernalia is illegal. Students under the influence of any intoxicating substance, including, but not limited to, inhalants, over-the-counter medications, narcotics, dangerous drugs, controlled substances, tobacco, electronic cigarettes, or alcohol, will be referred immediately to an administrator for disciplinary action. Smoking and possession of tobacco by students is prohibited (Board Policy 551).

#### **Illegal Drugs and Alcohol**

##### *First and Subsequent Infractions*

- a. Due Process Hearing (level 3)
- b. Suspended from school for up to 5 days
- c. Referral to law enforcement
- d. Referral to superintendent for further action

#### **Tobacco**

##### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Tobacco ISS program
- c. Suspended from school for up to 5 days
- d. Referral to law enforcement

##### *Second Infraction*

- a. Due Process Hearing (level 3)

- b. Suspended from school for up to 5 days
- c. Referral to law enforcement/judicial process

#### *Third Infraction*

- a. Due Process Hearing (level 3)
- b. Suspended from school for up to 5 days/law enforcement referral
- c. Referral to Superintendent for further action

### Weapons

This district has no tolerance for students who bring weapons or other objects/substances to school which present a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process.

A dangerous weapon under United States Code, Section 930(g)(2) is defined as any weapon, devise, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or bodily injury.

Possession of implements manufactured, used, or intended for use as weapons, or facsimiles intended to intimidate, threaten, or result in causing harm, and/or use of these objects/substances at school or at any school-sponsored activity without prior permission of school officials, will result in formal suspension procedures and expulsion procedures. Students found in possession of these items may immediately be referred to appropriate law enforcement agencies and will be suspended from school until a thorough investigation is made (Board Policy 541, 550).

Toy weapons are not appropriate on school property or school events. These toys will be confiscated by school personnel.

A folding pocketknife with a blade length of less than 2.5 inches is not considered a weapon in Idaho. In accordance with Idaho law, students may legally carry a folding pocketknife with a blade length of less than 2.5 inches. However, to maintain a safe and distraction-free learning environment, **pocketknives must remain concealed and secured at all times while on school property.**

#### **The following behaviors are strictly prohibited:**

- Displaying a pocketknife during class or school hours
- Placing a pocketknife on desks, tables, or other visible areas
- Flipping, opening, or handling a pocketknife during class time
- Using a pocketknife in any way that could be perceived as intimidating, threatening, or disruptive to others

Any inappropriate display or use of a pocketknife—even if it meets the legal size limit—**may result in disciplinary action**, including confiscation of the item and possible referral to school administration.

Students are expected to exercise responsibility and good judgment. The presence of a legally allowed item does not excuse its misuse on campus.

- a. Due Process Hearing
- b. Suspension from school/referral to superintendent for further action
- c. All infractions will follow district and high school policy, along with state and federal law

### Search and Seizure

School district officials have the right to search the student's personal belongings when it is in the interest of the overall welfare of other students, or it is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search (*New Jersey v. T.L.O.*). Search of a student's person or possessions (backpack, purse, etc.) should be limited to situations in which there is reasonable suspicion that the student is secreting evidence of an illegal act, including but not limited to, possession of weapons, controlled substances, etc.

Lockers assigned to students are the property of the school district. The student will be responsible for the proper care of, and use of the locker assigned for his/her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items. The school district may open/inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety and security. School administrators may seize and retain or turn over to law enforcement any contraband items or evidence found in a school locker.

Students can park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of school parking lots and inspection of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542).

### Gangs

All gang and gang activities, including but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, symbol, sign, gesture, codes, influencing others in a negative way, or other things which evidence membership or insinuation of such, or affiliation in any gang is prohibited in any public school in this district and at all school functions (Board Policy 517, 549).

#### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Referral to law enforcement

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. May be suspended for up to five (5) days
- c. Referral to the superintendent and the school board for further action

## Stealing and Vandalism

Any student who steals, destroys, or defaces school property, or the property of another individual at a school site, copies keys or trespasses, will receive prompt and decisive disciplinary action, which may include but is not limited to suspension or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency.

The student and his/her parent/guardian(s) will be held for restitution to the full extent of the law for any damage to school district property or to individual property (Board Policy 548).

### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Full restitution
- c. May be suspended for up to five (5) days
- d. Referral to law enforcement

### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. May be suspended for up to five (5) days
- c. Referral to law enforcement
- d. Referral to the superintendent for further action

## Criminal Activity at School or School Activity

Whenever a student is involved in any activity that potentially violates a criminal code or an Idaho statute at school or at any school function, the student will be subject to the following.

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement
- c. May be suspended for up to five (5) days
- d. Referral to the superintendent for further action

## Explosive Devices

Possession of devices that can destroy property or cause personal injury is prohibited. These may include fireworks, combustible materials, lighters, fire starters, etc.

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement
- c. Suspension from school
- d. Referral to the superintendent for further action

## False Fire Alarms

Sounding the building fire alarm by anyone other than approved personnel without cause is prohibited and illegal.

#### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Referral to law enforcement for violation of state fire code
- c. May be suspended for up to five (5) days

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement for violation of state fire code
- c. Referral to the superintendent for further action

### Skateboarding

Skateboards, rollerblades, soap shoes, scooters, or any other type of skating devices are prohibited from all school property at any time (Board Policy 934).

*First Infraction* – skating device confiscated and kept at office

*Second Infraction* – confiscation of skating device, meeting with assistant principal

*Third Infraction* – confiscation of skating device, reference to willful disobedience policy

### Visiting Students

Anyone not currently enrolled at Preston High School (including visiting friends/family members) cannot attend classes without prior administration approval.

## Section Three: School Procedures

### *ATTENDANCE POLICY*

#### PHS Student Attendance for Success and Safety

Attendance matters. Student success is most likely to be achieved with good attendance. We will do all we can to make school engaging. Students increase their chances at both academic and social success by being here every period. When a student misses class, it is impossible to recreate the discussion or activities that happened in class. In the past, learning content to pass a test has been too much the focus in school. To be future-ready, we must build the capacities of creativity, collaboration, critical thinking, and communication by using that content in class to go beyond just information that might be on a test. When a student misses class, they create gaps in these capacities.

Attendance also matters for student safety. The safest place a student can be is in class. If a student misses class for any reason, it should be excused by a parent or guardian. When a student has an unexcused absence, we will work diligently to notify parents.

Therefore, for both student success and student safety, a student should NEVER miss school without their parent's knowledge, and we need parents to excuse their children when they know

they are absent. We hope our whole community (students, parents, and teachers) can embrace the value of learning and knowing where students are throughout the school day.

To this purpose the Preston School Board has established an attendance policy to foster the academic success and personal growth of students. Students are required to be in attendance at least ninety percent (90%) of the time school is in session.

#### CONSEQUENCES FOR POOR ATTENDANCE

The biggest consequences of poor attendance are the learning gaps and safety issues that arise from missing class. But there are some other short-term consequences the school can enforce in situations where chronic unexcused attendance becomes a problem.

To be eligible for any extracurricular activity, club, team, or performing group: students cannot have more than 10 hours of accrued detention on the year or exceed 4 tardies in a single class.

To be eligible to participate in date dances, reward trips, other school-sponsored activities, students cannot have more than 20 hours of accrued detention time or exceed 8 tardies in a single class.

Detention is accrued in the following ways:

1 hour - for any unexcused absence.

15 minutes for every tardy

15 minutes for every non-excused release early.

Every Monday, an attendance check will be run and communicated to students and parents if the student is on the attendance list. The student will have until the following Monday to work off the detention time. If they have not worked off time, they will be ineligible until their total drops below required hours.

Detention time can be worked off in the following ways:

Working with the teacher where absences/tardies has occurred before or after school

Attending lunch detention

Attendance school on Tuesday and Wednesdays at 7:00am (*students may attend one time, but are required to make up time with teachers if ineligibility is recurring*).

Administrative directed activities

#### TRUANCIES

Students who receive a truancy will be considered ineligible for athletics and/or representation of Preston High School in competitions of any kind. Upon receiving a second truancy, students will be ineligible for field trips and dances. A third truancy will result in a referral to law enforcement. A truancy is defined as a confirmed unexcused absence (skipping class) and cannot be excused by a

parent. Upon completing the required amount of attendance school, the student will regain eligibility.

Beyond being eligible to participate in school related functions, students will be held accountable for attendance in the following ways.

- If a pattern of excessive excused absences occurs, administration, parents, and students will meet to develop an attendance plan and contract.

- If students accrue a total of 25% absenteeism in any class for the semester (20 absences in a single class), an attendance council will be held that could include: teacher, administration, counselor, student, and/or parent. At the attendance council, the group will decide if the student should stay enrolled in the current class and be placed on a strict attendance contract, or if the student should be removed and placed in a credit recovery class for the remainder of the semester.

- Before a student reaches the 25% level, the parents and student will be notified. This may be a PowerSchool notification, email, phone call, or administrative meeting.

#### PRIOR APPROVAL FOR ANTICIPATED ABSENCES

If a student is planning to miss multiple days due to vacation, travel, etc., a prior approval form should be filled out by the student and signed by the parent/guardian before the absences to help facilitate coordinating make-up with the teacher. Forms can be picked up in the Attendance Office. The student accepts the responsibility for getting materials/notes, for completing assignments, and making arrangements for any testing prior to or upon return of absence as required by each teacher. Parents and students should realize that any extended absence may adversely affect grades due to missed labs, participation points, etc. If denied, the student will be advised in person and the parent will be notified. Even if an extended absence is pre-approved, it has the potential to hurt grades due to what the student will miss by not being in class. These absences will be counted as excused and will count towards the student's eight total for the semester.

#### EXCUSING ABSENCES

As mentioned, whenever a student is not at school, their parents/guardians should be aware and excuse the absences through the front office. Parents will need to identify the reason for their absence.

- After 8 school days, an unexcused absence (A) will be considered inexcusable by a parent/guardian.

- Parents may call or email the Attendance Office to check a student out. We discourage parents from contacting a student directly via cell phone/text, because this will disrupt learning for other students.

- Leaving campus without parental permission and without going through the proper check-out procedure in the Attendance Office for any reason will be considered an Unexcused Absence (U).

·When parents are writing a note, please include the date it is written, reason for the absence, and the parent signature. The fraudulent excusing of absences may result in loss of privileges for all involved.

-Preston School District board policy considers a student habitually truant if attendance drops below 90% (8 absences per semester). If a parent excuses a student more than 8 times, they are in violation of State and board code and further absences may not be excused unless approved by administration.

Parents requirements for attendance:

·Be aware of student attendance through PowerSchool APP.

·Excuse students when they have a legitimate absence.

·Don't excuse your student if student is not legitimately absent.

Absences appropriate for being excused include but are not limited to the following:

Sickness

Medical treatment and office visits

Funerals

Family Emergencies

Students are always responsible for making up any work, quizzes and/or tests missed during their absence. Students are responsible for arranging makeup work and due date for the work with their teachers.

### Class Changes

Selection of classes is one of the most important responsibilities that a student has in order to allow him/her the best possible education at PHS. All students should register for primary and alternate courses of their choice during spring pre-registration. Students should consult with parents, counselors, and teachers during the registration process. If a student did not request a class in the spring, they may not be able to change into it later- students who have requested the class get priority.

Schedules will be available for pick-up during specific advertised dates prior to the beginning of the school year and again prior to the start of the second semester. Counselors will be available during those times to help students change their own schedules through the Class Choice program. Schedule changes will not be made which create significant imbalances between sections and which negatively impact the learning environment. Some adjustments in classes and student schedules may be necessary to improve the learning environment.

**Students will have the opportunity to make changes to their own schedule each semester. This must be done before the first day of each semester. Specific deadlines will be posted.**

If a student needs help making changes, they may visit with their counselor before school, after school, or during the lunch period. To the maximum extent possible, class time will not be used to make class changes.

Class changes after the deadline will only be allowed for valid reasons. Acceptable reasons for class changes may include the following:

- to satisfy graduation requirements
- to fill each student's schedule
- to ensure proper academic placement
- to avoid unnecessary repetition of the same course
- due to poor academic performance
- student did not meet the prerequisites for specified course as directed by administrators, counselors, and teachers

If a student is removed from a class for disciplinary reasons, the student will lose credit for the course and receive a failing grade (F) on the report card. Depending on the circumstances, the student may have an opportunity to do an online credit recovery course.

### **IDLA Course Enrollment Policy**

Students are not permitted to enroll in IDLA courses that are offered in person by teachers at our high school. Exceptions to this policy require prior approval from the administration.

Additionally, students may only enroll in FLEX IDLA courses for the purpose of credit recovery or with administrative approval.

### **Electronic Devices**

Use of any form of electronic device in a manner that detracts from the educational process of Preston High School is prohibited. Student use of electronic devices (including cell phones, mp4 players, tablets, electronic games, smart watches, etc.) during class is prohibited, unless assigned by a teacher as part of an educational objective or allowed and supervised by the teacher. Teachers have a designated location for all phones to be placed within their classroom. Teachers also have the right to confiscate any device that is disruptive to the classroom environment or used inappropriately in any way. If the administration sees a recurring issue for a student across multiple classrooms, infraction steps may be skipped to accommodate appropriate consequences.

### **Classroom Phone Procedure**

All classrooms will be equipped with a phone holder. At the beginning of each class period, students are required and expected to place their phones in the designated holder. Phones must remain there for the duration of the class unless the teacher grants permission for

academic or instructional use. Phone use during class is solely at the discretion of the teacher.

Failure to follow this procedure may result in disciplinary action in accordance with the school's electronic device policy.

#### *First Infraction*

- The teacher will confiscate the phone for the remainder of the class period.

#### *Second Infraction*

- The teacher will confiscate the phone for the remainder of the class period.
- The teacher will document in SWIS and contact parents.

#### *Third Infraction*

- The teacher will confiscate the phone for the remainder of the class period and bring it to administration.
- The administration will meet with student and contact parents.

#### *Fourth Infraction*

- The teacher will confiscate the phone for the remainder of the class period and bring it to administration.
- The administration will meet with the student and contact parents.
- The student may lose the opportunity to bring electronic devices on school grounds.

Individuals need to be cautious of the use of electronic devices that may impose on the privacy rights of other individuals; this includes but is not limited to, the taking of photographs to be posted on social media or making comments on social media. Use of social media that takes the form of social bullying will be dealt with under appropriate policies and in conjunction with law enforcement personnel.

Electronic recordings of any kind (audio, visual, or photography) are not allowed in bathrooms and locker rooms.

### Dances

School dances will be held for the enjoyment of Preston School District students. It is expected formal wear be appropriate and follow the school's dress code.

Inappropriate dancing (i.e. moshing, slam dancing, etc.) is prohibited. Students who leave the dance without special permission will not be readmitted to the dance.

Dances will be limited to one per month and dances will end no later than 11:00 pm (or 11:30 if approved by administration). Facilities and any other arrangements must receive administrative approval before the dance is announced.

For the safety of students, admittance to dances is limited to Preston School District students only. Student identification will be required through an ID card or other school sources. An exception is

made for Homecoming, Prom, and Girl's Choice. Students who wish to bring a date from another school to attend these dances must complete a guest pass form before the dance date. These may be obtained at the main office. Dates who are recent (1 year previous) PHS graduates must also be in good standing at PHS.

Franklin County students can attend Preston High dances with prior approval from the administration at both PHS and FCHS. Students will be in good standing with both schools to be eligible. Students are only eligible during their original graduation cohort years.

### Homework

Homework may be assigned when it serves an educational objective that can best be accomplished by an out of class assignment or activity. In determining the amount of work assigned to students, each teacher must recognize the other obligations and time commitments the students have to their families and other organizations (Board Policy 628). Some assignments are long range in nature and require planned study time for completion. Planned study time eliminates the necessity of spending too much time on completing an assignment the day before it is due. Certain classes will require more independent study. Consult the current syllabus or with the teacher of a particular class to determine homework requirements.

If a student misses homework assignments due to an excused absence, the student is responsible to contact the teacher for the assignment(s) missed on the day the student returns to school. Students shall be allowed at least one day plus the number of days they were absent to complete the assignments. A student absent for extended periods may be given special consideration after meeting with individual teachers. Teachers will be in their classroom 30 minutes before and after school to assist students.

### Grades

Parents have access through PowerSchool to check progress throughout the semester. Grades given are: "A", "B", "C", "D", and "F". "A" indicates exceptional work; "B" represents above average work; "C" indicates average work; "D" indicates below average work, and "F" indicates failing a course.

The grade given at the end of the semester is a cumulative grade for that semester and is recorded permanently on the transcript, and a report card is given out. Students receive one (1) credit for each class they complete each semester. Released Time credit is not given through Preston High School. Student progress reports may be sent any time between grading periods upon request of parents.

### Student Records and Confidentiality

School staff, students, and parents/legal guardians have access to student records upon request and proper identification. All student records are confidential and safely secured. The school records secretary will record, update, maintain and store records and transcripts (Board Policy 680.5).

## Lockers

Lockers are assigned to students at the beginning of the school year. Only the assigned locker should be used by the student. The lockers are school property, and the school administration reserves the right to search any locker if there is just cause. (Board Policy 542). When a student's locker is to be opened, two staff members will be present. Students are responsible for any damage to the locker. Physical education lockers are to be used and locked during PE classes to safeguard personal belongings. The school and school personnel are not responsible for personal belongings left in an unsecure location.

## Evacuation Policy

The alarm for evacuation of buildings will be a continuous ringing of the fire alarm. Should the bell system be inoperative, the PA system will be used. The "all clear" signal will be three (3) long rings of the bell, and administrative direction to return to the classroom. When the alarm is sounded, the students and staff will:

- a. Exit the building using the appropriate route for the classroom. Routes are posted by the door of each classroom. Students should not take books, notebooks, etc. Teachers should take the grade/attendance book and emergency packet.
- b. Go directly to the assigned area for that classroom. Students should not stop at lockers or restrooms.
- c. Remain in the assigned area until the "all clear" signal is given. Students and staff members should return to their classrooms. (Board Policy 514).

## Released Time

Students granted released time may not be in any of the high school buildings (Board Policy 678). Students may only receive one period of released time per semester and must not be credit deficient.

## Field Trips

Students who attend any field trip must return permission slips for the field trip, signed by a parent/guardian before they will be allowed to participate. Alternate lesson plans must be available for those students not participating in the field trip (Board Policy 576).

## Schedules

Schedules for the regular school day, along with assembly schedules, will be posted in each classroom. Schedules are also available for parents in the main office.

## **M-Th Schedule**

8:00	1	9:00
9:05	2	10:05
10:10	3	11:10
11:15	4	12:15
<hr/>		
12:15	L	12:45
<hr/>		
12:50	5	1:50
1:55	6	2:55
3:00	7	4:00

### Late Start Schedule

The district may choose to delay the start of school by two hours in case of bad weather or other emergencies. In this case, you will be notified through Alert Solutions of the late start. School will start at 10:00 am. Breakfast will not be served.

10:00	1	10:45
10:50	2	11:35
11:40	3	12:25
12:25	Lunch	12:55
1:00	4	1:45
1:50	5	2:30
2:35	6	3:15
3:20	7	4:00

### Hall Passes

All students, when out of class, need a hall pass provided by the teacher. Students who are called to the office, attendance office, or counseling office will return to class with a signed slip. **A teacher may only allow 1 student with a hall pass out at a time. Teachers can require students to leave their cell phones in the classroom when using the hall pass.**

## Computers

Each student must sign a Technology Use and Internet Safety Policy before accessing school computers. Users of the technology system who are found to be in violation of the Technology Use and Internet Safety Policy which may include, but are not limited to, email, inappropriate web sites, vandalism, chat rooms, using someone else's account and password, or accessing a teacher's computer, will be referred to school district administration and/or law enforcement for disciplinary action. Students' access to, and use of, the school's technology system may be suspended (Board Policy 689).

## Prescription Medicines

### Medication Administration Guidelines (policy #561)

Students who require medication during the school day must coordinate with their doctor and the school nurse. A doctor's authorization form is available from the office and must be signed by the doctor, parents, and school nurse. A new authorization form is required at the beginning of each school year.

Parents must bring prescription medications to the school office in their original container, clearly labeled with the child's name and dosage instructions. A completed medication administration form must also be provided.

For safety reasons, **please do not send any medication to school with your child.**

Students who require inhalers, emergency epinephrine pens, diabetic medications, or supplies must have an emergency action plan. These plans are available from the district nurse and require signatures from the doctor, parent, and district nurse.

If a student needs assistance with over-the-counter medications, a medication administration form must be completed and signed by the parent and district nurse, including all necessary details.

Office staff responsible for administering medications will receive proper medication administration training. Our priority is to ensure safe, competent, accurate, and careful medication administration for all students.

## Referral to Franklin County High School and Probationary Contracts

Preston High School has the right to refer a student to Franklin County High School throughout the school year. A student may be put on a Preston High School Student Academic Probationary Contract if the student is behind on credits or has excessive attendance issues. If the student breaks the Academic Probationary Contract, then they will lose their opportunity to attend Preston High School. This would result in the student having to choose FCHS or another institution.

## Item Drop-Off Procedures

We, as a school, understand that occasionally a situation may arise where a student may forget something, resulting in the need for it to be dropped off for the student to pick up. However, we will not interrupt the instructional day and have students miss valuable classroom instruction to pick up items. Therefore, the following procedures have been put in place:

- Only parents/guardians will be allowed to drop off necessary school items for their students.
- It is the parent/guardian's responsibility to notify the student that a drop-off was made. The school is not responsible for notifying a student of a drop-off.
- Items will be left in the front vestibule. A sticky note will need to be attached with the student's name on it.
- Items left are at the parent/guardian's discretion, and the school is not responsible for stolen items or items left at the end of the school day.
- Students will only be allowed to pick up delivered items during passing time and lunchtime.

## Section Four: School Services

### Cafeteria

Preston High School offers breakfast and lunch selections in the cafeteria. We encourage all students to eat lunch at school. The cost for a student breakfast is \$2.95, a student lunch is \$3.60, and an adult lunch is \$5.10.

Please keep in mind the following:

- Deposit all lunch waste in wastebaskets
- Return all trays and utensils to the dish-washing area.
- Leave the table and floor around your place in clean condition for others.
- Respect the rights of others and do not crowd in line.

### Guidance

The purpose of the guidance services is to help students in their educational, professional, technical, social, and personal development. The counselors are available to students and parents from 7:30 a.m. to 4:30 p.m. They may assist students:

- in recommending materials that the student may use to improve study habits
- in planning his/her school program
- in making realistic curriculum selections and suitable plans for the future
- in offering aid in solving personal and school-related problems
- in making a decision pertaining to post-high school plans

### Parent Contact

Teachers and administrators will notify parents of a student's attendance, tardies, classroom performance, and discipline concerns. Parent notification may include letters, telephone calls, PowerSchool notifications, email, text, and/or parent conferences. Parents are welcome to contact teachers, counselors, and administrators to discuss student progress or concerns.

### School Office Telephone Numbers

High School Office	852-0280	Pioneer	852-2050
District/Superintendent	852-0283	Junior High	852-0751
Oakwood	852-2233	Franklin County High School	852-2272

### PHS Administration

**Clint Peery**, Principal  
**Jaclyn Heward**, Assistant Principal  
**Brent Knapp**, Athletic Director  
**Carrie Sanders**, Counselor  
**Saige Lenkersdorfer**, Counselor  
**Patricee Moffit**, Office Manager/Bookkeeper  
Sarah Curry, Attendance Secretary

### Preston School District #201 Board of Trustees and Administration

#### School Board

**Rachel Randall**  
**Mason Jensen**  
**Geniel Lyons**  
**Launa Moser**  
**Chris Jones**

#### District Office Administration

Gary Thomas, Superintendent  
**Shelby McKenna**, Business Manager  
Terri Fredrickson, Administrative Assistant  
**Brady Gardner**, Director of Special Services, Activities Director  
**Tamara Harris**, HR Manager

### Parking

Due to limited parking facilities, students are encouraged to use free school transportation. Student vehicles may only be parked in the parking lot south of the high school, selected space in the Craner building or on public streets. Parking in the areas behind the old and new high school gyms and the cafeteria is reserved for faculty. Vehicles driven or parked in the bus-loading zone, reserved parking spaces, on public or school sidewalks, in private driveways, or on the practice field will be ticketed by the police.

**Student vehicles parked in faculty spaces 6:00 AM - 4:30 PM, in a non-marked parking area, or in a manner detrimental to normal traffic flow will be given 5 hours of detention for each occurrence** and/or prohibited from further parking in school parking lot for a designated length of time. If students habitually park in areas designated for other purposes, their vehicles will be removed at the owners' expense.

Students can park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be

inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542)

### Self-Disclosure

Students seeking help for drug or alcohol use may refer themselves to a counselor without fear of disciplinary measures. If the student continues to use any illegal drugs and is in possession or under the influence at school or at school activities, the student will be referred for disciplinary measures.

### Wellness Policy

Preston School District #201 has completed a staff guide for wellness practices and healthy lifestyle choices (School Board Policy 359). The district's goal is that students and staff members possess the knowledge and skills necessary to make nutritious food and healthy lifestyle choices. In addition, all school staff are encouraged to model healthy behavior as a valuable part of daily life. School leaders shall prepare, adopt, and implement a comprehensive plan to encourage healthy lifestyles and activities that include:

- a. A food service program that employs well-prepared staff who efficiently serve appealing choices of nutritious foods daily;
- b. Pleasant eating areas for students and staff with adequate time for unhurried eating;
- c. An overall school environment that encourages staff and students to make healthy choices;
- d. Courses that model and promote healthy lifestyles;
- e. Opportunities and encouragement for staff to model healthy eating habits;
- f. Strategies to involve family members and the community in program development and implementation.

### Health Services

We want to ensure that your child's health and well-being are a top priority while they are at school. As part of our commitment to providing a safe and supportive environment, we offer a range of health services to all students. These services include both preventive care and emergency assistance.

#### 1. Preventive Health and Wellness Services:

Vision and Hearing Screening: Regular screenings are conducted to identify any potential vision or hearing issues early on.

General First Aid: Our trained staff can administer basic first aid for minor injuries and illnesses.

Lice Checks: Periodic checks are performed to detect and manage head lice infestations.

Temperature Checks: We monitor students' temperatures when needed.

#### 2. Medication Administration:

If your child requires medication during school hours, our staff can administer it according to the prescribed instructions. Please contact the school to get further directions.

### 3. Emergency Care:

In case of accidents or sudden health emergencies, our school team is prepared to provide immediate assistance.

We have protocols in place for handling emergencies and contacting parents or guardians promptly.

### 4. Chronic Disease Management:

For students with chronic health conditions (e.g., asthma, diabetes, allergies), our school team works closely with families to manage their conditions effectively.

We encourage open communication with parents to ensure a comprehensive understanding of each student's health needs.

### 5. Parental Rights and Access to Records:

**Parental Consent:** While we opt-out method of parental consent for health and wellness services, this does not waive your right to access your child's educational and associated health records.

**Notification:** You will be informed about any health monitoring or status updates related to your child.

Please feel free to reach out to our school administrator if you have any questions or need further information. We appreciate your partnership in keeping our students healthy and ready to learn.

## Title IX

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Preston School District prohibits discrimination based on sex, including discrimination in the form of sexual harassment and discrimination based on sexual orientation or gender identity, against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment. Reports of sex discrimination or sexual harassment should be made to the Title IX Coordinator or the Superintendent for the investigation and resolution of such complaints. Brady Garner, Assistant Superintendent, is the Preston School District #201 Coordinator for Title IX Educational Amendment of 1972.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to:

Brady Garner, Title IX Coordinator 525 South 4th East Preston, Idaho 83263 208-852-2233  
brady.garner@psd201.org

Gary Thomas, Superintendent 105 East 2nd South Preston, Idaho 83263 208-852-0283  
lance.harrison@psd201.org

Dir. of Office for Civil Rights Department of Education Washington, D.C

## SCHOOL – PARENT – STUDENT COMPACT

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the school's challenging academic standards.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - Parent-teacher conferences, bi-annually, during which this compact shall be discussed as the compact relates to the individual child's achievement.
  - Frequent reports to parents on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- 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.
- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child's learning.
- Participating, as appropriate, in decisions relating to the education of their child.

## FEDERAL MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Children who lack fixed, regular, and adequate housing have certain educational rights. Visit with the elementary principal or contact the Preston School District Homeless Education Liaison at 208-852-0283 to find out more.

## TITLE I

Title I Program and assistance is offered to all students as needed. Title I services help students be successful in school and demonstrate proficient or advanced levels of achievement. The school recognizes that in order for students to demonstrate academic success, the school needs to advocate for the involvement of parents and families in their children's education. The school desires to foster relationships between home, school, and the community which will enhance the education of students. Jointly we will review and update a parent involvement policy and parent compact, which outlines how the school staff, parents, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards. The compact will provide a space for all parties to sign and date the document. Parents are invited to attend the annual Title I meeting held in the early fall to learn more about the program and services as well as share suggestions to make the school a better place. Other formal school meetings will be held in which parents can contribute ideas to make the school a better place.

Parents are also welcome to contact school administration at any time to offer suggestions and insights. We believe that family involvement fosters positive attitudes, promotes good behavior, and encourages student achievement. As a result of this partnership, we feel the educational success of our students will be increased.

Additionally, parents of a student attending a school receiving federal program funds may request the professional qualifications (college major, degree and license) of their child's classroom teacher. If that information is desired, parents should contact the school office to obtain it.

### IEP/504 Services

Special education and related services will be provided for students with learning and educational difficulties determined eligible for an Individual Education Plan (IEP) or 504 plan. See your special education case manager, counselor, or the district special services director regarding any question you have with your specific plan.

Through the IEP process, adapted courses or alternate courses are available to special education students who require modification of their course work, as determined by the student's IEP Team. For further clarification please contact your student's case manager or the district special services director.

Inquiries regarding 504/IEP may be directed to:

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a. School officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies; and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special

letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Section Five: School Activities

### Activity Cards

The purchase of an activity card at the cost of \$37.50 will admit students to all home athletic competitions with the exception of tournament games. Replacement cost for a lost card is \$5 for first semester and \$3 for second semester. The card is not transferable, and if a student gives his/her card to another student for use, the card will be confiscated and destroyed.

### Assemblies

Assemblies must be cleared by the administration and will be held in the gym or auditorium and are under the direction of the Executive Council, the Counselors, or the Cheerleaders. The number of assemblies will be determined by student attendance and respect shown to those conducting the assembly. Please show proper respect and enthusiasm at the appropriate times.

All school policies will apply during assemblies. Also, assemblies are part of the instructional day; therefore, attendance is required. If a student misses an assembly, s/he will be assessed an absence in the class the assembly is held within. Should a student become disruptive as to interfere with other students, he/she will be removed from the assembly and referred to an administrator.

### Clubs and Sports

See PACE Guide for all sport and activity information and eligibility.

### Early Graduation

Students who wish to apply for early graduation must do so in the spring of their Junior year (Board Policy 616). Students must complete seven (7) semesters in order to be eligible for early graduation. They need to have a cumulative GPA of at least a 2.5 and no F's in the 7<sup>th</sup> semester.

An application needs to include:

- a. Plan to complete credits, outlining how and where credits will be obtained
- b. Letter from student outline future plans and reason for early graduation
- c. Letter from parent support student's decision

Senior Project must be completed the first semester. If credits are not earned by January of their senior year, early graduation will not be granted. Students may return to participate in graduation activities in May of their senior year

## Graduation

Preston High Graduation will be for students who complete all the required credits and requirements and have Preston High as the student's parent school (enrolled in a minimum of four PHS classes) for at least the final semester of the student's senior year. If a student is not receiving a Preston High School diploma, they cannot participate in the graduation ceremony.

**\*\*Preston High School will comply with state and school board policies. If state or board policy changes are made during the school term, handbook policies will be updated to comply.**



## Policy 5105 – Certificated Personnel Employment

### Definitions

**Category 1 Certificated Employees:** Certificated personnel hired on a limited one year contract after August 1st or the spouse of a Trustee hired under the limited provisions of Section 33-507(3), Idaho Code.

**Category 2 Certificated Employees:** Certificated personnel in the first and second years of continuous employment within the same school district.

**Category 3 Certificated Employees:** Certificated personnel in the third year of continuous employment by the same school district.

**Renewable Contract Certificated Employees:** With the exception of Interim Certificate holders, upon being offered a contract for a fourth full consecutive year of employment as a certificated teacher, certificated personnel may automatically renew their employment with this District, for the next school year, by timely returning their contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district or who has out-of-state experience which would otherwise qualify the certificated employee for renewable contract status in Idaho. Alternatively, the District can place the certificated employee on a Category 3 contract.

**Retired:** Certificated personnel receiving retirement benefits from the public employee retirement system of Idaho, except those who received benefits under the early retirement program previously provided by the State, hired as at-will employees. Retired school employee means any District employee employed as instructional staff, pupil service staff, or professionally endorsed staff and any staff holding a certificate as described in to 33-1210A, Idaho Code, as well as school bus drivers and resource officers.

**Interim Certificate Holder:** A certificated employee who holds an interim certificate while they pursue an alternate route to certification must complete at least nine semester credits annually toward the completion of their alternate route to certification and meet their annual progress goals toward the completion of the alternate route. The



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District may take action to terminate or non-renew a teacher with an interim certificate who fails to meet these requirements. Such termination or non-renewal shall be carried out in accordance with State law and administrative rules and District policy. Personnel who hold an interim certificate and/or emergency authorization and have not been issued their five year renewable certificate shall not exceed a Category 3 Contract until conditions have been met.

Notice

1. Category 1 certificated employees' contracts are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.
2. Category 2 certificated employees shall be provided a written statement of reason for non-reemployment by no later than July 1st and are not entitled to a review of the reasons or decision not to reemploy by the Board.
3. Category 3 certificated employees shall be provided a written statement of reason for non-reemployment by no later than July 1st and shall, upon written request, be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the Board. Before the Board determines not to renew the contract for the unsatisfactory performance of category 3 certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following at least one evaluation. In no case shall the probationary period be less than eight weeks. The probation shall be preceded by written notice from the Board, with the reasons for the probationary period and the areas of work which are deficient and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.
4. Contracts for all renewable contracted certificated employees shall be issued by July 1st. All employees on renewable contracts must timely return their contract. The employee's failure to timely return a renewable contract may be interpreted by the Board as a declination of the right to automatic renewal or the offer of another contract. Before the Board determines not to renew the contract for the unsatisfactory performance of renewable contracted certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following an observation, evaluation, or partial evaluation. The probation shall be preceded by written notice from the Board, or its designee, with the reasons for the probationary period and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.



5. Contracts for retired teachers are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.

#### Supplemental Contracts

An extra duty assignment is, and extra duty supplemental contracts may be issued for, an assignment which is not part of a certificated employee's regular teaching duties. A supplemental contract for extra duties shall be separate and apart from the certificated employee's underlying contract (Category 1, 2, 3 or renewable) and no property rights shall attach. A written notice of non-reissuance of the extra duty supplemental contract with a written statement of reasons shall be provided. Upon written request, the certificated employee shall be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the Board. The contract shall be in a form approved by the state superintendent of public instruction.

An extra day assignment is, and supplemental extra day contracts, may be issued for, an assignment of days of service in addition to the standard contract length used for the majority of certificated employees of the District. Such additional days may be in service of the same activities as the employee's regular teaching duties. Any such extra day contracts shall provide the same daily rate of pay and rights to due process and procedures as provided by the certificated employee's underlying contract (Category 1, 2, 3 or renewable). The contract shall be in a form approved by the state superintendent of public instruction.

#### Delivery of Contract

Delivery of a contract may be made only in person, by certified mail, return receipt requested, or electronically, return receipt requested. If delivery is made in person, the delivery must be acknowledged by a signed receipt.

If a District delivers contracts via electronic means, with return electronic receipt, and the District has not received a returned signed contract and has not received an electronic read receipt from the employee, the District shall then resend the original electronically delivered contract to the employee via certified mail, return receipt requested, and provide such individual with a new date for contract return.



Return of the Contract

A person who receives a proposed contract from the District shall have **ten (10) days** **[no less than ten days]** from the date of delivery to sign and return the contract.

Failure to Accept or Acknowledge

Should a person willfully refuse to acknowledge receipt of the contract or if the contract is not signed and returned to the Board within the designated time period, the Board may declare the position vacant. **[OPTIONAL: Through this policy the Board delegates to the Superintendent AND/OR Human Resources Director ~~[select one or both]~~ the power, as the designee of the Board, to declare such position vacant should a signed contract not be returned within the designated period.**

**Legal Reference:**

**Legal References**

**Description**

IC § 33-507	Limitation Upon Authority of Trustees
IC § 33-513	Professional Personnel
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-514A	Issuance of Limited Contract – Category 1 Contract
IC § 33-515	Issuance of Renewable Contracts
IC § 33-515A	Supplemental Contracts
IC § 59-1302	Definitions
IDAPA 08.02.02.016	Idaho Interim Certificate
IDAPA 08.02.02.042	Alternate Routes to Certification

**Other References**

**Description**

ISBA Policy Services <https://www.idsba.org/member-services/policy/>

**Cross References**



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<b>Code</b>	<b>Description</b>
5107	<u>Informal Review</u>
5340	<u>Evaluaiion of Certificated Personnel</u>
5340-F(1)	<u>Evaluaiion of Certificated Personnel - Parent or Guardian Input Form—Classroom Teacher Evaluation</u>
6100	<u>Superintendent</u>
6100-P(1)	<u>Superintendent - Board/Superintendent Relations</u>

Adopted:

Revised:

Reviewed:



### Policy 5107 - Informal Review

1. Non-reemployment of Category 3 teachers;
2. An administrative employee reassignment;
3. Non-reissuance of Supplemental Extra-Duty Contracts; and
4. Any other circumstance specified in Idaho law creating a right to request an informal review.

The parameters for the Informal Review will be determined by the Board.

#### [OPTIONAL]

The request for an Informal Review must be in writing and include a statement explaining the reasoning for disagreement with the Board's decision. The statement must not exceed to two pages.

The District will use the following procedure:

1. The employee must request, in writing, an Informal Review within ten (10) days of receiving notice of the events creating a right to Informal Review. The request must be submitted to the Board Clerk. Failure to request Informal Review within ten (10) days will result in the employee waiving the right to an Informal Review.
2. The employee will be given an opportunity to meet with the Board in executive session within thirty (30) days of the date that the request for Informal Review is submitted to the Board, or alternately, at the next regularly scheduled Board meeting, as determined by the Board. At the option of the Board, the employee may be permitted to provide the Board with documentation in support of the employee's position. The Board, in its discretion, may limit the amount of time allotted for presentation of any additional information by the employee during the Informal Review.
3. The Administration shall have the right to be present during the Informal Review and may respond to the employee's presentation and/or respond to any inquiries by the Board.
4. The Board shall make a decision to uphold the earlier employment decision, or make some other decision regarding the issue(s) raised during the executive session. Such decision must be made by the Board in open session, identifying the employee by number or letter (i.e.: "Subsequent to the Informal Review, the Board upholds the



prior employment decision regarding employee “A”).

5. The Board shall notify the employee, in writing, of its final decision on the matter within 15 days of the date of the Informal Review.

The employee does not have the right to be represented by an attorney or a representative of the state teachers’ association, present evidence other than that detailed above, or present and/or cross-examine witnesses unless specifically agreed to by the Board. The Board may elect to ask questions of the employee or administrator present at the Informal Review, but this does not confer upon the employee the right to ask questions of the Board or the administration.

Legal References:

<b>Legal References</b>	<b>Description</b>
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-515A	Supplemental Contracts

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

#### Cross References

<b>Code</b>	<b>Description</b>
5105	<a href="#">Certificated Personnel Employment</a>
5220	<a href="#">Assignments, Reassignments, Transfers</a>

Adopted:

Revised:

Reviewed:



### Policy 5120 – Equal Employment Opportunity and Non-Discrimination

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity and expression, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Title IX or Nondiscrimination Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students and applicants of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator.

#### Legal References:

<b>Legal References</b>	<b>Description</b>
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
29 CFR § 1604.10	Pregnancy Discrimination Act Employment Policies Relating to Pregnancy and Childbirth
29 CFR Part 1601	Implementing Title VII of Civil Rights Act
29 USC § 206(d)	Equal Pay Act of 1963 -Prohibition of Sex Discrimination
29 USC §§ 621-34	Age Discrimination in Employment Act
29 USC §§ 791, et seq.	Rehabilitation Act of 1973
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
42 USC §§ 12101, et seq.	Title I of the Americans with Disabilities Act of 1990



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42 USC §§ 2000(e), et seq.

Title VII of Civil Rights Act of 1964 (Equal Opportunity Employment)

8 USC §§ 1324(a), et seq.

Immigration Reform and Control Act

IC § 67-5909

Commission on Human Rights - Acts Prohibited

US Supreme Court Decision

Boystock v. Clayton County Georgia

**Other References**

ISBA Policy Services

**Description**

<https://www.idsba.org/member-services/policy/>

**Cross References**

**Code**

4175

**Description**

Required Annual Notices

5100

Hiring Process and Criteria

5100-P(1)

Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants

5100-P(2)

Hiring Process and Criteria - Veteran's Preference

5100-F(1)

Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers

5100-F(2)

Hiring Process and Criteria - Request to Employer

5100-F(3)

Hiring Process and Criteria - Request for Verification of Certificate Status

5250

Certificated Staff Grievances

Adopted:

Revised:

Reviewed:



### Policy 5125 – Reporting New Employees

The Idaho Legislature has established an automated State directory of new hires to be administered by the Idaho Department of Labor (herein after “Department”). The State directory of new hires provides a means for employers to assist in the State’s efforts to prevent fraud in the welfare, worker’s compensation, and unemployment insurance programs; to locate individuals to establish paternity; to locate absent parents who owe child support; and to collect support from those parents by reporting information concerning newly hired and rehired employees directly to a centralized State database.

The District will report the hire or rehire of an individual by submitting to the department a copy of the employee’s completed and signed United States internal revenue service form W-4 (employee’s withholding allowance certificate). Before submitting the W-4 form, the District will ensure that the W-4 form contains the following information:

1. The employee’s name, address, and social security number;
2. The District’s name, address, and federal tax identification number;
3. The District’s Idaho unemployment insurance account number, which must be designated at the bottom of the form; and
4. The employee’s date of hire or rehire, which must be designated at the bottom of the form.

This District will report the hiring or rehiring of any individual to the department within 20 calendar days of the date the employee actually commences employment for wages or remuneration. The report will be deemed submitted on the postmarked date or, if faxed or electronically submitted, on the date received by the Department. A copy of the report will be retained by the District, and the copy will set forth the date on which the report was mailed, faxed, or electronically transmitted.

Should the District choose to file its report electronically, the District will comply with the Department’s regulations of such transmissions. Electronically transmitted reports will be filed by two monthly transmissions if necessary, not less than 12 days apart and not more than 16 days apart.

The District is not liable to the employee for the disclosure or subsequent use of the information by the Department or other agencies to which the Department transmits the information.



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Legal References:

**Legal References**

**Description**

IC § 72-1601 et seq.

State Directory of New Hires

Adopted:

Revised:

Reviewed:



**Policy 5130 – Administrative Leave**

The Board hereby delegates to the Superintendent and any designee of the Superintendent the Board's authority to place a certificated employee on a period of paid administrative leave or paid suspension if the Superintendent or designee believes that such action is in the best interest of the District.

Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within 21 days of taking such action, whether at the next regularly scheduled Board meeting or a special meeting.

At the time the Board is presented with the action they shall either ratify or nullify the act of placing the certificated employee onto a period of paid leave or suspension. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Legal References:

IC § 33-513

Professional Personnel

Adopted:

Revised:

Reviewed:



### Policy 5200 – Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a ~~collective bargaining negotiated~~ agreement and the District's policy, the law provides that the terms of the ~~collective bargaining negotiated~~ agreement shall prevail for the staff covered by that agreement.

When a matter is not specifically provided for in an applicable ~~collective bargaining negotiated~~ agreement, the policies of the Board to effectively and efficiently manage the District shall govern.

Classified employees are employed at will and the District policy manual is not intended to express a term of an employment agreement. The provisions of this policy manual do not create a property right which would modify the District's right to terminate the employment relationship of classified employees at will.

#### Legal References:

Legal References	Description
778 P.2d 744 (Idaho 1989)	Metcalf v. Intermountain Gas Co.

Adopted:

Revised:

Reviewed:



**Policy 5205 - Job Descriptions**

There shall be written job descriptions for all positions and for all employees of the School District. The job description will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the District. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual's work.

The evaluation shall be documented by use of the District evaluation form for classified or certified personnel. ~~No~~ Evaluation should be ~~signed before it is~~ fully discussed by both the employee and the supervisor. ~~One signed~~ A final copy will be given to the employee and ~~one signed copy will be given~~ to the Superintendent/~~and or HR~~ to be maintained in the employee's personnel file.

Legal References:

<b>Legal References</b>	<b>Description</b>
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-517	Non-Certificated Personnel

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Cross References

<b>Code</b>	<b>Description</b>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>
5820	<u>Evaluation of Non-Certificated Staff</u>



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<b>Code</b>	<b>Description</b>
5825	<u>Evaluation of School Bus Drivers</u>

Adopted:

Revised:

Reviewed:



## Policy 5210 - Work Day

For purposes of this policy, work day for certificated employees is defined as the time an employee is expected to be on the school's premises. The Board and administration recognize that certificated teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the work day for the purposes of this policy.

Work day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

The length of a work day for a certified employee shall be **7:30am – 4:30pm hours** for a full-time certified employee. The work day is generally exclusive of lunch and extracurricular assignments, but inclusive of preparation time and assigned duties. Arrival time shall generally be one-half hour before classes begin or as otherwise directed by the building principal.

**[OPTIONAL]–** Other conditions pertaining to certified work day, preparation periods, lunches, etc., **are may be** found in the employee handbook approved by the Board of Trustees. Such handbooks may change from time to time and a new handbook will be approved by the Board for each school year.

### Length of Work Day - Classified

The length of a classified work day is governed by the number of hours for which the employee is assigned. A “full-time” employee shall be considered to be an **eight hours per day**, 40 hours per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. **Normal office hours in the District will be \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.**

### **[OPTIONAL] Breaks**

**A daily morning and afternoon rest period of 15 minutes may be available to all full-time, classified employees. Hourly personnel may take one 15 minute rest period for each four hours that are worked in a day. Breaks will normally be taken approximately in mid-**



**morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor.**

Legal References:

<b>Legal References</b>	<b>Description</b>
29 CFR 516	Records to be Kept by Employers
29 USC § 201 et seq.	The Fair Labor Standards Act of 1985
<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
5810	<u>Compensatory Time and Overtime/Classified Employees</u>

Adopted:

Revised:

Reviewed:



## Policy 5220 – Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment, and transfer of position and duties by the Board, Superintendent, supervisor, and/or other administrative staff member. Changes in assignment may also be made at the request of an employee. Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the District.

If a change of assignment was not requested by the employee, he or she should be consulted and have an opportunity to express his or her preferences. However, the final decision on transfer or alteration of any assignment rests with the ~~Board of Trustees~~ Superintendent.

Teachers shall be assigned at the levels and in the subjects ~~[SELECT ONE] for which their certificates are endorsed OR that are appropriate and allowable for the certificates and endorsements they hold.~~ The Superintendent shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

When the Board reassigns an administrative employee to a non-administrative position, the employee shall be entitled to an informal review as described Policy 5107.

### Classified Staff

The right of assignment, reassignment, and transfer shall remain that of the ~~Board and/or Superintendent or designee. Written notice of a reassignment or involuntary transfer shall be given the employee.~~ Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent or designee.

### Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year, recognizing that such placement could change subsequent to this initial notice including during the course of the school year.



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**Note: This option only applies if there is a policy delegating authority to the Superintendent to make reassignment or other employment related decisions.**

Legal References:

<b>Legal References</b>	<b>Description</b>
IC § 33-513	Professional Personnel
IC § 33-515	Issuance of Renewable Contracts

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Cross References

<b>Code</b>	<b>Description</b>
5107	<a href="#"><u>Informal Review</u></a>
6100	<a href="#"><u>Superintendent</u></a>
6100-P(1)	<a href="#"><u>Superintendent - Board/Superintendent Relations</u></a>
6200	<a href="#"><u>District Organization</u></a>

Adopted:

Revised:

Reviewed:



**Policy 5230 – Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, and activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District’s compliance efforts, recommend necessary modifications to the Board, and maintain the District’s final Title II self-evaluation document and keep it available for public inspection; and
2. Institute plans to make information regarding Title II’s protection available to any interested party.

Individuals with disabilities should notify the Superintendent or designee building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Legal References:

Legal References	Description
28 CFR Part 35	Nondiscrimination on the Basis of Disability in State and Local Government Services Implementing the ADA)
42 USC §§ 12111, et seq. & 12131, et seq.	The Americans with Disabilities Act of 1990

Cross References

Code	Description
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	<b>Code</b>	<b>Description</b>
5250		<a href="#"><u>Certificated Staff Grievances</u></a>

Adopted:

Revised:

Reviewed:



## Policy 5235 – Health Examinations

The District has a legal obligation to protect the morals, health, and safety of the District's students and personnel, and in furtherance of such has an obligation to prohibit the presence of and provide for the removal of individuals whose presence is detrimental to the morals, health, safety, academic/learning environment, or discipline of pupils. The District further has a legal obligation to assure that professional teaching personnel are free from contagious disease.

Should a situation arise ~~where in which~~ the Superintendent or designee has reasonable and articulable grounds to believe that any school employee, certificated or non-certificated, is suffering from a physical or mental illness ~~and that such illness~~ that:

1. Prevents or impairs the ability of the employee to perform his or her duties; or
2. Poses a risk and/or is detrimental to the health, welfare, or safety of students; or
3. Poses a risk and/or is detrimental to the health, welfare, or safety of other employees; or
4. Falls within the requirements of Section 33-1202(3), Idaho Code, for certificate holders to be free from contagious diseases that may pose a health or safety risk to students or other employees.

the Superintendent or ~~his or her~~ designee may require the employee to ~~secure obtain~~ a physical or mental examination and ~~obtain provide~~ a written medical certificate clearing the employee for work. ~~to be submitted to the Superintendent and The Superintendent or designee may put such place the employee on a period of paid leave, pursuant to consistent with District policy and applicable law, State statutory leave requirements, until such time as the examination has been completed and medical clearance has been received. Medical clearance must be submitted to the Superintendent or designee. and clearance to return to work has been obtained.~~

~~If such an examination is required:—Should such a request be made:~~

1. The ~~requested~~ examination shall be at the cost of the District;
2. The information obtained by the District as a result of the examination shall remain confidential and disclosed only to ~~individuals with a legitimate need to know; employees in a position to require knowledge; and~~
3. The employee shall not suffer any loss of compensation during the period of absence associated with the ~~requested-required~~ examination.

Legal References:



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<b>Legal References</b>	<b>Description</b>
IC § 33-1202	Teachers - Eligibility for Certificate
IC § 33-512	District Trustees - Governance of Schools

Adopted:

Revised:

Reviewed:



## Policy 5240 – Sexual Harassment/Intimidation in the Workplace

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and federal law. In addition, principals and supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should address the matter as described in Policy 3085 and Procedure 3085P. An individual with a complaint alleging a violation of this policy which does not fall within the scope of Policy 3085 and Procedure 3085P shall follow the Uniform Grievance Procedure.

### Investigation

If an allegation of sexual harassment is found to not fall within the scope of Policy 3085 and



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Procedure 3085, but still claims conduct which violates this policy, the **HR Director or designee designated school officials** will take immediate steps to:

1. Protect the grievant from further harassment;
2. Discuss the matter with and obtain a statement from the accused and his or her representative, if any;
3. Obtain signed statements of witnesses; and
4. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications, unless otherwise required by Policy 3085 or Procedure 3085P. In addition, all persons involved in an allegation which falls within the scope of this policy, and not within the scope of 3085 or 3085P are prohibited from discussing the matter with coworkers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Legal References:

<b>Legal References</b>	<b>Description</b>
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
29 CFR § 1604.11	Sexual harassment
42 USC §§ 2000(e), et seq.	Title VII of Civil Rights Act of 1964 (Equal Opportunity Employment)
IC § 67-5909	Commission on Human Rights - Acts Prohibited

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
3085	<a href="#"><u>Sexual Harassment, Discrimination, and Retaliation Policy</u></a>
3085-P(1)	<a href="#"><u>Sexual Harassment, Discrimination, and Retaliation Policy - Title IX</u></a>



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<b>Code</b>	<b>Description</b>
	<u>Sexual Harassment Grievance Procedure, Requirements, and Definitions</u>
3085-F(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation &amp; Allegation Template</u>
3085-F(2)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students</u>
4120	<u>Uniform Grievance Procedure</u>
4120-F(1)	<u>Uniform Grievance Procedure</u>
5275	<u>Adult Sexual Misconduct</u>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>

Adopted:

Revised:

Reviewed:



**PERSONNEL**

**5240F**

Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment

I have read and been informed about the content and expectations of the Sexual Harassment/Intimidation in the Workplace Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date



## Policy 5250 – Certified Staff Grievances

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

### Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of a violation of the Master Agreement between the District and the teachers' association.

### Grievance Procedure

The District will first review the ~~collective bargaining negotiated~~ agreement for any applicable grievance procedures. If such a provision exists, such procedures shall govern the resolution of certificated staff grievances.

A staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be addressed according to Policy 3085 and Procedure 3085P, and violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged grievance. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with their immediate building principal. The written grievance shall state:

1. The policy or provision of the ~~Master Agreement negotiated agreement~~ the employee believes was violated;
2. The alleged date of violation;
3. The ~~actor individual~~ involved in the alleged violation; and
4. The remedy requested by the employee.



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The written grievance must be filed with the immediate building principal within ten (10) working days of the date of the initial event allegedly giving rise to the grievance.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten (10) working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of five (5) working days to advance the grievance to the Superintendent by submitting a written objection to the decision. ~~with the Superintendent.~~

If the principal or designee does not provide a written response to the grievance at the conclusion of ten working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or his or her designee shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or designee shall, within a period of fifteen (15) working days, decide the matter notifying all the parties in writing of the decision. The decision of the Superintendent or designee shall be ~~final controlling~~, regardless of whether it is in agreement or in disagreement with the decision of the principal.

If either party is not satisfied with the decision of the Superintendent, ~~the Board is the next avenue for appeal.~~ a written appeal must be submitted to the Board within five (5) working days of receiving the Superintendent's decision. The Board is the policy-making body of the District, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Upon receipt of a written appeal of the decision of the Superintendent, and assuming



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the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.

Grievances will be processed according to the step-by-step process outlined in the Uniform Grievance Procedure ~~4120~~, however, in the case where a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

Legal References:

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>
Cross References	
<b>Code</b>	<b>Description</b>
3085	<a href="#"><u>Sexual Harassment, Discrimination, and Retaliation Policy</u></a>
3085-P(1)	<a href="#"><u>Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions</u></a>
3085-F(1)	<a href="#"><u>Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation &amp; Allegation Template</u></a>
3085-F(2)	<a href="#"><u>Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students</u></a>
4110	<a href="#"><u>Public Complaints</u></a>
5120	<a href="#"><u>Equal Employment Opportunity and Non-Discrimination</u></a>
5230	<a href="#"><u>Accommodating Individuals with Disabilities</u></a>
5395	<a href="#"><u>Whistleblowing</u></a>



**Preston School District #201  
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Adopted:

Revised:

Reviewed:



## Policy 5260 – Abused and Neglected Child Reporting

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the School District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding observation and reporting of suspected child abuse, child abandonment, or child neglect. The Superintendent shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

"Abuse" is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, or soft tissue swelling. Abuse is further defined in I.C. 16-1602 to include sexual conduct including rape; molestation; incest; prostitution; obscene or pornographic photographing, filming, or depiction for commercial purposes; or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child. Abuse also includes abandonment and neglect.

"Abandoned" is defined as the failure of the parent to maintain a normal parental relationship with his child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one year is evidence of abandonment. I.C. § 16-1602(2).

"Neglected" means a child:

*Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his or her well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them with these items;*

*-I.C. § 16-1602(25).*

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned, or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment, or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within 24 hours.

Employees of the District shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Superintendent or the Superintendent's designee,



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who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned, or neglected and, acting upon that belief, makes a report of abuse, abandonment, or neglect as required in Idaho Code § 16-1605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned, or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed, per I.C. § 16-1606.

In addition, according to I.C. § 16-1607:

*Any person who makes a report or allegation of child abuse, abandonment, or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.*

Any District employee who fails to report a suspected case of abuse, abandonment, or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

**Legal References:**

<b>Legal References</b>	<b>Description</b>
IC § 16-1602	Child Protection Act: Definitions
IC § 16-1605	Child Protective Act: Reporting of Abuse, Abandonment or Neglect
IC § 16-1606	Child Protective Act: Immunity
IC § 16-1607	Child Protective Act: Reporting in Bad Faith-Civil Damages

<b>Code</b>	<b>Description</b>
3545	<u>Student Questioning and Arrests</u>
3545-F(1)	<u>Student Questioning and Arrests - Form for Signature of Arresting Officer</u>
3545-F(2)	<u>Student Questioning and Arrests - Form for Signature of Interviewing Officer</u>



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<b>Legal References</b>	<b>Description</b>
4400	<u>Relations with Law Enforcement and Child Protective Agencies</u>
5275	<u>Adult Sexual Misconduct</u>

Adopted:

Revised:

Reviewed:

**{{Full\_District\_Heading}}**

PERSONNEL 5260F

Report of Suspected Child Abuse, Abandonment, or Neglect

Original to: Local Law Enforcement \_\_\_\_  
Department of Health and Welfare \_\_\_\_

Copy to: Superintendent \_\_\_\_  
Building Principal \_\_\_\_

From: \_\_\_\_\_ Title: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons contacted:  Principal  Teacher  School Nurse  
 Other \_\_\_\_\_

Name of Minor: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Attendance Pattern: \_\_\_\_\_

Father: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mother: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Guardian or Step-Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Any suspicion of injury/neglect to other family members: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned, and/or neglected:

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Previous action taken, if any: \_\_\_\_\_

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Follow-up by Local Law Enforcement/Department of Health and Welfare  
(copy to be completed and returned to the Superintendent/Building Principal):

Date Received: \_\_\_\_\_

Date of Investigation: \_\_\_\_\_



### **Policy 5265 – Employee Responsibilities Regarding Student Harassment**

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

#### Intervention

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.

Intervention shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

#### Professional Development

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.

The content of ongoing professional development for District employees shall include, but is not limited to:

1. School philosophy regarding school climate and student behavior expectations;
2. Definitions of harassment, intimidation, and bullying with specific examples;
3. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents;
4. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
5. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.



Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies ~~[3330 and 3340]~~.

Reporting

Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with District policy and procedure ~~[3295 and 3295P]~~.

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office and reported as required by the State Department of Education.

Policy Distribution

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

Legal References:

<b>Legal References</b>	<b>Description</b>
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
IDAPA 08.02.03.160	Safe Environment and Discipline

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Cross References

<b>Code</b>	<b>Description</b>
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<b>Code</b>	<b>Description</b>
2335	<u>Digital Citizenship and Safety Education</u>
3295	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying</u>
3295-P(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying</u>
3295-F(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM</u>
3330	<u>Student Discipline</u>
3340	<u>Corrective Actions, Punishment, and Denial of Enrollment</u>
3340-P(1)	<u>Corrective Actions, Punishment, and Denial of Enrollment</u>
4175	<u>Required Annual Notices</u>

Adopted:

Revised:

Reviewed:



## Policy 5270 – Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business and are required to comply with and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

District employees who are contacted by the media should direct such inquiries to either the ~~District Office, individual in question or to the Superintendent, his or her designee, or to [A SPECIFIC PERSON IN THE EMPLOYMENT OR PUBLIC RELATIONS OFFICE]~~.

Administrators and supervisors may set forth specific rules and regulations governing an employees' conduct on the job within a particular building.

### Personnel Conflict of Interest

It is not uncommon for a District to employ people who are related to one another or ~~in a relationship with another employee, romantically involved with one another~~. However, it is inappropriate for one family member or ~~individual in a relationship, significant other, romantic partner~~ to have direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, evaluation, etc.).



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For the purpose of this policy, family member or ~~significant other romantic partners~~ are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

In any case, when employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor. If one family member or ~~significant other romantic partner~~ has influence over another family member or ~~romantic partner-significant other~~'s conditions of employment, the following should occur:

1. In collaboration with the supervisor, the involved employees will be provided 30 days to make a decision regarding a change. Options include, but are not limited to:
  - A. One employee applying to transfer to another area; or,
  - B. Revising the reporting structure in the department so that one employee no longer has direct influence over the other employee's conditions of employment; or
2. If a decision is not reached by the end of the thirty-day period, the department head, or next level of administrator, will resolve the situation.

Nothing in this policy shall require the Superintendent or Board, in the case when the conflict of interest directly relates to the Superintendent, to transfer an employee to a different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the District.

#### Insubordinate Conduct

In the educational setting there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, employees shall treat all administrators, students, and colleagues in an appropriate professional manner.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Insubordination; manifest disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.

Examples of improper conduct include, but are not limited to:



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1. Disobeying an appropriate order, instruction or directive of a supervising employee or administrator;
2. Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator;
3. Disputing or ridiculing authority;
4. Exceeding authority; and/or
5. Using vulgar or profane language to a supervising employee or administrator.

Legal References:

<b>Legal References</b>	<b>Description</b>
IC § 33-1208	Teachers - Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate — Grounds
IC § 33-1209	Teachers - Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators

Adopted:

Revised:

Reviewed:



### **Policy 5275 – Adult Sexual Misconduct**

This policy shall apply to all staff, contractors, and volunteers who have contact with students.

For the purposes of this policy, sexual misconduct is defined as any sexual activity directed at a student, regardless of age, with the purpose of developing a romantic or sexual relationship. It includes activities that are:

1. Physical and non-physical;
2. Conducted in person or through other modes of communication;
3. Conducted before, during, or after school;
4. On District property or elsewhere; and
5. Legal and illegal.

Illegal sexual misconduct is characterized by sexual contact between an adult and a child under the age of 18 and includes explicit sexual conduct, solicitation of a minor child to participate in a sexual act, sexual exploitation and dissemination of sexual material harmful to minors. Sexual misconduct also includes such inappropriate verbal conduct as sexual comments or questions, jokes, taunting, and teasing and such inappropriate physical conduct as kissing, hair stroking, tickling, and frontal hugging.

Sexual misconduct is prohibited. Staff and volunteers who engage in sexual misconduct shall be subject to disciplinary activity, including termination. They may also be reported to law enforcement and/or the Department of Health and Welfare, as described in Policy 5260.

To avoid the appearance of impropriety, staff should avoid singling students out for personal attention such as frequent hugging or other physical contact, the giving of gifts, frequent compliments directed toward a particular student, overly personal cards, notes, or electronic communications, or teasing that references gender or contains sexual innuendo. Staff should take reasonable measures to avoid being alone with any student unless there is a legitimate, work-related need to be alone with the student. In cases such as before or after school tutoring, teachers may ask another teacher to be present in the classroom, or such tutoring may be conducted in a less private area with other adults present, such as in the school library.

The District recognizes that some student interactions occur outside the classroom. School employees and volunteers should avoid the appearance of impropriety by refraining from the following behavior:

1. Conducting ongoing, private conversations with individual students that are unrelated to school activities or the well-being of the student and take place in locations inaccessible to others;



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2. Inviting a student or students for home visits without informing parents;
3. Visiting the homes of students without the knowledge of parents;
4. Inviting students for social contact off school grounds without the permission or knowledge of the parents; and
5. Transporting students in personal vehicles without the knowledge of parents or supervisors.

Reporting Sexual Misconduct

Any staff member, contractor, or volunteer who has reasonable cause to believe a staff member, contractor, or volunteer has engaged in misconduct or that any other adult has engaged in sexual misconduct on District property or at a District event shall report the misconduct to his or her supervisor, who shall notify the Superintendent or the Superintendent's designee. ~~The matter shall be investigated in accordance with Policy 3085 and Procedure 3085P.~~ Investigation of any report of sexual misconduct shall include an investigation of whether the incident constitutes a violation of Title IX. ~~If it does fall under Title IX it will be investigated according to Policy 3085 and Procedure 3085P.~~ Sexual misconduct ~~not~~ which does not fall within the definition of sexual harassment provided in Procedure 3085P may still result in disciplinary action up to and including dismissal.

The individual with reasonable cause to believe sexual misconduct has occurred shall also report the incident in accordance with Policy 5260, if applicable.

False Reports

Making a knowingly false report of sexual misconduct is prohibited and may result in the termination of a staff member or volunteer who makes such a report or in the suspension or expulsion of a student who makes such a false report.

Distribution of Policy and Training

This policy shall be posted on the District website and provided to all new employees upon ~~hiring, hire date, and to all volunteers at the time of fingerprinting. upon acceptance as volunteers.~~ The employee or volunteer shall sign an acknowledgment, to be retained by the District, indicating that they have received and reviewed a copy of this policy.

The District shall provide training on preventing and reporting sexual misconduct to all staff who have contact with students.

Legal References:

**Legal References**

**Description**



**Preston School District #201**  
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<b>Legal References</b>	<b>Description</b>
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
<b>Other References</b>	
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>
US Department of Education	<a href="#">Office of Safe and Healthy Students: Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center, A Training Guide for Administrators and Educators on Addressing Adult Sexual Misconduct in the School Setting, Readiness and Emergency Management for Schools (March, 2017)</a>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
3085	<a href="#">Sexual Harassment, Discrimination, and Retaliation Policy</a>
3085-P(1)	<a href="#">Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions</a>
3085-F(1)	<a href="#">Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation &amp; Allegation Template</a>
3085-F(2)	<a href="#">Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students</a>
3290	<a href="#">Sexual Harassment/Intimidation of Students</a>
3290-F(1)	<a href="#">Sexual Harassment/Intimidation of Students - Reporting Form for Students</a>
5240	<a href="#">Sexual Harassment/Intimidation in the Workplace</a>



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<b>Code</b>	<b>Description</b>
5240-F(1)	<u>Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment</u>
5260	<u>Abused and Neglected Child Reporting</u>
5260-F(1)	<u>Abused and Neglected Child Reporting - Report of Suspected Child Abuse, Abandonment, or Neglect</u>
5280	<u>Professional Standards Commission (PSC) Code of Ethics</u>
5325	<u>Employee Use of Social Media Sites, Including Personal Sites</u>
5325-P(1)	<u>Employee Use of Social Media Sites, Including Personal Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites</u>

Adopted:

Revised:

Reviewed:



**Policy 5280 – Professional Standards Commission Code of Ethics**

The Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission, approved by the Idaho State Board of Education, and approved by the Idaho Legislature.

The District’s professional educators are required to comply with the most current version of the Code of Ethics provided in IDAPA 08.02.02.076.

Additionally, the Board requires all classified employees and volunteers of the District to comply with the Code of Ethics to the extent applicable to their work. Violation of the Code of Ethics may result in disciplinary action up to and including termination of employment or volunteer position with the District.

Legal References:

<b>Legal References</b>	<b>Description</b>
IC § 33-1208	Teachers - Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate — Grounds
IC § 33-1208A	Teachers — Reporting Requirements and Immunity
IC § 33-1209	Teachers - Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate
IC § 33-5204A	Applicability of Professional Codes and Standards – Limitations upon Authority
IC § 33-5206(6)	Requirements and Prohibitions of a Public Charter School
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators
IDAPA 08.02.02.077	Definitions for Use with the Code of Ethics for Idaho Professional Educators
IDAPA 08.02.04.300	Public Charter School Responsibilities

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Cross References

<b>Code</b>	<b>Description</b>
4170	<a href="#"><u>District or School Operated Social Media</u></a>
5275	<a href="#"><u>Adult Sexual Misconduct</u></a>



**Preston School District #201  
Section 5000 - Personnel**

Adopted:

Revised:

Reviewed:



## **Policy 5285 – Solicitations**

### Solicitations By Staff Members

Teachers will not sell, solicit for sale, or advertise for sale for personal gain any merchandise or service. Nor will teachers organize students for such purposes without the approval of the Superintendent.

### Solicitations of Staff Members

No non-school organization may solicit funds from employees or distribute flyers related to fund drives through the schools without the approval of the Superintendent.

### Legal References:

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Adopted:

Revised:

Reviewed:



## **Policy 3085 – Sexual Harassment, Discrimination, and Retaliation Policy**

### Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm **Preston School District #201**'s commitment to non-discrimination, equity in education and equal opportunity for employment.

### Scope of Policy

This policy applies to all members of **Preston School District #201**'s community, including students, employees, and other members of the public including guests, visitors, volunteers, and invitees.

### Policy Statement

**Preston School District #201** is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and [District] employees.

### Title IX Coordinator

The **Federal Program Director** serves as **Preston School District #201**'s Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the District's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the **Superintendent** at **105 E 2<sup>nd</sup> S; Preston, ID 83263** or **(208)852-0283**.



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[NOTE: Positions the District may select to handle these reports include the District Superintendent or Human Resources Director if they are not also the Title IX Coordinator, or someone who meets the description of any of the three numbered points listed below.

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another person shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

1. The Title IX Coordinator of another school district which the District has an agreement with;
2. Another employee of the District who is qualified and trained to address the matter, such as a deputy Title IX Coordinator;
3. A qualified and trained individual who enters into a professional services contract with the District; including but not limited to the District's legal counsel and/or contracted Human Resources or Title IX professionals.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related grievance processes should be raised with the Title IX Coordinator.

### Mandatory Reporters

**Preston School District #201** has classified all employees as mandatory reporters of any knowledge they have that a member of the District community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all District employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. District employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a District employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, District employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in **Policy 5260 OR the Board's policy on reporting suspected abuse, abandonment, or neglect**.

### Contact Information



**Preston School District #201**  
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Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to **Preston School District #201** Title IX Coordinator (~~or deputies, if applicable~~) using the contact information below:

**Preston School District #201**  
**Office of Title IX Coordinator**  
105 E 2<sup>nd</sup> S  
Preston, ID 83263  
(208) 852-0283  
psd201.org

~~[NOTE: Include all relevant Title IX Team members here as well, and, if applicable, the general delineated responsibilities of each. i.e. any deputy coordinators]~~

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office  
Office for Civil Rights  
U.S. Department of Education  
915 Second Avenue, #3310  
Seattle, WA 98174-1099  
OCR.Seattle@ed.gov  
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report online, using the reporting form posted at [psd201.org](http://psd201.org)
3. Report by phone at (208) 852-0283
4. ~~[Add any other reporting options, if applicable.]~~



## Preston School District #201 Section 3000 - Students

When notice is received regarding conduct that may constitute Title IX sexual harassment, **Preston School District #201** shall provide information about supportive measures and how to file a formal complaint, as described in 3085P.

[NOTE: The above sentence addresses Title IX's requirement to reach out to alleged victims to offer supportive measures and discuss how to file a formal complaint after receiving a report of possible Title IX sexual harassment. If offering supportive measures to an alleged victim and discussing how to file a formal complaint always follows a report of sexual harassment, irrespective of whether it falls into Title IX, information on that practice would be included here.]

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the District investigate the allegation(s). As used in this paragraph, the phrase "document filed/signed by the alleged victim" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District, if applicable) that contains the alleged victim's physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themselves as the alleged victim and the one sending the email, to file a formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child's behalf may file a formal complaint on behalf of their child.

### Grievance Processes

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of **Preston School District #201's** grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Procedure 3085P.
2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in **policy and grievance procedure**.

~~[insert applicable procedures, which may include: Student Code of Conduct,~~



~~Uniform Grievance Procedure if no adjudication procedures are included in the Student Code of Conduct, General Bullying, Harassment and Intimidation procedures, Relationship Abuse and Sexual Assault Prevention and Response procedures].~~

3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in ~~policy and grievance procedure. [insert applicable procedures, which may include: Uniform Grievance Procedure, Certificated/Non-certificated Staff Grievance Procedure]~~
4. ~~[Add any additional procedures, such as those involving volunteers, invitees, guests, etc. if applicable]~~

**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
Cross References	

Code	Description
3270	<u>District-Provided Access to Electronic Information, Services, and Networks</u>
3270-P(1)	<u>District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks</u>
3270-F(1)	<u>District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT</u>
3285	<u>Relationship Abuse and Sexual Assault Prevention and Response</u>
3290	<u>Sexual Harassment/Intimidation of Students</u>
3290-F(1)	<u>Sexual Harassment/Intimidation of Students - Reporting Form for Students</u>
3295	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying</u>
3295-P(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying</u>
3295-F(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM</u>



**Preston School District #201**  
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<b>Code</b>	<b>Description</b>
3297	<u>Names, Pronouns, and Titles</u>
3330	<u>Student Discipline</u>
4110	<u>Public Complaints</u>
4120	<u>Uniform Grievance Procedure</u>
4120-F(1)	<u>Uniform Grievance Procedure</u>
4600	<u>Volunteer Assistance</u>
4600-P(1)	<u>Volunteer Assistance - Volunteer Assistance Procedures</u>
4600-F(1)	<u>Volunteer Assistance - VOLUNTEER APPLICATION</u>
4600-F(2)	<u>Volunteer Assistance - Request for Public Records</u>
4600-F(3)	<u>Volunteer Assistance - Authorization to Release Information</u>
5240	<u>Sexual Harassment/Intimidation in the Workplace</u>
	<u>Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment</u>
5240-F(1)	
5250	<u>Certificated Staff Grievances</u>
5275	<u>Adult Sexual Misconduct</u>
5500	<u>Personnel Records</u>
	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>
5500-P(1)	
5800	<u>Classified Employment, Assignment, and Grievance</u>
	<u>Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure</u>
5800-P(1)	

Adopted:

Revised:

Reviewed:



**STUDENTS**

**3085F1**

Notice of Investigation & Allegation Template

*Note: May also be used for initial Interview Request*

**[DATE]**

**[ADDRESSEE (RESPONDENT AND PARENT/LEGAL GUARDIAN)  
[MAILING ADDRESS OR (IF DELIVERED VIA EMAIL) EMAIL ADDRESS]**

Dear **[ADDRESSEE]**:

On **[DATE]** the **[NAME OF OFFICE]** received a formal complaint from **[COMPLAINANT]** ("complainant") alleging that you may have engaged in behavior that potentially violates District policy, including misconduct alleged on **[DATE(S)]** at **[LOCATION(S)]**.

Specifically, it is alleged that you **[APPROPRIATELY DETAILED DESCRIPTION]**.

This letter serves as formal notice that the District will be conducting a prompt, thorough, and impartial investigation of these allegations pursuant to the procedures detailed in the Policy 3085: **PSD201.org**. The District's Title IX Sexual Harassment Grievance Procedure is compliant with applicable federal and state law, including the 2020 Title IX implementing regulations. A copy of this notice has also been provided to the complainant.

Specifically, you are alleged to have violated the following provision(s) of the Policy 3085 Sexual Harassment, Discrimination and Retaliation Policy:

**[ALL POTENTIALLY APPLICABLE POLICY SECTIONS]**

**[ALL POTENTIALLY APPLICABLE SANCTIONS THAT COULD RESULT]**

You are considered "not responsible" for violating District policy, unless and until **[a preponderance of the evidence OR clear and convincing evidence]** proves that a violation of policy has occurred. The burden is on the District to gather evidence, investigate the allegations, summarize all relevant evidence in a final investigation report, and make a final determination of responsibility (subject to appeal). No determination of responsibility will be made until the conclusion of the process and after the parties have been given an opportunity to inspect, review, and respond to all directly related and/or relevant evidence obtained by the District.

Should the allegations need to be modified, or if additional allegations emerge over the course of this investigation, this office will provide you with an updated and revised Notice of Investigation and Allegations.



Below, you will find details included to ensure that the District process is transparent to you, so that you fully understand your rights and the District's procedures.

1. The District's applicable procedures can be found online at **PSD201.org**. If you need a hardcopy or accessible copy of these procedures, you should direct a request to **Dr. Brady Garner at 105 E 2<sup>nd</sup> S; Preston, ID 83263** **[INDIVIDUAL OR DEPARTMENT]** ~~with contact information.~~
2. You are expected to preserve any evidence in your possession related to the allegations. Examples include, but are not limited to, screenshots of social media posts or electronic conversations (e.g., Snapchat, Facebook Messenger, WhatsApp, TikTok, text messages, etc.), written communication, audio or video recordings, photos, receipts, call logs, or any other relevant information.
3. Please plan to bring all evidence, documents, and items that you believe will be helpful to the investigator(s) to your interview or provide them beforehand. Originals are preferred to copies, and all materials should be in unaltered form. Expect that you will be asked to verify the accuracy and authenticity of evidence you provide. If information is stored on an electronic device (e.g., cell phone) it is recommended that you be able to show the device itself to the investigator(s) during the interview.
4. You may not record any meetings pursuant to this process. Doing so is a violation of Procedure 3085P. The District will record or transcribe proceedings, and those recordings or transcriptions will be made available to you.
5. Breaks are permitted during the interview, upon request.
6. You should plan to be available for the interview for at least **two (2) hours**. **[LENGTH OF TIME]**.
7. You may bring materials into the interview that are relevant to the investigation, but no other materials, bags, backpacks or personal items are permitted. Your phone should be silenced if you will have one with you.
8. You will be permitted to ask questions of the investigator(s), and should be prepared for them to ask many questions of you. Your honesty and cooperation are expected. You are expected to maintain decorum during the interview and to respect the serious nature of the proceedings.
9. The District cannot obligate you to participate in the interview. If you do not intend to attend, please notify **Dr. Brady Garner at 105 S 2<sup>nd</sup> E; Preston, ID 83263 or 208-852-0283**. **[PERSON]** at **[CONTACT INFORMATION]**.
10. Your rights in the process are detailed throughout the District's procedures.



Investigation and Interview

[INVESTIGATOR(S)] has/have been assigned to this matter. The investigator(s) are neutral professionals whose role is to objectively collect and compile all available information relevant to the allegations and compose a thorough, detailed investigation report. They will be **taking notes AND/OR recording** during the interview. A summary or transcript of your interview will be provided to you following the interview and you will be asked to verify its accuracy, in writing, to the investigator(s).

If you have any questions regarding the qualifications or training of the investigator, please feel free to contact me directly. Similarly, if you have a concern that the investigator is potentially biased or has a conflict of interest, you must raise that issue with me prior to your scheduled interview.

At this time, we ask you to schedule an interview with the District's investigator(s). Two suggested times that work for an appointment to interview you are below, and we have already checked to make sure that these times work with your class schedule. Please contact the investigator(s) at [brady.garner@psd201.org](mailto:brady.garner@psd201.org) (email) **[CONTACT INFORMATION]** to confirm which of these times work best for you.

1. [OPTION 1]
2. [OPTION 2]

**[SPECIFY ANY MEETING PROCEDURES OR CONDITIONS IF THE STUDENT/EMPLOYEE HAS BEEN SUBJECT TO EMERGENCY REMOVAL.]**

**[ONLY INCLUDE IF ISSUING A NO CONTACT ORDER BETWEEN THE PARTIES:  
No Contact Order**

**Effective immediately, I am instituting a no contact order that prohibits you and the complainant from having direct or indirect contact with one another. This information will also be provided to the complainant and other appropriate officials as needed. This order is not a determination that Policy 3085 has been violated. If you have questions or concerns about the no contact order, please contact me.]**

Advisors

You have the right to an advisor of your choosing, who can be an attorney, to accompany you to all meetings, interviews, and hearings and to assist you in this process. **[OPTIONAL: If you would prefer that the school/district appoint a school/district-trained advisor for you, please let me know as soon as possible.]** Upon request, a pre-interview meeting between you, your advisor, and the investigator(s) to explain the District process and answer any questions may be arranged by contacting the investigator.



Retaliation

This letter also serves as a reminder that District policy prohibits retaliation, as defined in Procedure 3085P. Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of that person's participation in an investigation or because of their support of someone involved in an investigation.

The District will impose sanctions on any faculty, student, or staff member found to be engaging in retaliation, and on individuals who encourage third parties to retaliate on their behalf.

If you experience any retaliation, please contact me immediately.

False Statements and/or False Information

Please also be reminded that Procedure 3085P prohibits making false statements and knowingly providing false information in the course of a District grievance process.

To ensure that the investigator(s) can obtain as much accurate and objective information about this matter as possible, please do not suggest to any witness that they distort or align their accounts.

Should it be alleged that you have violated these rules, the District reserves the right to address those allegations inside of this process or to address the allegations as a separate matter pursuant to Procedure 2085P.

Confidentiality

You have the right to discuss this matter with your advisor and others, but the District will conduct this investigation confidentially, meaning that it will only share information as permitted or required by law. The District asks for your discretion in what you choose to share and hopes that you will respect the private and sensitive nature of these allegations. The complainant has been provided with the same information.

Campus Resources

I understand that receiving this notice may result in many questions and potential distress. I encourage you to avail yourself of any of the following resources that you may find helpful as you work to resolve this matter.

**{OPTIONAL: Counselor}**

**{SERVICES PROVIDED AND CONTACT INFORMATION}**

**{ANY OTHER INTERNAL OR EXTERNAL APPLICABLE SUPPORTIVE SERVICES}**



**{DESCRIPTION OF SERVICES PROVIDED AND CONTACT INFORMATION}**

Disability Services

If you or another individual needs reasonable accommodations due to a qualifying disability in order to fully and meaningfully participate in this process, please contact **Dr. Brady Garner** **{OFFICE}** at 208-852-0283 **{PHONE NUMBER}** prior to any meeting or interview in which reasonable accommodations may be needed.

Should you have any questions about the process and/or the interview, please contact your investigator(s) for this matter at 208-852-0283 **{PHONE NUMBER}** or **{EMAIL ADDRESS}**.

Sincerely,

**{NAME}**

Title IX Coordinator

**{CONTACT INFORMATION}**



**STUDENTS**

**3085F2**

Sexual Misconduct Reporting Form for Students

School \_\_\_\_\_ Date \_\_\_\_\_

Student'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 harassment or 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If yes, what action did you take? \_\_\_\_\_



# Preston School District #201

*"Elevating Student Achievement and Advancement"*

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Were there any prior incidents?     yes     no

If so, describe any prior incidents: \_\_\_\_\_

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Signature of complainant \_\_\_\_\_

Signatures of parents/legal guardian \_\_\_\_\_



## **Procedure 3085-P(1) – Sexual Harassment, Discrimination, and Retaliation Policy Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions**

### Scope of Procedure

This Title IX Grievance Process applies to all members of **Preston School District #201**'s community, including students, employees, and Board members as well as District patrons, guests, visitors, volunteers, and invitees.

### Purpose of This Policy and Procedure

**Preston School District #201** is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance procedure. Violations of this District procedure or its related policy may result in discipline to either students or employees.

### Guiding Principles

Title IX requires school districts to put into place policies and procedures that promote the goal of Title IX, specifically, to prohibit discrimination based on sex, and to respond appropriately if and when sex discrimination occurs or may occur. Title IX explains that when an appropriate official at the District has "actual knowledge" of "sexual harassment" of a student or employee that occurs in one of its educational programs or activities, the District must respond promptly and in a manner that is not "deliberately indifferent." This standard does not require a perfect response; rather, it requires a response that is not "clearly unreasonable" in light of the known circumstances over which the District exercises control.

### Grievance Procedure

#### **1. Receipt of a Complaint, Report, or Information Alleging Sexual Harassment**

Upon receipt of a complaint or report (whether verbal or written) of possible sexual harassment, the District shall first determine whether to initiate a formal or



informal response. Thus, any and all complaints, reports, or information received by any District employee that sexual harassment is occurring or has occurred shall be immediately forwarded to the District's Title IX Coordinator or other designated employee for review and action as appropriate.

The Title IX Coordinator (Coordinator) shall promptly contact the complainant or reporting party and discuss with them the availability of supportive measures, and will consider the complainant's wishes with respect to the provision of supportive measures. The Coordinator shall explain the availability of these measures to the complainant with or without the filing of a "formal complaint." During this initial meeting, the Coordinator or designee shall explain to the complainant the process for filing a written formal complaint, and shall provide assistance to the complainant to ensure the written formal complaint is properly prepared and submitted.

*Emergency Removal (of students):* Nothing in this procedure prevents the District from removing a respondent from a District education program or activity on an emergency basis, provided that an individualized safety and risk analysis is performed by the Coordinator and Superintendent who determine that an immediate threat to the physical health or safety of any student or other individual arise from the allegations of sexual harassment that justify removal. The Coordinator and Superintendent shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights and requirements under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

*Administrative Leave (of employees).* Nothing in this procedure precludes the District from placing a non-student employee respondent on administrative leave during the pendency of a grievance investigation under this procedure. Notwithstanding the above, prior to placing an employee respondent on administrative leave, the Coordinator or designee shall ensure any rights provided by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act are not impaired or violated.

## 2. Providing Supportive Measures

If an informal complaint is filed, (for instance, because the complainant does not wish to file a written formal complaint,) as well as during the pendency of the investigation and the decision concluding a formal complaint, the following



supportive measures may be implemented to restore or preserve the complainant's access to the District's educational programs without unreasonably burdening the other party (also referred to herein as respondent).

Supportive measures may include actions taken to protect the safety of all parties or the District's educational environment, or which otherwise deter sexual harassment from occurring in the future. Additional supportive measures may include, but are not limited to: counseling, the availability of a safe place or person in the event complainant feels threatened or uncomfortable, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services at school, mutual restriction of contact between the parties, changes in work locations, leaves of absence, increased security and/or monitoring of locations where prohibited conduct has occurred or may occur in the future, as well as additional measures to protect the complainant, provided the supportive measures initiated are not punitive to the respondent.

### **3. Filing a Written Formal Complaint**

Upon receipt of a written formal complaint, the Coordinator or designee is required to provide written notice to all known complainants and respondents of the allegations and the resulting investigation.

- A. **General Notice Requirements:** The notice will include the District's Title IX grievance process as well as information regarding the District's informal resolution process.
- B. **Specific Notice Requirements:** The written notice shall include the following information:
  - i. Information describing the alleged conduct potentially constituting sexual harassment, including sufficient details known at the time the notice is prepared to allow the parties to prepare a response prior to the investigator's initial interview. This notice shall be delivered to the parties in enough time to allow their preparation for the initial interview.
  - ii. Sufficient details include but are not limited to the identities of the parties involved, the conduct allegedly constituting sexual harassment, the date(s), and location(s) of the incident(s).



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- iii. A statement that the respondent is presumed to not be responsible for the alleged conduct, and that a determination of responsibility will not be made until the conclusion of the grievance process.
- iv. A statement informing the parties that they are entitled to have an advisor or representative of their choosing who may be, though is not required to be, an attorney, and that the advisor is authorized to review all evidence submitted in the matter.
- v. The notice must inform the parties that District policy and procedure prohibit knowingly making false statements or knowingly submitting false information to the investigator or at any other time during the grievance process.
- vi. The notice must warn the parties that retaliation is prohibited. Accordingly, the parties must be informed that no District employee or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this procedure. Retaliation includes circumstances where intimidation, threats, coercion, or discrimination are made for the purpose of interfering with any right or privilege secured by Title IX or this procedure. This includes threatening charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. The District shall keep confidential the identity of:
  - a. Any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment;
  - b. Any complainant;
  - c. Any individual who has been reported to be the perpetrator of sex discrimination;
  - d. Any respondent; and
  - e. Any witness



except:

- a. As may be permitted by FERPA ( 20 U.S.C. § 1232g) or a FERPA regulation (34 CFR Part 99);
- b. As required by law; or
- c. To carry out the purposes of this procedure, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed as an additional charge or counter-charge under these procedures.

- C. **Additional Charges:** If, during the course of the investigation, it is determined based on the information gathered that additional allegations or charges are warranted, an amended notice shall be prepared and submitted to the parties including the new allegations and charges as appropriate.
- D. **Consolidation:** The Coordinator may consolidate two or more formal complaints into a single action provided that the allegations of sexual harassment and retaliation arise out of a common set of facts or circumstances and if in the course of an investigation, it is determined that:
  - i. There is more than one respondent and/or more than one complainant; or
  - ii. There are cross-complaints, or additional complaints raised by the original complainant against the original respondent (such as retaliation), or by the respondent against any other party.

#### **4. Conduct of the Investigation, Informal Resolution**

In the course of their investigation, the District's Coordinator and designees shall comply with the following requirements.

##### *Investigation*

- A. **Burden of Investigation:** The burden of gathering evidence sufficient to make a determination of responsibility is the responsibility of the District's investigator(s) and not the parties. However, the District's investigator is not authorized to access a party's records that are made or maintained by a health care provider such as a physician, psychiatrist, psychologist, or



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other recognized health care provider, if the record was made in the course of providing treatment to the party, unless and until written consent from an authorized person is provided to obtain such privileged records for purposes of investigating and resolving the allegations of the formal complaint.

- B. Evidence Offered by Parties: The parties shall be provided an equal opportunity to call witnesses, including fact and expert witnesses, as well as other inculpatory and exculpatory evidence.
- C. No Restrictions: The ability of the parties to discuss the allegations under investigation or to gather and present evidence shall not be restricted.
- D. Equal Representation Rights: All parties shall have the same opportunity to have others present, or to be represented by the advisor of their choice throughout the grievance process, including attendance at related meetings or proceedings. ~~[OPTIONAL If the District limits access to representation in any way at any time during the proceedings, such limitation shall be equally applied to all parties in the same manner. Access to representation may be limited only where a party is already represented as authorized by this procedure, and the additional representation will unduly increase the cost to the parties, and/or will not otherwise serve to significantly promote a legitimate purpose under this procedure.]~~
- E. Notice of Interviews and Hearings: Adequate notice of the purpose, date, time, place, and the identities of all participants involved shall be provided to any party whose participation at a hearing, interview, or meeting is invited or expected, and allowing sufficient time for the party to prepare and fairly participate.
- F. Evidentiary Considerations: The investigation shall not consider:
  - i. Incidents not directly related to the possible violation, unless they evidence a pattern;
  - ii. The character of the parties; or
  - iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and



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evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

- G. Right to Inspect Evidence: All parties shall be provided equal access to inspect and review any or all evidence gathered during the investigation related to the allegations of the formal complaint, whether or not relied upon or referred to in the investigator's report. This will ensure that the parties can respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigation report, the investigator shall provide the parties and their respective advisors, when advisors are identified, a secured electronic or hard copy of the evidence subject to inspection. The parties must have at least ten (10) **[business, or school, or calendar]** days to submit a written response which the investigator shall consider prior to completion of the investigative report. All such evidence shall be made available to all parties at any hearing to give the parties equal opportunity to refer to such evidence during the hearing, including cross-examination of adult parties.
- H. Investigative Report: At least ten (10) **[business, or school, or calendar]** days prior to a hearing, or other time of determination regarding responsibility, the investigator shall send to all parties and their advisors, if any, by electronic format or hard copy, a copy of the investigative report for the parties' review and written response. The parties' responses shall be made part of the record.

*Informal Resolution:* The informal resolution process may include mediation, or other meeting of the parties that does not involve a full investigation and adjudication of the complaint. The District may **not** require the parties to participate in an informal resolution process. Informal resolution is available **only** if a written formal complaint was submitted to the Coordinator. If these conditions are satisfied, then at any time during the course of an investigation, but prior to the time of the Decision-Maker's final determination of responsibility, the parties may request the Coordinator to initiate the informal resolution by process. In so doing, the Coordinator is required to comply with the following:

- A. Provide the parties with written notice informing them of the allegations at issue and the requirements of the resolution process. These requirements include the fact that a written agreement signed by the parties that resolves



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the allegations at issue will preclude the parties from resuming the formal complaint process that arose from the same allegations. The parties will also be informed that at any time prior to reaching a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and will be notified that the records submitted or discussed during the informal process will be maintained by the District as part of the record, and may be used by the Decision-Maker to determine responsibility.

- B. Require the parties submit voluntary, written consent to participate in the informal resolution process.
- C. Ensure that the informal resolution process is not made available to resolve allegations that an employee sexually harassed a student.
- D. An informal resolution, signed and agreed to by the parties thereto, is not appealable.

*Dismissal of a Formal Complaint:* A written formal complaint may be dismissed by the Coordinator under any of the following circumstances, and prior to a finding of responsibility:

- A. After investigating the allegations of the written formal complaint, dismissal is required if:
  - i. The Coordinator or designee determines that the conduct alleged in the complaint, even if proven, would not constitute sexual harassment as defined herein; or
  - ii. The alleged conduct did not occur in a District education program or activity; or
  - iii. The alleged conduct did not occur against a person in the United States.

Dismissal of the Title IX formal complaint, however, does not preclude action under another provision of the District's Code of Conduct or other District Policy.

- B. If the Complainant notifies the Coordinator in writing that they would like to withdraw the formal complaint or any allegations contained therein.
- C. If the respondent is no longer enrolled or employed by the District.



- D. If specific circumstances exist which prevent the investigator from gathering evidence sufficient to reach a determination regarding the merits of the formal complaint or allegations therein.

Upon dismissing a formal complaint, the Coordinator shall simultaneously inform the parties in writing that the complaint has been dismissed, and shall identify the reason(s) for the dismissal. This decision may be appealed in accordance with the Appeals portion of this procedure, below.

### 5. Decision-Maker's Participation

If the matter is not dismissed for one of the reasons set forth above and is not resolved by the parties through the informal resolution process then, (following completion of the investigation, including issuance of the investigator's final investigation report,) the matter shall be submitted to the Decision-Maker for review and issuance of a determination of responsibility. The Decision-Maker cannot make a determination regarding responsibility until ten (10) ~~business OR school OR calendar~~ days after the date the final investigation report is transmitted to the parties and the Decision-Maker, unless all parties and the Decision-Maker agree to an expedited timeline.

The Coordinator shall designate a single Decision-Maker ~~OPTIONAL: or a three-member panel~~ and inform the parties and their advisors.

The Decision-Maker(s) may not have had any previous involvement with the investigation. Those who have served as investigators in the investigation cannot serve as Decision-Makers. Those who are serving as advisors for any party cannot serve as Decision-Makers in that matter. The Coordinator is also prohibited from serving as a Decision-Maker in the matter.

All objections to any Decision-Maker must be raised in writing. Any written objection must detail the rationale for the objection and must be submitted to the Coordinator no later than ~~two~~ (2) ~~business OR school OR calendar~~ days after being notified of the Decision-Maker's identity. Decision-Makers shall not be removed unless the Coordinator concludes that the Decision-Maker's bias or conflict of interest precludes a fair and impartial consideration of the evidence.

The Coordinator shall give the Decision-Maker(s) a list of the names of all parties, witnesses, and advisors. Upon review thereof, if any Decision-Maker believes they cannot make an objective determination, they must recuse



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themselves from the proceedings. If a Decision-Maker is unsure whether a bias or conflict of interest exists, they shall immediately disclose their concern(s) to the Coordinator and simultaneously inform the parties and their advisors.

No less than ten business days prior to any meeting or the decision-making phase of the process, the Coordinator or the Decision-Maker shall send notice to all parties. Once mailed, emailed, or received in-person, Notice will be presumptively delivered.

The Notice shall contain the following:

- A. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions that could result.
- B. The time, date, and location of any meeting.
- C. Any technology that will be used to facilitate the meeting.
- D. The name and contact information of the Decision-Maker, along with an invitation to object to any Decision-Maker on the basis of demonstrated bias. Such objections must be raised with the Coordinator at least **[two (2) [business OR school OR calendar]** days prior to the meeting.
- E. Information on whether the meeting will be recorded and, if so, information on access to the recording for the parties after the meeting.
- F. **[OPTIONAL: A statement that if any party does not appear at the scheduled meeting, the meeting will only be rescheduled for compelling reasons.]**
- G. Notification that the parties may have the assistance of an advisor of their choosing at the meeting.
- H. A copy of all the materials provided to the Decision-Maker(s) about the matter.
- I. An invitation for the parties to review and submit a written response to the final investigation report within **[three (3) to seven] [business OR school OR calendar]** days of the date of the notice.
- J. An invitation to each party to submit to the Decision-Maker any written, relevant questions they want the Decision-Maker to ask of any other party or witness within **[three (3) to seven] [business OR school OR calendar]** days of the date of the notice.
- K. An invitation to each party to submit to the Decision-Maker an impact statement, pre-meeting, that the Decision-Maker will review during any sanction determination.



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- L. An invitation to contact the Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at any meeting or in the decision-making process, at least **[three (3) to seven] [business OR school OR calendar]** days prior to the meeting/final determination.
- M. Whether parties can or cannot bring mobile phones or devices into the meeting.

Meetings for possible violations that occur near or after the end of a school year, assuming the respondent is still subject to Policy 3085 and Procedure 3085P, and are unable to be resolved prior to the end of the school year will typically be held as soon as possible given the availability of the parties, but no later than immediately upon the start of the following school year. The District will implement appropriate supportive measures intended to correct and remediate any hostile environment while the resolution is delayed.

- A. **Evidentiary Consideration by the Decision-Maker:** Whether at a hearing or through an exchange of questions, only relevant, credible evidence will be admitted into evidence and considered by the Decision-Maker. Any evidence that the Decision-Maker(s) determine(s) is relevant and credible may be considered. The Decision-Maker will not consider:
  - i. Incidents not directly related to the possible violation, unless they evidence a pattern;
  - ii. The character of the parties; or
  - iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information may only be considered at the sanction stage of the process and cannot be shared with the Decision-Maker until that time.



The parties may each submit a written impact statement for the consideration of the Decision-Maker(s) at the sanction stage of the process when a determination of responsibility is reached.

- B. Hearing Procedure and Exchange of Questions Procedure:** At the time the matter is referred to the Decision-Maker(s), the Coordinator shall determine, based on the parties involved and the circumstances of the alleged sexual harassment, whether to hold a hearing or to initiate an exchange of questions procedure, and shall so inform all parties and their advisors. Both of these decision-making procedures are discussed below. Upon their selection, the Decision-Maker(s) shall review the evidence and issue a determination of responsibility based on the following circumstances and procedures.
- C. Exchange of Questions Procedure:** Where a party involved is an elementary student, or where the Coordinator otherwise determines that a hearing is not appropriate under the circumstances, the Coordinator will initiate the Exchange of Questions Procedure, which provide as follows.

After the Coordinator or designee has submitted the investigative report to the parties pursuant to this procedure and before reaching a determination regarding responsibility, the Decision-Maker(s) shall provide each party an opportunity to submit written, relevant questions that party desires to ask of any party or witness, and shall subsequently provide each party with the answers. The Decision-Maker will also allow for additional, limited follow-up questions from each party to the other, and provide both with complete copies of the answers. Upon receipt of the proposed questions, the Decision-Maker will review the proposed questions and determine which questions will be permitted, disallowed, or rephrased. The Decision-Maker shall limit or disallow any questions that are irrelevant, repetitive (and thus irrelevant), or abusive. The Decision-Maker shall have full authority to decide all issues related to questioning and determinations of relevance. The Decision-Maker may ask a party to explain why a question is or is not relevant from their perspective. The Decision-Maker shall explain any decision to exclude a question as not relevant or to reframe it for relevance. Whether a hearing is held or not, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant:



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- i. Unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. This basis for asking questions or presenting evidence shall not be allowed if the respondent is an adult, non-student employee, because consent is not a recognized defense in cases where the complainant is a student and the respondent is an employee.

The Decision-Maker, after any necessary consultation with the parties, investigator(s), and/or Coordinator, shall provide the parties and witnesses with:

- ii. The relevant written questions to be answered; and
- iii. A deadline for the parties and witnesses to submit written responses to the questions and any appropriate follow-up questions or comments by the parties.

The exchange of questions and responses by the parties and witnesses shall be concluded within a **[three to ten (10) ] [business OR school OR calendar] day period.]**

- D. Hearing procedure:** Where both parties are adult employees, or a mature secondary school student, the Coordinator may initiate the live Hearing Procedure. If either party, however, objects and requests the Exchange of Questions Procedure, then the Exchange of Questions procedure shall be followed by the Decision-Maker(s). The Hearing Procedure shall include the following:

At the live hearing, the decision maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the District to restrict the extent to which advisors may participate in the proceedings, as long as the restrictions apply equally to all parties. At the request of either party, the District must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to



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simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other relevant questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the District shall provide without fee or charge to that party, an advisor of the District's choice to conduct cross-examination on behalf of that party. The advisor may be, but is not required to be, an attorney.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- i. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The Decision-Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Live hearings pursuant to this paragraph may be conducted with all parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. The District shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the hearing, the Decision-Maker shall have the authority to hear and make determinations on all allegations of Title IX sexual harassment and may also hear and make determinations on any additional alleged violations of policy or procedure that have occurred in concert with the Title IX sexual harassment, even though those collateral allegations may not specifically fall within the definition of sexual harassment set forth in these procedures.

Any witness scheduled to testify before the Decision-Maker must have been first interviewed by the investigator(s) **[OPTIONAL; or have proffered a written statement or answered written questions]**, unless all parties and the Decision-Maker agree to the witness's participation.



If the parties and Decision-Maker do not agree to the admission of evidence newly offered at the hearing, the Decision-Maker may delay the meeting and instruct that the investigation needs to be re-opened to consider that evidence.

If the parties raise an issue of bias or conflict of interest of an investigator or Decision-Maker at the hearing, the Decision-Maker may elect to address those issues, consult with legal counsel, and/or refer them to the Coordinator, and/or preserve them for appeal. If bias is not in issue during the hearing, the Decision-Maker shall not permit irrelevant questions regarding bias.

## 6. Decision Making Process and Determination Requirements

Following its review of the evidence submitted by the investigator and the parties, the Decision-Maker, (who cannot be the Coordinator) shall issue a written determination of responsibility. To reach this determination, the District's burden of proof — **[preponderance of the evidence OR clear and convincing evidence]**— must be described, and the burden satisfied, before the respondent can be found responsible for sexual harassment in violation of Title IX.

The written determination of responsibility shall include the following information:

- A. Identification of the allegations potentially constituting sexual harassment in violation of Title IX.
- B. A description of the procedural steps taken from receipt of the written formal complaint through the determination, including notifications to the parties, interviews of the parties and witnesses, site visits, methods used to obtain other evidence, and hearings used.
- C. Findings of fact supporting the determination.
- D. Conclusions regarding application of the District's code of conduct to the facts.
- E. A statement of and rationale for the determination as to each allegation, including any determination regarding responsibility, any disciplinary action to be imposed on the respondent, and identification of remedies and measures, if any, that will be provided to restore or preserve equal access to the District's educational programs and activities to be provided to the complainant.



- F. Considerations for disciplinary action. Factors considered when determining discipline may include, but are not limited to:
- i. The nature, severity of, and circumstances surrounding the violation(s);
  - ii. The respondent's disciplinary history;
  - iii. Previous allegations or allegations involving similar conduct;
  - iv. The need for discipline to bring an end to the Title IX sexual harassment;
  - v. The need for discipline to prevent the future recurrence of Title IX Sexual harassment;
  - vi. The need to remedy the effects of the Title IX sexual harassment;
  - vii. The impact on the parties; and
  - viii. Any other information deemed relevant by the decision-maker(s)
- G. The discipline imposed shall be implemented as soon as is feasible, either upon the outcome of any appeal or upon the expiration of the window to appeal if no appeal is requested. The sanctions described in this process are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.
- H. Identification of the procedures for filing an appeal and the permissible grounds for complainant or respondent to base their appeal.

The Decision-Maker shall simultaneously provide their written determination to all parties. The determination becomes final either, (where an appeal is filed,) on the date the parties are provided copies of the written determination of the result of the appeal; or, (if no appeal is filed,) the date on which an appeal would no longer be considered timely.

The Coordinator is responsible for the effective implementation of any and all remedies set forth in the written determination of responsibility. In the event a student expulsion is recommended, pursuant to and in accordance with the requirements of Idaho Code § 33-205, the Coordinator shall ensure that an expulsion hearing is scheduled and heard by the Board of Trustees.

## 7. Appeals

Any party may file a request for appeal in writing with the Coordinator within **[three (3) to seven] [business OR school OR calendar]** days of the delivery of the notice of a final decision.



~~[A three-member appeal panel chosen from the pool of eligible members shall be designated by the Coordinator OR a single appeal decision-maker shall chair the appeal]. No [appeal panelists OR appeal decision-maker] will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. [OPTIONAL: A voting chair of the appeal panel shall be designated].~~

The request for appeal shall be forwarded to the appeal chair for consideration to determine whether the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is filed in a timely manner.

Appeals shall be limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- C. The Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter;
- ~~D. [OPTIONAL: Add any additional grounds for appeal, so long as they are applied equally to both parties]~~

Appeal procedure: Upon receipt of a valid appeal, the Coordinator shall:

- A. Notify the other party in writing that an appeal has been filed, and implement the appeal procedure fairly and equally for both parties.
- B. Ensure the appeal decision-maker(s) is not:
  - i. The same person(s) as the Decision-Maker(s) that issued the written determination of responsibility;
  - ii. The person who issued the dismissal;
  - iii. The investigator; or
  - iv. The Coordinator.



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- C. Ensure the appeal decision-maker has been trained in accordance with the requirements of this grievance procedure.
- D. The appealing party shall have ten (10) **[business OR school OR calendar]** days following the delivery of the notice of the appeal to submit a written statement in support of the appeal and challenging the outcome. The responding party shall have ten (10) **[business OR school OR calendar]** days following the delivery of the appealing party's statement in support of appeal to submit the responding party's written statement in opposition to the appeal (and supporting the outcome that is the subject of the appeal). In the event the parties and the appeal decision-maker agree to a different briefing schedule (whether allowing more or less time), the time allowed to prepare a written statement shall be the same for all parties.
- E. Issue a written decision describing the result of the appeal and identifying the bases and rationale for the decision.
- F. Provide the written decision simultaneously to all parties.

Requirements of the Title IX Grievance Procedure

The following requirements apply to the conduct of the Title IX Grievance procedure set forth above.

1. **Equitable treatment of the parties:** At all times, both complainants and respondents shall be equitably treated by providing remedies to a complainant until a determination of responsibility for sexual harassment has been made against the respondent. No sanction or discipline may be imposed against the respondent unless and until the process required by this procedure has been completed. Until a final determination of responsibility has been issued only "supportive measures" may be initiated that are non-disciplinary or non-punitive and avoid burdening the respondent. Any and all final remedies, however, must be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures;" however, following the decision, such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent



2. **Objective evaluation of the evidence:** The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports the conclusion the respondent engaged in a violation of policy or procedure and evidence that supports the conclusion the respondent did not. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.
3. **Lack of bias:** Any individual materially involved in the administration of the formal grievance process including the Coordinator, investigator(s), decision-maker(s) and appeal decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.
4. **Title IX training of District participating staff:** Any individual designated by the District as a Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, cannot have a conflict of interest or bias for or against complainants or respondents generally, or against any individual complainant or respondent. The District shall ensure that Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of "sexual harassment" set forth in this procedure, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that Decision-Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as required by this procedure. The District shall also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in this procedure. All materials used to train Coordinators, investigators, decision-makers, and any persons facilitating an informal resolution process, shall not rely on stereotypes based on gender, and must promote impartial investigations and adjudications of formal complaints of sexual harassment, and provide guidance therefor.
5. **Presumption of innocence:** The District presumes that the respondent is not responsible for the reported misconduct unless and until a final determination is made, in accordance with this procedure, that Policy 3085 or procedure 3085P



prohibiting sex discrimination and sexual harassment has been violated.

6. **Promptness:** Investigations are completed promptly, normally within **[30]** **[business OR school OR calendar]** days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations; availability of witnesses; police involvement; and other factors.

The District shall make a good faith effort to complete the investigation as promptly as possible and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Notwithstanding the above, The District may undertake a delay in its investigation, lasting from several days to a few weeks, if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or a need for accommodations for disabilities or health conditions.

The District shall communicate in writing the anticipated duration of the delay and the reason for it to the parties and provide the parties with status updates if necessary. The District will promptly resume its investigation and formal grievance process as soon as feasible. During such a delay, the District will implement supportive measures as deemed appropriate.

District action(s) or processes may be delayed, but are not stopped by, civil or criminal charges involving the underlying incident(s). Dismissal or reduction of those criminal charges may or may not impact on the District's action(s) or processes.

7. **Description of sanctions.** The following describes the range of sanctions that may be implemented following a finding of responsibility.

Student Discipline: The following are the usual sanctions that may be imposed upon students singly or in combination:

- A. A warning;
- B. Required counseling;
- C. A required substance abuse treatment program;
- D. Exclusion from participating in extracurricular activities or other District programs/activities;
- E. Alternative placement;



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- F. Suspension, which may be in-school, out-of-school, long-term, short-term, extended, or other suspensions;
- G. Expulsion (in compliance with I.C. § 33-205); and
- H. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions deemed appropriate.

Employee Sanctions: Sanctions for an employee may include:

- A. A verbal or written warning;
  - B. A performance improvement plan or management process;
  - C. Enhanced supervision, observation, or review;
  - D. Required counseling;
  - E. Required training or education;
  - F. Probation;
  - G. Denial of pay increase or pay grade;
  - H. Loss of oversight or supervisory responsibility;
  - I. Demotion;
  - J. Transfer;
  - K. Reassignment;
  - L. Assignment to a new supervisor;
  - M. Restriction of professional development resources;
  - N. Suspension with pay;
  - O. Suspension without pay;
  - P. Termination (in compliance with I.C. § 33-513(5), in the case of certificated employees);
  - Q. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions as deemed appropriate.
8. **Burden of proof.** When determining whether the respondent is responsible for violating Policy 3085 or Procedure 3085P by discriminating based on sex and/or for sexual harassment as defined herein, the decision-maker shall apply the **[preponderance of the evidence standard, which means the evidence proves on a more likely than not basis that respondent violated the policy or procedure OR clear and convincing evidence standard; which requires that the evidence proves there is a high probability that the respondent violated the policy or procedure.]**
9. **Appeals.** Any party may file a request for appeal in writing to the Coordinator within **[three (3) to seven] [business OR school OR calendar]** days of the



delivery of the notice of a final outcome.

10. **Supportive measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties. Supportive measures are designed to restore or preserve access to the District's education program or activity, including measures designed to protect the safety of all parties or the District's educational environment, and/or deter Title IX sexual harassment. Examples of supportive measures may include, but are not limited to:

- A. Referral to counseling, medical, and/or other healthcare services;
- ~~B. [OPTIONAL: Referral to the Employee Assistance Program];~~
- C. Referral to community-based service providers;
- D. Visa and immigration assistance;
- E. Education of the school community or community subgroup(s);
- F. Altering work arrangements for employees;
- G. Safety planning;
- H. Providing school safety escorts;
- I. Providing transportation accommodations;
- J. Implementing contact limitations, such as no contact orders, between the parties (note: allegations of violations of a no contact order will be investigated as collateral misconduct under this process);
- K. Academic support, extensions of deadlines, or other course or program-related adjustments;
- L. Emergency warnings;
- M. Class schedule modifications, withdrawals, or leaves of absence;
- N. Increased security and monitoring of certain areas of the school;
- O. [OPTIONAL: Add additional District-specific supportive measures here;] and
- P. Any other actions deemed appropriate by the Coordinator.

11. **Recognition of privileges:** At no time during this grievance procedure may any evidence (whether through testimony or documents) be required, admitted, relied upon, or otherwise obtained by asking questions or admitting evidence that constitutes, or seeks disclosure of, information protected by a legally recognized privilege, unless the person holding the privilege has knowingly and freely waived the privilege.

12. **Recordkeeping;**

- A. The District shall maintain for a period of seven years records of:



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- i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required where a hearing is held, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
  - ii. Any appeal and the result therefrom;
  - iii. Any informal resolution and the result therefrom; and
  - iv. All materials used to train Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website.
- B. For each response to a report of harassment or discrimination based on sex, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances (i.e., was not a result of sex discrimination). The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken or to be taken.

Title IX Grievance Procedure Definitions

The following definitions apply to the identified terms used in this procedure:

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to:

1. The District's Coordinator; or
2. Any District official possessing the authority to institute corrective measures on behalf of the District; or



3. Any employee of the District.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Coordinator as set forth in this procedure.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Under circumstances where a sexual assault is alleged by a student against an adult, non-student employee, the District does not recognize the defense of "consent," however it is defined. Where the parties are both adults, however, the following definition of "consent" will apply: Consent occurs where there is a knowing, voluntary, and clear grant of permission, by word or action, to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent may be withdrawn. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is a violation of policy if a respondent engages in sexual activity with someone who is incapable of giving consent, or is otherwise incapacitated.

"Incapacitation" occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing, informed consent. For example, they cannot understand the "who, what, when, where, why, or how" of their sexual interaction.

"Formal Complaint" means a document filed by a complainant, or signed by the Coordinator, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the educational programs or activities of the District. A formal complaint may be filed with the Coordinator in person, by mail, or by email, or by using the contact information listed on the District's website. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission, (such as by email or through an online portal provided for this purpose by the District,) that contains the



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complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Coordinator signs a formal complaint, the Coordinator is not a complainant or otherwise a party to this grievance procedure, and must otherwise comply with the requirements of this procedure.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. "Quid pro quo" harassment, which occurs when a District employee conditions the provision of a District benefit, service, or assistance on an individual's participation in unwelcome sexual conduct;
2. "Hostile Environment," which is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to District education program or activity;  
or
3. Physical threats and attacks, including "sexual assault," defined as forcible and non-forcible sex offenses as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent in cases where either no formal complaint has been filed, or both before and/or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work **[INCLUDE IF DISTRICT PROVIDES HOUSING: or housing]** locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, provided that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures. The Coordinator is responsible for coordinating the effective implementation of all supportive measures.



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“Elementary school” and “secondary school” as used in this procedure refer to a local educational agency, as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, a preschool, or a private elementary or secondary school, and include this District.

Revision of These Procedures

The District reserves the right to make changes to these procedures as necessary, ~~[OPTIONAL: Once those changes are posted online, they shall be in effect]~~. If laws or regulations change or court decisions alter the requirements in a way that impacts these procedures, this document shall be construed to comply with the most recent government regulations or holdings.

**Legal Reference:**

<b>Legal References</b>	<b>Description</b>
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
34 CFR Part 106	
Cross References	
<b>Code</b>	<b>Description</b>
3270	<u>District-Provided Access to Electronic Information, Services, and Networks</u>
3270-P(1)	<u>District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks</u>
3270-F(1)	<u>District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT</u>
3285	<u>Relationship Abuse and Sexual Assault Prevention and Response</u>
3290	<u>Sexual Harassment/Intimidation of Students</u>
3290-F(1)	<u>Sexual Harassment/Intimidation of Students - Reporting Form for Students</u>
3295	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber</u>



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<b>Code</b>	<b>Description</b>
	<u>Bullying</u>
3295-P(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying</u>
3295-F(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM</u>
3297	<u>Names, Pronouns, and Titles</u>
3330	<u>Student Discipline</u>
4110	<u>Public Complaints</u>
4120	<u>Uniform Grievance Procedure</u>
4120-F(1)	<u>Uniform Grievance Procedure</u>
4600	<u>Volunteer Assistance</u>
4600-P(1)	<u>Volunteer Assistance - Volunteer Assistance Procedures</u>
4600-F(1)	<u>Volunteer Assistance - VOLUNTEER APPLICATION</u>
4600-F(2)	<u>Volunteer Assistance - Request for Public Records</u>
4600-F(3)	<u>Volunteer Assistance - Authorization to Release Information</u>
5240	<u>Sexual Harassment/Intimidation in the Workplace</u>
5240-F(1)	<u>Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment</u>
5250	<u>Certificated Staff Grievances</u>
5275	<u>Adult Sexual Misconduct</u>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>
5800	<u>Classified Employment, Assignment, and Grievance</u>
5800-P(1)	<u>Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure</u>



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Adopted:

Revised:

Reviewed:



### Policy 5000 – Personnel Policy Guiding Principles

**Note: This policy provides an opportunity for the Board to describe what is important to it and what the Trustees will strive to keep in mind when adopting, reviewing, and editing the other policies in Section 5000. Considering and customizing this policy is intended to act as a focal point for discussion by the Board. Because their policy is not based closely on any section of state or federal law or administrative rules, the Board has a great deal of freedom to edit it to reflect what is important to it, including the District's strategic plan.]**

The Board adopts policies on District personnel. In doing so, the Board prioritizes the following principals, aims, and values:

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

- 1. Schools function most efficiently and successfully when highly qualified individuals are employed as staff in the District;**
- 2. Opportunities for targeted, job-specific staff development should be provided with deference to administrative recommendations;**
- 3. Supervision is a necessary, ongoing function of the District's leadership;**
- 4. Staff evaluation plays a vital role in achieving the District's goal;**
- 5. The Board seeks to promote an efficient and positive school climate so that students can work toward their greatest potential and the community will be proud of its investment;**
- 6. The District will strive to recruit and train excellent staff;**
- 7. Professional ethics are of the utmost importance to the District; and**
- 8. The District benefits from having a staff with varied skills, backgrounds, and experiences and from the support of one another.**
- 9. The District will seek to recruit employees who believe in the importance of education and strive to improve the District's schools.**
- 10. District employees will help to cultivate an environment where students feel safe, valued, and ready to learn and excel.**
- 11. The District seeks to cultivate a culture among its employees of mutual respect, cooperation, and excellence.]**

The Board of Trustees of Preston School District recognizes that the effectiveness of the District depends upon the conduct and performance of its employees. Employees are expected to support the educational mission of the District and to contribute to a safe, orderly, and productive learning environment.

The District is committed to providing an environment in which all students have the opportunity to learn and succeed. The Board expects that all employees will promote respect, responsibility, and integrity in their interactions with students, parents, colleagues, and the community.

All employees shall serve as positive role models for students and shall maintain high standards of honesty, integrity, and professionalism. Employees are expected to treat all individuals with dignity and respect and to conduct themselves in a manner that supports a safe and supportive educational environment.

Employees shall comply with all District policies and procedures, as well as applicable local, state, and federal laws. Each employee shall perform assigned duties in a manner consistent with the goals and objectives of the District and shall support continuous improvement in District programs and operations.

**Legal Reference:**

I.C. § 33-506 Organization and Government of Board of Trustees

Adopted:

Revised:

Reviewed:



## Policy 5100 – Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting personnel ~~[OPTIONAL: and hiring all classified personnel]~~. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All ~~[OPTIONAL: certificated]~~ personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character, and ability to relate well with students. Every effort will be made to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

All applicants applying for a certificated position who are pursuing an alternate route to certification shall be considered on a case-by-case basis. They must hold or demonstrate ability to hold any state certification required for the position and demonstrate they meet the alternate route requirements.

Except where otherwise specified, this policy applies to the hiring of all certificated and classified staff members in the District except for the Superintendent. This policy shall be made available to any District employee or person seeking employment with the District.

### Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. If the vacant position is that of the Superintendent, the hiring process and the review of all applicants is the responsibility of the Board of Trustees.
3. Applicants for teaching and administrative positions shall provide evidence of meeting State requirements for certification as described below and sign a statement authorizing current and past school district employers, including those



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outside the state of Idaho, to release to the District all information relating to job performance or job related conduct, and making available to the District copies of all documents in the applicant's previous personnel files, investigative, or other files. Such statement will also release the applicant's current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied. No District employees shall disclose this information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Applicants may be employed on a non contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2.

4. Applicants must meet the applicable State standards for the position they are applying for. Applicants for high school and middle school teaching positions should have a major or its equivalent in the field they will be teaching. Applicants for elementary school teaching positions should have a major or its equivalent in elementary education or in their area of assignment.
5. **[OPTIONAL: Applicants for all teaching positions, pupil service staff, and administrator positions should have a grade point average (GPA) of \_\_\_\_\_ overall and a GPA of \_\_\_\_\_ in the area in which they will teach, if applicable.]**
6. When considering coaching assignments in secondary schools, **preference consideration** for hiring will be given to qualified certificated professional employees in the school where the coaching vacancy exists. ~~The building principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position. Another individual who is not a certificated employee of the building in question may receive the position.~~
7. As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.



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8. As required in Idaho Code 33-130 and 33-512(16), the District will conduct a criminal history check for applicable positions. See Policy 5110.
9. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.

To assist administrators in complying with the above policy for the hiring of staff, the following guidelines shall be utilized when hiring **[OPTIONAL: certificated]** staff:

**[Choose one option from the following:]**

**OPTION 1: Notice of Vacancies**

All **[OPTIONAL: certificated]** vacancies will be posted after the Board has approved written resignation from a **[OPTIONAL: contracted professional]** employee of the District (or pending Board approval), a termination or non-renewal has occurred, a release from contract has been granted, a new **[OPTIONAL: certificated]** position is created within the District, or a vacancy has otherwise occurred. When that official resignation has been received or a position is otherwise available, the Superintendent will post notices **[SELECT ALL THAT APPLY: in all school buildings, in the District Office, on the District website, by emailing them to staff, \_\_\_\_\_]**. If a termination or release from contract requires Board approval to be final, the Superintendent may post the vacancy pending this approval..

1. **Job Vacancy Notices:** Any notice from **{{Full\_District\_Name}}** will contain the following information:
  - A. **Position available and job description.**
  - B. **Requirements for completed application, as applicable for position. For a certificated position, these shall include but are not limited to: 1) a completed District application form; 2) official transcripts of all university or college credits; 3) a placement center file; 4) a personal resume; and 5) verification or eligibility of Idaho certification. For all positions, a signed statement/release for current and past school district employers is required.**
  - C. **Timeline for receiving application.**
  - D. **Process notification of how applications will be handled.**



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The Superintendent's Office will post notice of any vacancy within the District for \_\_\_\_\_ school days for internal applicants to apply for the position. For purposes of this policy, "internal applicant" refers to a certified ~~[OPTIONAL: or classified]~~ employee currently employed by the District. ~~[OPTIONAL: This shall/shall not include substitute teachers employed by the District.]~~ Internal applicants will be offered the opportunity to apply and be considered for a position before the position is opened to applicants outside the District. However, the position may be opened to non-internal applicants regardless of whether qualified internal applicants apply, and internal candidates are not guaranteed to be selected as finalists for the position or to be hired for the position.

1. ~~[OPTIONAL] Employees seeking to apply for a position shall submit their application via their building principal or program director.~~  
-
2. ~~Upon the conclusion of the \_\_\_\_\_ school day period, the appropriate administrator will meet with the appropriate building or program administrator, and review all requests to apply for the open position. The building/program administrator will have the responsibility to interview all final applicants who meet the qualifications needed for the position, and may or may not make recommendation for such applicants after review. In the event the open position is deemed by the Board to be an administrative or director position, including building principal, the application must advance to the Superintendent's office for appropriate review, including consultation with the Board.~~  
-
3. ~~If an applicant is recommended by the building principal, the recommendation will be submitted in writing to the Superintendent immediately following such determination. If such transfer would create a vacancy in another location, notice of that vacancy will be posted as specified above, with the exception that if the same grade level vacancy for the school has already been posted, the above building notice requirement may be waived and the existing applicant pool utilized.~~  
-
4. ~~Should the building/program administrator determine that they do not wish to accept the request of any internal applicants, or no internal applicants have requested to apply, the principal will give notice to the appropriate administrator, who will prepare a job notice to be posted externally.~~  
-
5. ~~An application or letter of interest will be maintained in the District file for a period of one year from the date of inquiry. It is the responsibility of any applicant who desires to be considered for positions within the District to reactivate their file annually.~~  
-



6. ~~The Superintendent may deviate from the processes in the outline above if they determine that such deviation is in the best interest of the District [OPTIONAL: and upon approval of the Board]. If the applicant would be employed as a teacher, administrator, school resource officer, or bus driver under a Return to Work program, the District will ensure full compliance with PERSI rules prior to offering the position as described in Policy 5750.~~

#### **OPTION 2: Notice of Vacancies**

Vacancies in certificated positions will be posted only after the Board has approved written resignation from a contracted professional employee of the District, a termination has occurred, or if a new position is created within the District. The Superintendent shall develop procedures for the posting of available positions within the District. ~~Positions created as part of routine staffing allocations due to enrollment changes shall not be considered new positions for purposes of this policy.~~

1. Job Vacancy Notices: Any notice from Preston School District will contain the following information:
  - A. Position available and job description.
  - B. Requirements for completed application, as applicable for position. For a certificated position, these include but are not limited to: 1) a completed District application form; 2) official transcripts of all university or college credits; 3) a placement center file; 4) a personal resume; and 5) verification or eligibility of Idaho certification. For all positions, a signed statement/release for current and past school district employers is required.
  - C. Timeline for receiving application.
  - D. ~~Process notification of how applications will be handled.~~
2. Application Procedures for Certificated Positions: It will be the responsibility of any applicant to provide the information required for a completed application listed above.



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- A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
- B. It will be at the discretion of the Superintendent, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts, or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.
- C. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension, or the existence of any prior letters of reprimand and information relating to job performance.
- D. Within three business days of receipt of the statement releasing information from prior school district employers, as required by I.C. 33-1210, such statement shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.

Because responses to such requests may take up to 20 days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant or during an applicant's period of provisional employment.

- E. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.

### Preliminary Screening

For certificated and classified vacancies, at either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to



be included in the "screening pool". The screening pool shall be defined as the number of individuals having completed applications that may be submitted to the building or program administrator for final screening. In the event the open position is deemed by the Board to be an administrative or director position, including principal, the size of the screening pool shall be determined by the Superintendent.

### Screening

1. **[SELECT ONE: ~~The Board may direct the Superintendent to establish OR The building or program administrator may establish~~]** a committee to assist in the final screening process for certificated **[OPTIONAL: and classified]** positions. This committee will act in an advisory capacity to the Superintendent and to the Board.
2. The committee, upon receiving the written applications from the appropriate administrator, will review those applications for the purpose of:
  - A. Determining those most suited to the position;
  - B. Making personal telephone contact with one or more references submitted by the applicant;
  - C. Contacting individuals who might know the candidate, but were not listed as references, if needed; and
  - D. Inviting the top candidates to be interviewed for the position.
3. The **[Superintendent OR committee administrator]** will establish the procedures at the building or program level for interviewing the successful applicants and will have thoroughly vetted all applicants prior to committee review.
4. For those applicants who have no prior public school work experience or whose out-of-state former employers will not release documentation requested pursuant to IC § 33-1210, the screening committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all prior work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with every person listed as a reference by the applicant.
5. Upon determining the most qualified applicant, the building administrator will submit to the Superintendent the written recommendation for the applicant to be offered the position.



### Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building/program administrator. If the Superintendent does not concur with the committee or administrator's recommendation, they shall ask the committee for their next choice until a selection the Superintendent concurs with is found. **[SELECT ONE: If the Superintendent concurs with the recommendation for a certificated position, the Superintendent will take the following steps.**

**OR**

**If the Superintendent concurs with the recommendation, the Superintendent or designee will take the following steps.]**

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
2. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to IC 33-1210(3), the District may provisionally employ such applicant for a certificated position on a non-contracted basis for up to 30 days after receipt of the documentation. Within that 30-day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to IC 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to the appropriate type of contract. During this provisional employment, the applicant shall be provided the same compensation and benefits as if the employee had been employed on a standard certificated contract.

If no documentation is received from out of state employers, the District may employ the applicant for the certificated position on the appropriate type of standard contract without utilizing the provisional, non-contracted employment.

3. Upon receiving a verbal or written statement of intention to accept employment, pending Board approval, by the candidate, the Superintendent will prepare the necessary papers for recommendation to the Board of Trustees at the next



regular or special Board meeting.

4. Submit to the Board of Trustees such recommendation.

**Board Action [OPTIONAL: on Hiring of Certificated Employees]**

~~When approving the hiring of a(n) [OPTIONAL: certificated] employee, the Board of Trustees of {{Full\_District\_Name}} will:~~

- ~~1. Have placed before it the name of the final candidate for the position; and~~
- ~~2. Discuss hiring and, in situations wherein the individual qualifications of the applicant are discussed, go into executive session pursuant to law; and~~
- ~~3. Vote relating to approval or disapproval of the candidate. If members of the Board personally have knowledge not available to the building administrator and the screening committee the Board will not take action until all concerns have been reviewed by the building/program administrator.~~

Approval of Candidate for Certificated Position

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in IC 33-513. The applicant must sign the contract and return it within ten days from the date the contract is delivered to them. If the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board in the designated period of time, the Board or designee may declare the position vacant. If the candidate is not approved, or if the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board, the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to IC 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

Certification



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To qualify for employment, each teacher, pupil service staff, or administrator must have, and maintain during the entire school year, a valid Idaho instructional, pupil service staff, administrator certificate, (as applicable,) on file in the District Office at the beginning of the school year. If at any time the certification lapses, is revoked, or suspended, the certificated employee may be subjected to action declaring a contract violation and action will be taken to terminate the employment of the individual with the District.

**Legal Reference:**

IC § 33-1210	Information on Past Job Performance
IC § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512	District Trustees - Governance of Schools
IC § 33-513	Professional Personnel
IC § 74-206	Executive Sessions – When Authorized
IC. § 65-501, et seq.	Rights and Privileges of Veterans
IDAPA 08.02.02.015.02	Standard Pupil Service Staff Certificate
IDAPA 21.01.06	Rules for the Enforcement of the Veteran’s Preference in Public Employment

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>
Cross References	
<b>Code</b>	<b>Description</b>
5110	<u>Criminal History/Background Checks</u>
5120	<u>Equal Employment Opportunity and Non-Discrimination</u>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>



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<b>Code</b>	<b>Description</b>
5740	<u>Reduction in Force</u>
5740-P(1)	<u>Reduction in Force - Reduction in Force Procedures (Alternatives)</u>
5740-PF(1)	<u>Reduction in Force - Procedure Alternative 2 Form</u>
5750	<u>Employing Retired Teachers and Administrators</u>
5751	<u>Employing Retired School Resource Officers and Bus Drivers</u>

Adopted:

Revised:

Reviewed:



**PERSONNEL**

**5100F1**

**AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST  
EMPLOYMENT WITH SCHOOL EMPLOYERS  
IDAHO CODE 33-1210**

Idaho Law requires Applicants for **any** position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

1. Authorizes current and past public school employers of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file (regardless of outcome or finding, if any), or other files relating to the job performance of the Applicant; and
2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

Pursuant to state law, "documentation related to the job performance or job related conduct of any employee/applicant is defined as, and may be limited by the producing district to include: all annual evaluations, letters of reprimand, letters of direction, letters of commendation or award, disciplinary actions and documentation of disciplinary investigations, recommendations for probation, notices of probation, notices of removal from probation, recommendations for termination or nonrenewal, notices of termination or nonrenewal, notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate and any rebuttal documentation filed by the employee relative to any of the above documents." IC § 33-1210(2)(b).



**§ 33-1210 RELEASE:**

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

---

Signature of Applicant

Date

---

Printed Name of Applicant

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Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

- Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.
- A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.
- An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.
- By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.



**PERSONNEL**

**5100F2**

**REQUEST TO EMPLOYER  
IDAHO CODE 33-1210**

Idaho Code 33-1210 requires all Idaho Public School employers to obtain past Idaho Public School employer performance information regarding any individual they are considering for hire, with regard to any position at an Idaho Public School. Specifically, the code section language states:

*Before hiring an applicant, a School District shall request, in writing, electronic or otherwise, the Applicant's current or past employers, including out-of-state employers, to provide the information described in subsection (2)(a) of this section, if any.*

The aforementioned subsection (2)(a) of the statute requires Applicants to sign a statement "authorizing the applicant's current and past employers (meaning school district employers), including employers outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring School District copies of all documents in the previous employer's personnel, investigative, or other files relating to the job performance by the Applicant."

Enclosed please find a copy of the signed Authorization for Release of Information from \_\_\_\_\_, an Applicant for employment with the **Preston School District #201**. This individual has identified your Public School as a prior employer. Accordingly, we are requesting that you please provide to the District a copy of all information relating to this individual's performance as an employee with your District. In accordance with the terms of the statute in question, we request receipt of this information within 20 business days after receipt of this request. This information may be sent either as written documentation or in electronic format. We would request that you advance this information to:

**Preston School District #201**  
**105 E 2<sup>nd</sup> S**  
**Preston, ID 83263**

It should be noted that this statute provides that any School District or employee acting on behalf of the School District, who in good faith discloses information pursuant to this section either in writing, printed material, electronic material, or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of the disclosure under this section unless the evidence establishes one or more of the following:

1. That the employer knew the information disclosed was false or misleading;



2. That the employer disclosed the information with reckless disregard for the truth;  
or
3. That the disclosure was specifically prohibited by a state or federal statute.

Should you have any questions regarding this matter, please contact: **Tamara Harris** at the above contact information.

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District HR



**PERSONNEL**

**5100F3**

**REQUEST FOR VERIFICATION OF CERTIFICATE STATUS**

**Attn:** \_\_\_\_\_  
Director of Certification/Professional Standards  
Idaho State Department of Education  
650 W. State Street  
P.O. Box 83720  
Boise, ID 83720-0027

Pursuant to § 33-1210(5), Idaho Code, the District is seeking information regarding the following individual:

Name \_\_\_\_\_ of \_\_\_\_\_ Applicant

Date of Birth: \_\_\_\_\_

Specifically, pursuant to the above-referenced statute, the District is seeking the following information in order to address a hiring decision:

1. Certificate status;
2. The existence of any past findings or complaints relating to violations of the Code of Ethics for Professional Educators;
3. The existence of any current complaints or investigations relating to alleged violations of the Code of Ethics for Professional Educators; and
4. Any information relating to job performance as defined by the State Board of Education, pursuant to Subsection (11) of Idaho Code 33-1210, for any applicants for certificated employment.

The District would greatly appreciate it if this information could be advanced to the attention of \_\_\_\_\_ on or before the \_\_\_\_\_ day of \_\_\_\_\_ in order to allow a timely decision as to employment matters.

This information may be mailed at the above address or sent via electronic format to:

\_\_\_\_\_.

Sincerely,

**Preston School District** HR Department



### Procedure 5100-P1 – Hiring Process and Criteria – Procedures for Obtaining Personnel Records for Applicants

1. Before hiring an applicant for employment in a certificated or non-certificated position the District shall have the applicant sign the statement/release (form 5500F1) and provide a list of their previous employers. The list may be obtained via resume or application. The District will not hire an applicant who refuses or fails to sign the statement/release.
2. The signed statement/release will then be sent by the District to all of the applicant's current or past, in state or out of state, school district employers along with a request for information relating to job performance and/or job related conduct (Form 5100F2).

**Note:** The District does not have to request the information for all applicants. The District only has to request the information for the applicant(s) who are considered being offered the position. However, in the interests of timeliness, as it may take up to 20 days to receive such information, the District may request the information of every applicant who has sent a signed statement/release.

3. The District may follow up with current or past school district employers if the information requested has not been received within 25 days from the date the request was sent. The District may hire non-certificated applicants on a conditional basis pending receipt of the information requested. Applicants shall not be prevented from being hired if an out of state current or past school district employer refuses to comply with the request. The District will attempt to obtain a written refusal along with the reason for the refusal from the non-compliant out of state school district employer. The written refusal shall be kept as a part of the applicant's file. The Board directs the Superintendent to establish steps to be taken in confirming prior work experience and checking references of new employees whose former employers refuse to release documentation, and for those with no prior public school work experience.
4. The District shall also request State Department of Education verification of certification status as well as any past or pending violations of the Professional Code of Ethics and information related to the job performance of the applicants for any certificated position (form 5100F3).
5. When such information and documentation is not received prior to screening or interviews, the District will review such information no less than 30 days after it has



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been received. If an applicant has been offered provisional employment pursuant to IC 33-1210(7), the District should review the documentation within ten days of receipt. If a written statement of non-employment is to be provided to the provisional employee, it shall be provided before the end of 30 days after the receipt of the documents. If the provisional employee is to be employed by the District, a written contract should be provided prior to the end of the 30 day period. It is the goal of the District to avoid any situation where an applicant or provisional employee is employed by default or without a written contract.

6. The District shall use information received from applicant's current or past employers only for the purposes of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No Board member or District employee shall disclose the information received to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

**Legal Reference:**

<b>Legal References</b>	<b>Description</b>
IC § 33-1210	Information on Past Job Performance
IC § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512	District Trustees - Governance of Schools
IC § 33-513	Professional Personnel
IC § 74-206	Executive Sessions – When Authorized
IC.§ 65-501, et seq.	Rights and Privileges of Veterans
IDAPA 08.02.02.015.02	Standard Pupil Service Staff Certificate
IDAPA 21.01.06	Rules for the Enforcement of the Veteran's Preference in Public Employment

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

**Cross References**

<b>Code</b>	<b>Description</b>
5110	<a href="#"><u>Criminal History/Background Checks</u></a>
5120	<a href="#"><u>Equal Employment Opportunity and Non-Discrimination</u></a>



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<b>Code</b>	<b>Description</b>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>
5740	<u>Reduction in Force</u>
5740-P(1)	<u>Reduction in Force - Reduction in Force Procedures (Alternatives)</u>
5740-PF(1)	<u>Reduction in Force - Procedure Alternative 2 Form</u>
5750	<u>Employing Retired Teachers and Administrators</u>
5751	<u>Employing Retired School Resource Officers and Bus Drivers</u>

Adopted:

Revised:

Reviewed:



### **Procedure 5100-P2 – Hiring Process and Criteria – Veteran’s Preference**

The District shall give preference in hiring, and in the case a reduction in force, consideration for a retention, to veterans, unmarried widows and widowers of veterans, and the spouse of any veteran who is unable to work in public employment due to a service-connected disability. Such applicants shall be referred to as “preference eligible applicants” throughout this policy.

This preference does not apply to temporary positions or to appointments to the Board.

For the purpose of this policy, “veterans” means any person who has been discharged or released from active duty in the armed forces under honorable conditions who served on active duty for at least 180 consecutive days.

The District shall post this procedure on the District’s website and shall note on all announcements and advertisements of applicable vacancies that preference will be given to preference eligible applicants. Applications for qualifying positions shall ask whether the applicant is claiming veterans’ preference and whether the applicant has previously claimed such a preference. The form shall also indicate what documentation is required to confirm veteran status.

Any application for a position submitted by a preference eligible applicant shall be considered, provided it is received before a candidate is chosen to fill the position, regardless of whether the application is received before the deadline to receive applications.

The District shall interview all preference eligible applicants who qualify for the position for which they have applied unless the total number of preference eligible applicants applying for a position exceeds ten.

A preference eligible applicant shall be hired in cases where no other employee is more qualified or there is no articulable reason to select another candidate.

#### Appeal Process

If an applicant or employee believes they have been denied preference to which they are entitled under this procedure, they may appeal the decision within 35 days of the alleged denial of preference by submitting a written request for appeal to the Board clerk. Such request must include:

1. The applicant or employee’s full name and mailing address;
2. A request for either a telephone or a face-to-face hearing. In the former case, the telephone number where a telephonic hearing may be conducted must be included;
3. The position applied for (if applicable);
4. A brief statement of the applicant or employee’s basis of eligibility for a preference;



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5. A brief statement of the issues the applicant or employee proposes to raise at the hearing; and
6. Any dates or times the petitioner or the petitioner's attorney cannot be available for a hearing.

The Board shall direct the Superintendent to notify the applicant or employee of the time and date of the hearing and that the Board shall be the presiding officer at the hearing. Such notice shall be provided at least seven days before the hearing and indicate:

1. Whether the meeting will be by phone or in person;
2. The location of the meeting, if it will be held in person. In person meetings may only be held in the city where the position is located unless the parties agree otherwise; and
3. The address to which relevant documents must be sent.

The hearing shall be held within 35 days of receipt of the request unless good cause to extend the hearing is shown by the Board or by the applicant/employee, in which case the hearing must be held within 70 days.

Prior to the hearing, each side shall notify the others of the witnesses they intend to call and provide one another with copies of any documents to be presented. Evidence may be considered or rejected in accordance with IDAPA 21.01.06.103.03.

The applicant or employee may be represented by an attorney, at their own expense, if they chose.

The Board shall issue a written order reflecting its decision on the matter within 35 days of the hearing. The order shall include:

1. Specific findings on all major facts at issue;
2. A reasoned statement in support of the decision;
3. All other findings and recommendations of the Board;
4. A preliminary decision finding that a preference was or was not applied by the public employer as required by Idaho law;
5. The procedure and time limits for filing an appeal to the district court under Section 65-506, Idaho Code.

**Legal Reference:**



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<b>Legal References</b>	<b>Description</b>
IC § 33-1210	Information on Past Job Performance
IC § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512	District Trustees - Governance of Schools
IC § 33-513	Professional Personnel
IC § 74-206	Executive Sessions – When Authorized
IC.§ 65-501, et seq.	Rights and Privileges of Veterans
IDAPA 08.02.02.015.02	Standard Pupil Service Staff Certificate
IDAPA 21.01.06	Rules for the Enforcement of the Veteran's Preference in Public Employment

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Cross References

<b>Code</b>	<b>Description</b>
5110	<u>Criminal History/Background Checks</u>
5120	<u>Equal Employment Opportunity and Non-Discrimination</u>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>
5740	<u>Reduction in Force</u>
5740-P(1)	<u>Reduction in Force - Reduction in Force Procedures (Alternatives)</u>
5740-PF(1)	<u>Reduction in Force - Procedure Alternative 2 Form</u>
5750	<u>Employing Retired Teachers and Administrators</u>
5751	<u>Employing Retired School Resource Officers and Bus Drivers</u>

Adopted:

Revised:

Reviewed:



## Policy 5110 – Criminal History/Background Checks

It is the policy of the District not to employ or to continue the employment of classified, **professional-certificated** or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or, in the case of current employees, may face disciplinary action up to and including termination.

It is the policy of this District to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers including, but not limited to:

1. Contacting prior employers for references;
2. Contacting personal references; and/or
3. Contacting other persons who, in the discretion of the District, could provide valuable information to the District.

Where a prior conviction is discovered, the District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought, or the person is employed. Any individual convicted of a felony offense listed in I.C. § 33-1208(2) shall not be hired.

If an applicant or employee makes any misrepresentation or willful omissions of fact about their prior criminal history, this misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

Any certificated employee who was hired prior to July 1, 2020 and has their teaching certificate revoked by the Professional Standards Commission due to the updated crimes listed in I.C. § 33-1208 shall be granted an informal review based on their contract category, as outlined in Policy 5105.

### Initial Hires

In order to protect the health, safety, and welfare of the students of the District, Idaho law requires the following employees hired on or after July 1, 2008 to submit to criminal history checks. The list is to include, but is not limited to:

1. Certificated and non-certificated employees;
2. All applicants for certificates;
3. Substitute staff;



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4. Individuals involved in other types of student training such as practicums and internships; and
5. All individuals who have unsupervised contact with students.

A criminal history check shall be based on a complete ten finger fingerprint card or scan and include, at a minimum, the following:

1. Idaho Bureau of Criminal Identification;
2. Federal Bureau of Investigation (FBI) criminal history check; and
3. Statewide sex offender registry.

Employees will be required to undergo a criminal history check no later than five days after starting employment or unsupervised contact with students, whichever is sooner.

~~The fee charged to an employee shall be \$40.00.~~ All criminal history check records will be kept on file at the state department of education. ~~A copy of the records will be given to the employee upon request.~~

#### Employee Arrest or Conviction

All employees shall have a continuing duty to notify the District of any arrest or criminal conviction that occurs subsequent to being hired by the District. In the event that any employee, whether full-time or part-time, probationary or non-probationary, classified or certified, is arrested, charged, or indicted for a criminal violation of any kind, whether misdemeanor or felony, with the exception of minor traffic infractions, he or she is required to report such arrest promptly to the employee's supervisor or department head within one business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination.

Additionally, if an employee has a protection order served against him or her, the employee shall follow the same reporting requirements as outlined above.

Supervisors or department heads shall contact the Superintendent or designee upon receiving notification that an employee has been arrested or has a protection order served against him or her. The District reserves the right to determine appropriate disciplinary action in such cases, up to and including termination, depending upon the facts and circumstances surrounding the incident.



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The District, at its discretion, may terminate or take other action against any employee that has either been convicted of one or more of the felony offenses set forth in I.C. § 33-1208 or made a material misrepresentation or omission on their job application.

Substitute Teachers

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal history check every five years. If a substitute teacher has undergone a criminal history check within five years as a result of employment with another District, the District may in its sole discretion, not require a substitute to undergo a criminal history check. If the District does desire a substitute teacher who has undergone a criminal history check within the last five years to undergo an additional criminal history check, the District will pay the costs of such check.

Other Employees

The District may require that any employee be subjected to criminal history checks. If required, the District will pay the costs of such checks.

Volunteers

Any volunteer in the District who has unsupervised contact with students or who volunteers regularly with the District, as determined by the Superintendent or the Superintendent's designee, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration for volunteering in the schools of this District.

Any requirement of a volunteer to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If a volunteer has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the volunteer is suitable to be in the presence of the students in the District. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Contractors



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The District maintains a safe environment for students by developing a system that cross-checks all District contractors or other persons who have irregular contact with students against the statewide sex offender registry.

Confidentiality

Outstanding warrants, criminal charges, and/or protective orders may be confidential. An employee who is provided access to such information relating to another employee shall ensure that the information remains confidential. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.

**Legal Reference:**

<b>Legal References</b>	<b>Description</b>
IC § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512	District Trustees - Governance of Schools
IC § 74-106	Records Exempt from Disclosure
Pub. L. 105-251	Volunteers for Children Act

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Cross References

<b>Code</b>	<b>Description</b>
4605	<u>Student Teachers</u>
5100	<u>Hiring Process and Criteria</u>
5100-P(1)	<u>Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants</u>
5100-P(2)	<u>Hiring Process and Criteria - Veteran's Preference</u>
5100-F(1)	<u>Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers</u>



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<b>Code</b>	<b>Description</b>
5100-F(2)	<u>Hiring Process and Criteria - Request to Employer</u>
5100-F(3)	<u>Hiring Process and Criteria - Request for Verification of Certificate Status</u>
5700	<u>Substitutes</u>
5725	<u>Private Service Providers/Consultants</u>

Adopted:

Revised:

Reviewed:



## Policy 5400 – Leave of Absence

The Board believes that the provision of leaves in addition to the contractual leaves provided by the **Master Negotiated** Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

### **ALTERNATIVE 1: Delegation of Authority**

Through this policy, the Board has delegated this ongoing authority to the Superintendent **or Superintendent designee**, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntarily leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify action of the Superintendent at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of 21 days from the date of the action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles of Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within 21 days, whichever comes first.】

**[OPTIONAL ADDITION TO ALTERNATIVE 1: The Superintendent **or Superintendent designee** is delegated the authority to address classified personnel leave without notification to the Board and is delegated authority to address classified personnel discipline and termination without Board approval.]**

**The Superintendent designee only has authority to act in instances that the Superintendent is not available.**



**[ALTERNATIVE 2: Retaining Authority]**

~~The Board has not delegated authority for the Superintendent to accept an employee's request for administrative leave or to place a certificated employee on a period of involuntary leave of absence.]~~

**[OPTIONAL: Considerations for Involuntary Leave]**

If the Superintendent or Board is making a decision as to whether or not to place an employee on a period of involuntary leave of absence, some of the considerations in making such a decision may include:

1. Whether or not the conduct at issue involves a possible:
  - A. Criminal act;
  - B. Violation of the Code of Ethics for Idaho Professional Educators;
  - C. A violation of federal or state education laws or regulations; or
  - D. A violation of District Policy and/or Procedure.
2. Whether or not the conduct at issue involves the health, welfare, or safety of the District's students or employees.
3. Whether or not there is an event identified.
4. If the event involves an allegation of abuse of a student or minor, is there an "identified victim" or some other information that provides indicia of credibility.
5. If the event involves an allegation of abuse of a student or minor, is the report in question anonymous or are there any other indicia of credibility.
6. Whether or not there is an identified victim or identified event that the District could investigate.
7. Whether or not there **is** a concern that the presence of the employee on school property could be detrimental to the investigation process and/or a concern that the employee and/or the presence of the employee interfere with the investigation process.
8. Whether or not there is an ongoing/related criminal investigation associated with the same alleged event or allegations.]



### Sick Leave

~~Classified~~ Employees who regularly work 20 hours or more per week/~~145+ contract days and certificated employees who work half time or more per week~~ shall be granted 10 sick leave ~~days and other leaves~~ in accordance with State law. Employees who regularly work 30 hours or more per week/~~156+ contract days~~ shall be granted 14 sick leave days in accordance with State law. ~~Each such employee shall be granted sick leave with full pay of one day as projected for the employment year for each month of service in which he or she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his or her individual employment contract..~~ Leave will only be granted in units of half or full days.

The District may, in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness. Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” for purposes of sick leave shall mean the employee’s spouse ~~or partner, child or parent, and children residing in the employee’s household~~. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

~~It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status.~~ Abuse of sick leave is cause for discipline up to and including termination.

### Accrual of Unused Sick Leave

Employees may accrue unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

### Personal Leave



Employees who regularly work 20 hours or more per week/145+ contract days shall be granted 4 personal leave days. Employees who regularly work 170+ contract days shall be granted 5 personal leave days. Leave will only be granted in units of half or full days. Personal Leave is accumulative. Personal leave in excess of the accumulative amount of six (6) days will be compensated at a rate of \$96 per day for any day over six (6) in the June payroll. At the time of retirement, any remaining personal leave (up to six days) will also be paid out at the same rate. However, personal leave will not be paid out at the end of employment for any other reason.

Employees requesting personal leave must submit the request through the district leave software at least 24 hours in advance. If the district is unable to secure an appropriate substitute, the request can be denied.

#### Bereavement Leave

An employee who has a death in the **immediate** family shall be eligible for bereavement leave. ~~“Immediate family” for purposes of bereavement leave shall mean~~  
~~\_\_\_\_\_.~~ ~~The Superintendent shall have the authority to give~~  
~~bereavement leave for up to five days. Bereavement leave of greater than five days~~  
~~must be approved by the Board. Such leave shall not exceed ten days.~~ Bereavement leave will be granted in the following manner. Up to five (5) days are allowed for the loss of a spouse or child. Up to three (3) days are allowed for the loss of a parent, parent in-law, daughter in-law, or son in-law. One (1) day of leave will be granted for the loss of a sibling, grandparent, grandchild, brother in-law, or sister-in-law. Any bereavement days beyond those specifically outlined above must be approved by the building principal and superintendent based upon circumstances.

#### ~~Personal and~~ Emergency Leave or Leave Without Pay

Upon recommendation of the Superintendent, and in accordance with law and District policy, ~~classified staff employees~~ may be granted ~~personal emergency~~ leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state;
2. Leave will only be granted in units of half or full days;



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3. ~~Notice of at least one week is required for any personal leave of less than one week. Notice of one month is required for any personal leave exceeding one week;~~
- 
4. The Superintendent, ~~with approval of the Board,~~ shall have the flexibility, in unusual or exceptional circumstances, to grant ~~personal emergency~~ leave to employees not covered by sick or any other District recognized leave. During any ~~personal emergency~~ leave of greater than 15 days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. ~~Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.~~

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**Legal Reference:**

**Legal References**

42 USC §§ 2000(e), et seq.

**Description**

Title VII of Civil Rights Act of 1964 (Equal Opportunity Employment)

IC § 33-1216, et seq.

Teachers - Sick and Other Leave

IC § 33-1228

Teachers - Severance Allowance at Retirement

IC § 33-513

Professional Personnel

**Other References**

ISBA Policy Services

**Description**

<https://www.idsba.org/member-services/policy/>

Adopted:

Revised:

Reviewed:



## Policy 5410 – Family Medical Leave

In accordance with the provisions of the Family Medical Leave Act (FMLA) of 1993, a leave of absence of up to twelve 12 weeks during a 12 month period may be granted to an eligible employee for the following reasons:

1. The birth of a child;
2. The placement of a child for adoption or foster care with the employee;
3. A serious health condition that makes the employee unable to perform the functions of the job;
4. To care for the employee's spouse, child, or parent with a serious health condition; or
5. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in the Armed Forces.

An employee is eligible to take FMLA leave if the employee has been employed for at least 12 months, and has worked at least 1,250 hours during the 12 months immediately prior to the date when the leave is requested. Further, an employee may only be eligible if there are at least 50 District employees within a 75 mile radius.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the service members.

Employees will **[OPTIONAL] not** be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will **[OPTIONAL] not** be designated FMLA Leave.

The Board has determined that the 12 month period during which an employee may take FMLA leave is **[PICK ONE] July 1 to June 30 OR [other specific dates] OR the calendar year OR 12 months forward from the date of a particular employee's first FMLA leave OR 12 months backward from the date of FMLA Leave.**

Medical certification shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

**NOTE: The FMLA applies to all school districts as they are public agencies, and**



therefore covered employers under the act. However, depending on the size of the District, District employees may not be eligible employees. This policy applies to school districts with 50 or more employees. Those districts with fewer than 50 employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee's employment.

**Legal Reference:**

29 CFR Part 825	Implementing the Family Medical Leave Act of 1993
Pub. L. 103-3	Family Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181	National Defense Authorization Act (NDAA) for FY 2008

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>
Cross References	

<b>Code</b>	<b>Description</b>
5420	<u>Long-Term Illness/Temporary Disability</u>
5420-P(1)	<u>Long-Term Illness/Temporary Disability</u>

Adopted:

Revised:

Reviewed:



## Policy 5410-P1 – Family Medical Leave – Family and Medical Leave Procedure

**Who Is Eligible:** Employees are eligible if they have worked for the District for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 District employees within a 75 mile radius.

**Benefit:** Under certain conditions, eligible employees, if qualified, may be entitled to up to 12 weeks leave with continuing participation in the District's group insurance plan.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the service members.

**Reasons for Taking Leave:** Unpaid leave will be granted to eligible employees for any of the following reasons:

1. To care for the employee's child after birth, or placement of a child for adoption or foster care with the employee; or
2. To care for the employee's spouse, child, or parent (not including parents in-law) who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee's job; or
4. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation.

**Substitution of Paid Leave:** Paid leave will be substituted for unpaid leave under the following circumstances:

1. Accumulated sick or personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in 2 or 3 above;
2. Accumulated vacation or personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in 1 above;
3. Accumulated sick leave will be utilized concurrently with FMLA leave whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy; and
4. Whenever appropriate, workers' compensation absences shall be designated FMLA leave.

**When Spouses are District Employees:** If spouses are employed by the District, they each are entitled to a total of 12 weeks of leave per year. However, where the reason



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for the leave is for birth of a child, or because of adoption or foster care, or to care for a sick parent, such leave may be limited to an aggregate of 12 weeks, between the married employees.

**Advance Notice:** Employees must provide 30 days advance notice when the leave is foreseeable. In other situations an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. Inexcusable delays in notifying the District may result in the delay or denial of leave.

**Requests:** A sick leave request form is to be completed whenever an employee is absent from work for more than three days or when an employee has need to be absent from work for continuing treatment by or under the supervision of a health care provider.

**Medical Certification:** The District will require medical certification to support a request for leave or any other absence because of a serious health condition (at employee expense), and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work statement.

**Intermittent/Reduced Leave:** FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of the District. Where FMLA leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District's payroll system uses to account for absences or use of leave.

**Insurance:** An employee out on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is incumbent upon the employee to continue paying the portion of the premiums the employee usually pays throughout the leave period. An employee's eligibility to maintain health insurance coverage will lapse if the premium payment is more than 30 days late. The District will mail notice of delinquency at least 15 days before coverage will cease.

**Return:** Upon return from FMLA leave, reasonable effort shall be made to place the employee in the original or equivalent position with equivalent pay, benefits, and other employment terms.

**Record Keeping:** Employees, supervisors, and building administrators will forward requests, forms, and other material to payroll to facilitate proper record keeping.



**Summer Vacation:** The period during the summer vacation or other scheduled breaks, such as Christmas, an employee would not have been required to work will not count against that employee's FMLA leave entitlement.

#### Special Rules for Instructional Employees

**Leave More Than Five Weeks Before End of Term:** If an instructional employee begins FMLA leave more than five weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

1. The leave is at least three weeks; and
2. The employee's return would take place during the last three-week period of the semester term.

**Leave Less Than Five Weeks Before End of Term:** If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than five weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

1. The leave is longer than two weeks; and
2. The employee's return would take place during the last two-week period of the semester term.

**Leave Less Than Three Weeks Before End of Term:** If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than three weeks before the end of term, the District may require the employee to continue taking leave until the end of the academic term if the leave is longer than five days.

**Intermittent or Reduced Leave:** Under certain conditions, an instructional employee needing intermittent or reduced leave for more than 20% of the total working days over the leave period may be required by the District to:

1. Take leave for a period(s) of particular duration not to exceed the duration of treatment; or
2. Transfer to an alternate but equivalent position.

#### Employee Notification of Policy

A general notice from the Department of Labor explaining the FMLA's provisions and complaint procedures will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks or other written guidance concerning



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benefits or leave rights. No notification of rights under the FMLA or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

**Legal Reference:**

29 CFR Part 825	Implementing the Family Medical Leave Act of 1993
Pub. L. 103-3	Family Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181	National Defense Authorization Act (NDAA) for FY 2008

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

**Cross References**

<b>Code</b>	<b>Description</b>
5420	<a href="#"><u>Long-Term Illness/Temporary Disability</u></a>
5420-P(1)	<a href="#"><u>Long-Term Illness/Temporary Disability</u></a>

Adopted:

Revised:

Reviewed:



**Policy 5450 – Vacation Leave**

Employees working 208+ contract days (year-round) will be given ten (10) vacation days per fiscal year. Unused vacation days for those qualifying classified staff will not carry over from year to year nor will they be paid out at the end of employment for any reason.

~~12 month-classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule:-~~

-

<del>Year of Service with the District</del>	-	<del>Days of Annual Vacation Leave</del>
<del>1-10</del>	-	<del>10 days</del>
<del>10-15</del>	-	<del>15 days</del>
<del>16-19</del>	-	<del>18 days</del>
<del>20+</del>	-	<del>20 days</del>

~~Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of 30 days.~~

~~Leave credits may not be advanced nor may leave be taken retroactively.~~

Prior approval by the administration must be given before vacation leave is taken.

~~If a legal holiday should fall within an employee’s vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.~~

~~Upon termination of employment, up to 30 days of unused vacation leave will be paid at the employee’s daily rate of pay.~~

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

~~Employees of less than six months duration will not accrue vacation benefits.~~



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**Legal Reference:**

Adopted:

Revised:

Reviewed:

**Preston Joint School District No. 201**  
**2026-27 Negotiated Agreement**

1. **Salary** – The state minimums will be adopted for each required cell. See the attached 2026-2027 salary schedule. Each returning employee will have a step advancement on the career ladder from the previous year.
2. **PERSI** – The District will continue to pay into the Public Employee Retirement System of Idaho for the employee at the employer contribution rate required by state law. (The employee will be responsible for the employee contribution.)
3. **Medical Insurance** – The insurance option for 2026-2027 is included below.  
The health insurance has a PPO option with a \$350 deductible and an HSA option with a \$3,400 deductible. The district will cover the employee-only cost on the HSA option. If the employee chooses the PPO employee-only option, they will be responsible for paying \$26.40 a month. The employee is responsible for any additional family members on both plans. See attached
4. **Dental Insurance** – The District will provide dental insurance through MetLife with Preventative/Diagnostic Benefits covered at 100% for all individuals on the plan, with a maximum plan benefit of \$1,250.
5. **Vision Insurance** – The District will provide vision insurance with VSP through Blue Cross with the plan as indicated below.
6. **Life Insurance** – The District will pay the life insurance premiums for the employee's death benefit of \$50,000 and dependent benefit coverage of \$10,000. This coverage is available to all employees who work more than 20 hours per week. A one-time opt-in for additional life insurance is also available.
7. **Employee Assist Program** – To support employee and family well-being, the District will provide up to (4) confidential, one-on-one counseling visits with an approved provider in person or virtual. All family members can access the EAP benefits at 4 visits per person, per incident or stressful event, per plan year. This service could include counseling to assist with crisis support, conflict resolution, financial struggles, legal guidance
8. **Classroom Supply/Continuing Education Funds** – The district will reimburse certified educators up to \$300 per FTE for classroom supplies and \$100 for continuing education costs under the guidelines listed below:
  - a. At the beginning of the school year, the district will distribute classroom supply money to each school, which will be based on \$300 per FTE, the district will distribute the classroom supply money to each school. The \$100 for continuing education costs will be kept at the district office, and proof of continuing education paid expenses will need to be submitted to the district office for reimbursement.
  - b. The employee should work with school administration to ensure the purchase is authorized and can be made tax-exempt to the extent possible.

- c. Since the money is given for classroom supplies or continuing education to benefit our students in the school year, the money needs to be spent no later than May 1st. If the money has not been spent by that date, the school administrator can then use the remaining money to better their school as they see fit.
- d. All non-consumable supplies will remain the property of Preston School District.
- e. If planning to use the funds for continuing education, the staff member will need to pay for it upfront and bring the receipt into their school office for reimbursement.
- f. Any reimbursements must be submitted to the individual school office by May 1st.
- g. The school will be responsible for tracking the money spent by each teacher and will be expected to report the total spent to the district office on May 1<sup>st</sup>
- h. All classroom supplies need to be approved by the school administration before purchase is made. Any purchases made prior to administrator approval are at the employee's own risk and could be subject to denial of reimbursement.

9. **Sick Leave** – The District will continue to offer 14 sick days.

10. **Personal Leave** – The District will offer four (4) personal days, cumulative to six (6) days. Employees have until June 23<sup>rd</sup> of the current school year to use personal leave in excess of the accumulative amount of six (6). After that date, employees will be compensated at a rate of \$96 per day for any day over six on the June payroll. At the time of retirement, any remaining personal leave (up to six days) will also be paid out at the same rate. However, personal leave will not be paid out at the end of employment for any other reason

11. **Parenting Leave** – The District will provide two weeks of paid parenting leave, defined as eight (8) consecutive working days, to be used within eight (8) weeks of a qualifying birth or adoption. Paid parenting leave is available upon employment in the district. Paid parenting leave shall run concurrently with leave under the Family Medical Leave Act (FMLA), as applicable.

12. **Military Leave** – The District will provide ten (10) contract days of paid military leave to an employee who is a member of the uniformed services or militia of this state or any other state who is ordered to active duty, training, or other performance of duty requiring absence from work. Military leave shall be authorized when the employee submits a copy of the orders or other official documentation for the appropriate military authority that indicates the dates of voluntary or involuntary service.

13. **Recertification Fees** – The District will pay the Idaho Department of Education recertification costs of all certified employees who have served in a certified role in PSD for 13 or more years.

14. **Professional Development/PLC** - To improve the integrity of learning, the transfer of knowledge within the schools, as well as the successful implementation of district initiatives, certified educators are expected to be in attendance on PD days. The District will strive to make the training at Professional Development meaningful. Teachers who are unable to attend will be responsible for ensuring the attainment of the training presented by working with the assigned administrator at the building/district to make up the particular assignments or information. Additionally, certified educators are expected to participate in the PLC meetings held in the individual buildings. This is part of the educator's contract time, and teachers are responsible for meeting as scheduled per school.

15. **Leadership** – Each Preston School District employee is critical to the success of the team and the achievement and advancement of our students. The District desires to grow teacher leaders and

provide leadership opportunities for educators to earn the Advanced Professional Endorsement. The volume of work that needs to be accomplished to successfully run a school and district is significant. It is expected that employees will share responsibilities and contribute to the success of all students and colleagues. The District is also mindful that some positions require greater commitment. The District administration team will meet to determine needed leadership roles within the District and the amount for each identified role. Positions will be identified and filled by September 15. Information on the expectations such as time and work commitment for each role, as well as the allotted stipend if applicable, will be told to the staff member at the time roles are being filled. Payments for leadership roles will be made in the May payroll.

16. **Duty-Free Lunch and Recess** - Teachers are allowed recess and a 30-minute lunch period free from all duties and responsibilities associated with student instruction and supervision. That said, there are emergency circumstances in which the school administrator could override this benefit. If the district deems it necessary because of personnel shortage or unavoidable or unforeseen circumstances, it could require an educator to help supervise students during recess or lunch. An educator will not be required to assist in emergency coverage for more than three days.
17. **Calendar Committee** – Each school site administrator will review the proposed calendar with school leadership teams (i.e. grade representative/department heads) to gather feedback from their prospective teams. Administrators will provide gathered feedback to the Superintendent and other administrators. The Superintendent and administrators will modify the calendar to best meet the needs of the students and staff, while incorporating feedback to the extent possible. Upon completion, the calendar will be presented to the school board for review and subsequent approval.
18. **Protected Prep Time** - In the event a principal is unable to secure a substitute teacher for a classroom, and a qualified teacher within the building is unavailable to cover the class, the following procedures will be implemented.
  - a. The building administration will first assign any available substitute teachers currently in the building, whose schedule allows to cover the class.
  - b. If coverage is still needed, the building administration will seek volunteers from certified staff, excluding first-year teachers, to cover the class during their preparation periods. Teachers who volunteer will be compensated at the sub hourly rate.
  - c. If, after seeking volunteers, coverage is still needed, the building administration will assign a certified member to cover the class. Assignments will be made equitably, in accordance with guidelines established at each school. All certified staff, including principals and counselors, will participate in the school's emergency class coverage plan.
  - d. A teacher assigned to cover a class during their preparation period will be compensated at the sub hourly rate.
19. **Special Education Paperwork Days** - The District will provide four (4) paperwork days per year for special education teachers to complete required documentation and compliance responsibilities under the Individuals with Disabilities Education Act (IDEA) and the Idaho Special Education Manual.

- a. These days will be used strictly for special education duties such as IEP development, evaluations, progress monitoring, and required reporting. The days are coded as professional leave, and the District will provide a substitute to ensure continuity of instruction.
- b. Scheduling would be collaborative with the District Special Ed Director.
- c. Any off-contract days used would be reported via email to the District Special Ed Director and paid out at the current sub rate in the May pay period.

\_\_\_\_\_  
PEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chairman

\_\_\_\_\_  
Date

**Preston School District #201**  
**Instructional and Pupil Service Staff Salary Schedule 2026-27**

	BA	BA+P	BA+AP	BA24+P	BA24+AP	MA+P	MA+AP
1	\$ 50,252.00	\$ -	\$ -	\$ -	\$ -	\$ 53,042.00	\$ -
2	\$ 51,533.43	\$ -	\$ -	\$ -	\$ -	\$ 55,239.00	\$ -
3	\$ 52,847.53	\$ -	\$ -	\$ -	\$ -	\$ 57,077.00	\$ -
4	\$ 53,402.00	\$ 53,402.00	\$ -	\$ 55,042.00	\$ -	\$ 58,914.00	\$ -
5	\$ 54,763.75	\$ 55,239.00	\$ -	\$ 56,445.57	\$ -	\$ 60,752.00	\$ -
6	\$ 54,763.75	\$ 57,077.00	\$ -	\$ 57,884.93	\$ -	\$ 62,301.18	\$ -
7	\$ 54,763.75	\$ 58,914.00	\$ 64,427.00	\$ 59,361.00	\$ 66,427.00	\$ 63,889.86	\$ 67,927.00
8	\$ 54,763.75	\$ 60,752.00	\$ 66,527.00	\$ 60,874.70	\$ 68,120.89	\$ 65,519.05	\$ 69,659.14
9	\$ 54,763.75	\$ 62,301.18	\$ 68,627.00	\$ 62,427.01	\$ 69,857.97	\$ 67,189.78	\$ 71,435.45
10	\$ 54,763.75	\$ 63,889.86	\$ 70,727.00	\$ 64,018.90	\$ 71,639.35	\$ 68,903.12	\$ 73,257.05
11	\$ 54,763.75	\$ 65,519.05	\$ 72,827.00	\$ 65,651.38	\$ 73,466.15	\$ 70,660.15	\$ 75,125.11
12	\$ 54,763.75	\$ 67,189.78	\$ 74,684.09	\$ 67,325.49	\$ 75,339.54	\$ 72,461.99	\$ 77,040.80
13	\$ 54,763.75	\$ 68,903.12	\$ 76,588.53	\$ 69,042.29	\$ 77,260.70	\$ 74,309.77	\$ 79,005.34

New employees will be placed on the salary schedule by the district based on years worked, education obtained, and professional endorsements received or qualified to receive.

For the 2026-27 school year, all current employees will move down one step on the salary schedule from their last year's placement. Employees will move across lanes as appropriate.

- BA= Bachelor's Degree
- 24= 24 or more college credits beyond BA degree
- MA= Master's Degree
- P= Professional Endorsement
- AP= Advanced Professional Endorsement

**Preston School District**

Eff. Date: 9/01/2025

Medical

**Sold Renewal Contribution**

**Benefits**

Plan

Individual Deductible (par/nonpar)

Family Deductible (par/nonpar)

Carrier Coinsurance (par/nonpar)

Individual Out of Pocket Maximum (par/nonpar)

Family Out of Pocket Maximum (par/nonpar)

Copay for Primary/Specialist

Prescription Rx Benefit

Rx Deductible

Annual OOP

*Preferred Generic*

*Non-Preferred*

*Preferred Brand*

*Non-Preferred Brand*

*Preferred Specialty*

*Non-Preferred Specialty*

**Total**

Employee Only

Employee & Spouse

Employee & Child

Employee & Children

Employee & Spouse & 1 Child

Employee, Spouse & Children

Blue Cross SWS					
Option 1			Option 2		
	PPO		HSA		
	\$350/\$600		\$3,400		
	\$950/\$1,700		\$6,800		
	85%/70%		70%/50%		
	\$3,250/\$6,750		\$5,800		
	\$6,500/\$13,500		\$11,600		
	\$0-\$20/\$20-\$40		30% After Deductible		
	None		Combined W/Med		
	\$2,000		Combined W/Med		
	\$10		30% After Ded		
	\$10		30% After Ded		
	\$30		30% After Ded		
	\$60		30% After Ded		
	\$100		30% After Ded		
	\$100		30% After Ded		
	<b>Employer</b>	<b>Employee</b>	<b>Employer</b>	<b>HSA Cont</b>	<b>Employee</b>
	\$928.50	\$26.40	\$723.50	\$155.00	\$0.00
	\$1,859.19	\$215.01	\$1,515.04	\$155.00	\$52.16
	\$1,336.88	\$121.87	\$1,085.25	\$155.00	\$18.00
	\$1,499.23	\$192.62	\$1,234.68	\$155.00	\$44.07
	\$2,107.13	\$293.52	\$1,743.45	\$155.00	\$69.70
	\$2,047.58	\$353.07	\$1,696.92	\$155.00	\$116.23