



PRESTON SCHOOL DISTRICT #201

Board of Education

Regular Meeting - July 15, 2026, 7:00 PM
105 East 2nd South
Preston, ID 83263

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approve/Amend Agenda - Action Item**
4. **Consent Agenda - Action Item**
 - A. **Minutes of Regular Board Meeting - June 17, 2026**
 - B. **Financial Summary - June 2026**
 - C. **Monthly Expenditures - June 2026**
 - D. **Personnel Report - June 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. **Booster Club**
 - B. **Superintendent Report**
 - Disposal of Property (Kyoceria Copier)
 - Financial Inquiries
 - Professional Development
 - C. **PACE Guide**
8. **Action Items**
 - A. **Approved Communication Apps**
 - Preston School District App
 - PowerSchool
 - Google Classroom
 - Canvas
 - Huddle
 - Band
 - Remind
 - GroupMe
 - B. **2026-2027 Handbooks**
 - Pioneer
 - Oakwood
 - PJH
 - PHS
 - FCHS
 - Employee Handbook
9. **Policy - Action Item**

A. Floor/Field Sponsorship Logo Discussion

B. Policy 1st Reading

- Policy 5310- Tobacco Free Policy
- Policy 5320- Drug and Alcohol Free Workplace
- Policy 5330- Employee Electronic Mail and Online Services Usage
- Policy 5340- Evaluation of Certificated Personnel
- Policy 5350- Certified Personnel Resignation (Release from Contract)
- Policy 5360- Staff Dress and Appearance
- Policy 5370- Nonschool Employment by Professional Staff Members
- Policy 5380- Professional Research and Publishing
- Policy 5390- Employment Referrals and Prevention of Sexual Abuse
- Policy 5395- Whistleblowing
- Policy 5405- Proof of Illness for Sick Leave
- Policy 5412- Jury Duty
- Policy 5413- Witness for Court Appearance Leave
- Policy 5420- Longterm Illness Temporary Disability
- Policy 5430- Insurance Benefits for Employees/Trustees
- Policy 5460- Worker's Compensation Benefits
- Policy 5470- Leaves of Absence Military Leave
- Policy 5500- Personnel Records
- Policy 5600- Staff Health
- Policy 5610- Prevention of Disease Transmission
- Policy 5620- Safety Management Program and District Personnel
- Policy 5700- Substitutes
- Policy 5710- Paraprofessionals, Teachers' Aides, and Para-Educators
- Policy 5725- Private Service Providers/Consultants
- Policy 5740- Reduction in Force
- Policy 5751- Employing Retired School Resource Officers and Bus Drivers
- Policy 5800- Classified Employment, Assignment and Grievance
- Policy 5810- Compensatory Time and Overtime/Classified Employees
- Policy 5815- Employee Compensation
- Policy 5820- Evaluation of Non-Certificated Staff
- Policy 5825- Evaluation of School Bus Drivers
- Policy 5830- Drug and Alcohol Testing for Drivers

C. Policy 2nd 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- Accommodating 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

D. Policy 3rd 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

E. Rescind Policies

10. Board Meeting Summary and Assignment Review

11. Adjourn



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

Regular Meeting

Wednesday, June 17, 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/or Amend - Action Item

Motion to approve the agenda. This motion, made by Mason Jensen (Zone 3 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.

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

4. Consent Agenda - Action Item

Move to approve the consent agenda as presented. 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 - May 20, 2026

4.B. Financial Summary - May 2026

4.C. Monthly Expenditures - May 2026

4.D. Personnel Report - May 2026

5. Reports - Communication/Follow-up

Superintendent Gary Thomas reported that both he and Mr. Schmidt, PJH Principal, both reached out to KayDee Nelson concerning Standards Based Grading from the public comment section in May's meeting. Mr. Thomas reported back to the board concerning the bus route changes and there is not a significant change in the beginning pickup times or last drop off times.

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.

- Amber Keller, teacher at Preston Junior High, spoke in support of standards-based grading and feels it can be successful with patience and time. She has been a part of standards-based grading in another district that was successful. PowerSchool has been the frustrating part as a teacher.

- Stephanie Marlow, teacher at Preston Junior High, is not for or against standards-based grading. She feels whatever decision is made about standards-based grading, the district needs to stick to it and not go back and forth. If you stay with it, PowerSchool needs to be figured out so it works with standards-based grading. It is causing teachers a lot more work.
- Janel Boehme, teacher at Preston Junior High, standards-based grading has been difficult for parents and students. The workload for teachers has increased dramatically while the workload for students has decreased. Janel feels it undermines student responsibility and academic rigor has declined.
- Chairman Chris Jones stated for information only that the board did not decide on standards-based grading. It is a decision at an administrative level that was decided by the previous Superintendent and Mr. Schmidt and would be a decision that stays at the administrative level. The board members do have individual opinions on standards-based grading, but it wasn't a board decision and most likely won't be. This is a good forum to hear feedback for the administration.
- Shantel Kimpton, teacher at Preston Junior High, sees the overall positivity standards-based grading could have and the simplicity of it, but recognizes the parents and community aren't quite ready for it, or understand it. Teachers are doing more work than the students. Shantel expressed concern that it doesn't matter what program we use, if we don't get on top of the behavior issues, nothing will work. We need to do something, consequences aren't always a negative.

7. Informational Items

7.A. Superintendent Report

Mr. Thomas reported that the District finished strong with high school graduations for both FCHS and PHS, which were well attended. The District has also finished negotiations with the PEA which will be discussed later. Mr. Thomas thanked the PEA team for their time and efforts. Things in the District office are busy completing state reports.

Chairman Jones asked about the status with the IRS from our previous month's financial inquiry. Mr. Thomas reported that we have not heard anything since the letter requesting another 60 days to complete the inquiry.

The District will be disposing of desks from 3 classrooms at Oakwood Elementary. They are beyond repair and valued under \$500.00.

7.B. Portrait of a Graduate - PHS

Mr. Peery explained the process he used to develop the Portrait of a Graduate for PHS. They brainstormed individually and as groups and brought back their ideas. Then they mixed up the groups across departments to finalize what components were key to the student body as a whole. Our graduates need to know how to function in society when they leave the school system and how to apply the concepts they have learned, How do they use math in Ag or reading in history?

Can they use the knowledge that they gained when they leave school? They need to know how to communicate, problem solve and think critically. Growth Mindset - we can always improve and we can always learn. Creativity is important, think outside the box on how they problem solve. This will be posted in every classroom and the teachers will have it to remind them of the importance of these goals.

8. Action Items

8.A. 2026-2027 Budget Hearing

Shelby McKenna presented the 2026-2027 proposed budget to the board of trustees. She explained the different funds and how they are coded and what they can be used for. She explained how education is funded and that it isn't based on a per-student dollar amount. There are several factors that go into the funding of education. Attendance is a key component. There is also the staff allowance ratio which is different for administrators, teachers and support staff. The proposed 2026-2027 budget is \$40,614,449.24. \$24,254,856.00 is the General M&O Fund, \$4,271,938.00 is all other funds, \$12,087,655.24 is the carryover of Modernization Funds which can ONLY be used for Facility Capital projects per Idaho Law.

Shelby reflected on Fiscal Year 2026 and some of the things accomplished by the district. The presentation is attached.

Motion to approve the 2026-2027 budget including the purchase of a Bluebird bus from Bryson in the amount of \$218,396. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.

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

Yea: 5, Nay: 0

8.B. 2026-2027 Handbooks

It was noted that the new lunch prices had not been updated in the handbook for Preston High School.

Motion to approve the Pioneer Elementary, Oakwood Elementary and Preston High School Handbooks with the Preston High School handbook amending the school lunch prices approved at the last board meeting. This motion, made by Rachel Randall (Zone 5 Trustee) and seconded by Mason Jensen (Zone 3 Trustee), Carried.

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

Yea: 5, Nay: 0

8.C. Floor/Field Sponsorship Logo

Dr. Brady Garner presented that he saw a fundraising opportunity this fall/spring as he attended sporting events at other schools. He approached the company and inquired about their logo on the gym floor in which they provided him the details of what they pay to advertise and the guidelines used. The company pays for the vinyl and replaces it each year at their expense when the floor is refinished. They pay a lump sum up front for a ten-year contract for their logo to be on the baseline at both ends of the gym floor. Dr. Garner wondered if this is something our District would be interested in doing to help fund the athletic programs in the district. Policy 1044 requires board approval to advertise on athletic fields, scoreboards, or other school property locations. He is looking for direction from the board. Chairman Chris Jones brought it for discussion. Do we want logos on our courts and fields? How do you decide who gets to put their logo on the court? Are there other companies that would want to advertise if they knew we were open to a logo on our courts? Do you only allow 1 company to advertise? Do you want to be locked in to a 10 year contract to get the money up front? Do our coaches want logos on the floor or is it distracting to the game? At the other schools it is the same company that has their logo on the gym floors. The board felt there needed to be more discussion and gave a directive for the policy committee to look at our current policies and come back with more information. No action was taken.

9. Policy - Action Item

9.A. Policy 1st Reading

Rachel Randall, from the policy committee, spoke to the policies and recommended moving all of 1st read policies to a 2nd reading.

Motion to move policies 5105, 5107, 5120, 5125, 5130, 5200, 5205, 5210, 5220, 5230, 5235, 5240, 5250, 5260, 5265, 5270, 5275, 5280, 5285, 5290 and 3085 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

9.B. Policy 2nd Reading

Chairman Jones discussed the process of moving things to the 2nd or 3rd reading. He would rather when things go to a 2nd reading he would like to see them "clean" without the redlines, OR, options, brackets.

Motion to move the following policies to a 3rd reading 5000, 5100, 5110, 5400, 5410 and 5450. 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

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.

Roll Call was taken to enter into executive session at 8:25pm. Rachel Randall, Mason Jensen, Chris Jones, Launa Moser and Geniel Lyons all YES.

Move to enter executive session pursuant to Idaho Code 74-206 1(b) and Idaho Code 74-206 1(j) Section 74-206A (1)(a) and (b) for the purpose of Negotiations, Employee C and Employee D. This motion, made by Geniel Lyons (Zone 2 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

11. Resume Open Session - Action Item

Executive session was convened at 8:55pm

- 11.A. 2026-2027 Negotiated Agreement

Motion to ratify the negotiations with Preston PEA. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.

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

Yea: 5, Nay: 0

- 11.B. Employee C

Motion to accept Employee C's resignation given to Superintendent Gary Thomas on May 20, 2026. 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

12. Board Meeting Summary and Assignment Review

Mr. Thomas was given direction to follow up with Amber Keller, Stephanie Marlow and Shantel Kimpton from the Public Comments section of the meeting. Also, the board directed Mr. Thomas to make sure the Portrait of a Graduate continues to be brought up in his Leadership meetings and is at the forefront of the employees' minds. They would like reports on it throughout this next school year to see how it is being applied in the classrooms and are they seeing a change. The policy committee needs to come back with some parameters or policy for the sponsorship on fields or gym floors.

13. Adjourn

Motion to adjourn the meeting at 9:00pm. 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>
Fund: 100 GENERAL FUND (M&O) FUND				
<u>Current Assets</u>				
100 111000	PETTY CASH-GENERAL FUND	205.59	0.00	205.59
100 111100	Cash in Bank	713,956.96	(1,606,940.64)	(892,983.68)
100 111400	ZIONS BANK ACCOUNT - #4410	1,195,476.37	0.00	1,195,476.37
100 112100	STATE TREAS - GENERAL FUND	11,941,306.13	0.00	11,941,306.13
	Current Assets Subtotal:	13,850,945.05	(1,606,940.64)	12,244,004.41
<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:	279,238.93	0.00	279,238.93
Total Assets and Deferred Outflows of Resources:		14,130,183.98	(1,606,940.64)	12,523,243.34
<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:	1,650,841.19	0.00	1,650,841.19
<u>Other Liabilities</u>				
100 223100	SALES TAX PAYABLE	(23.79)	0.01	(23.78)
	Other Liabilities Subtotal:	(23.79)	0.01	(23.78)
<u>Fund Balance</u>				
100 320100	FUND BALANCE	12,479,366.58	(1,606,940.65)	10,872,425.93
	Fund Balance Subtotal:	12,479,366.58	(1,606,940.65)	10,872,425.93
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		14,130,183.98	(1,606,940.64)	12,523,243.34

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 220 FOREST RESERVE FUND				
<u>Current Assets</u>				
220 111100	Cash in Bank	254,315.05	0.00	254,315.05
	Current Assets Subtotal:	254,315.05	0.00	254,315.05
Total Assets and Deferred Outflows of Resources:		254,315.05	0.00	254,315.05
<u>Fund Balance</u>				
220 320200	Undesignated/Unreserved Fund Balance	254,315.05	0.00	254,315.05
	Fund Balance Subtotal:	254,315.05	0.00	254,315.05
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		254,315.05	0.00	254,315.05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 231 DEDICATED AFTER SCHOOL FUND				
<u>Current Assets</u>				
231 111100	Cash in Bank	0.00	0.00	0.00
	Current Assets Subtotal:	0.00	0.00	0.00
	Total Assets and Deferred Outflows of Resources:	0.00	0.00	0.00
<u>Fund Balance</u>				
231 320100	Designated Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	0.00	0.00	0.00
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	0.00	0.00	0.00

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 238 STUDENT ACTIVITY FUND				
<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>
Fund: 241 DRIVERS ED FUND				
<u>Current Assets</u>				
241 111100	Cash in Bank	(3,851.64)	(18,715.20)	(22,566.84)
	Current Assets Subtotal:	(3,851.64)	(18,715.20)	(22,566.84)
Total Assets and Deferred Outflows of Resources:		(3,851.64)	(18,715.20)	(22,566.84)
<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	(3,854.44)	(18,715.20)	(22,569.64)
	Fund Balance Subtotal:	(3,854.44)	(18,715.20)	(22,569.64)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(3,851.64)	(18,715.20)	(22,566.84)

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 242 SCHOOL BUILDING MAINTENANCE				
<u>Current Assets</u>				
242 111100	CASH IN BANK	0.00	0.00	0.00
	Current Assets Subtotal:	0.00	0.00	0.00
Total Assets and Deferred Outflows of Resources:		0.00	0.00	0.00
<u>Fund Balance</u>				
242 320100	DESIGNATED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	0.00	0.00	0.00
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		0.00	0.00	0.00

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 243 PROFESSIONAL TECHNICAL FUND				
<u>Current Assets</u>				
243 111100	Cash in Bank	43,453.25	(22,569.76)	20,883.49
	Current Assets Subtotal:	43,453.25	(22,569.76)	20,883.49
Total Assets and Deferred Outflows of Resources:		43,453.25	(22,569.76)	20,883.49
<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:	97.39	0.00	97.39
<u>Fund Balance</u>				
243 320100	Designated Fund Balance	43,355.86	(22,569.76)	20,786.10
	Fund Balance Subtotal:	43,355.86	(22,569.76)	20,786.10
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		43,453.25	(22,569.76)	20,883.49

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 245 TECHNOLOGY FUND				
<u>Current Assets</u>				
245 111100	Cash in Bank	153,707.54	45,678.15	199,385.69
	Current Assets Subtotal:	153,707.54	45,678.15	199,385.69
Total Assets and Deferred Outflows of Resources:		153,707.54	45,678.15	199,385.69
<u>Fund Balance</u>				
245 320100	Designated Fund Balance	153,707.54	45,678.15	199,385.69
	Fund Balance Subtotal:	153,707.54	45,678.15	199,385.69
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		153,707.54	45,678.15	199,385.69

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 246 SAFE AND DRUG FREE FUND				
<u>Current Assets</u>				
246 111100	Cash in Bank	(55,998.50)	(9,747.50)	(65,746.00)
	Current Assets Subtotal:	(55,998.50)	(9,747.50)	(65,746.00)
Total Assets and Deferred Outflows of Resources:		(55,998.50)	(9,747.50)	(65,746.00)
<u>Fund Balance</u>				
246 320100	Designated Fund Balance	(55,998.50)	(9,747.50)	(65,746.00)
	Fund Balance Subtotal:	(55,998.50)	(9,747.50)	(65,746.00)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(55,998.50)	(9,747.50)	(65,746.00)

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 251 TITLE I-A FUND				
<u>Current Assets</u>				
251 111100	Cash in Bank	58,864.39	(10,133.97)	48,730.42
	Current Assets Subtotal:	58,864.39	(10,133.97)	48,730.42
<u>Other Assets</u>				
251 114000	ACCOUNTS RECEIVABLE - TITLE I	545,558.00	0.00	545,558.00
	Other Assets Subtotal:	545,558.00	0.00	545,558.00
Total Assets and Deferred Outflows of Resources:		604,422.39	(10,133.97)	594,288.42
<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:	198,758.55	0.00	198,758.55
<u>Fund Balance</u>				
251 320100	Designated Fund Balance	405,663.84	(10,133.97)	395,529.87
	Fund Balance Subtotal:	405,663.84	(10,133.97)	395,529.87
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		604,422.39	(10,133.97)	594,288.42

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 257 IDEA PART B FUND				
<u>Current Assets</u>				
257 111100	Cash in Bank	(1,027,116.84)	(31,814.00)	(1,058,930.84)
	Current Assets Subtotal:	(1,027,116.84)	(31,814.00)	(1,058,930.84)
<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
Total Assets and Deferred Outflows of Resources:		(561,091.84)	(31,814.00)	(592,905.84)
<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	(561,093.84)	(31,814.00)	(592,907.84)
	Fund Balance Subtotal:	(561,093.84)	(31,814.00)	(592,907.84)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(561,091.84)	(31,814.00)	(592,905.84)

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 258 IDEA PART B-PRESCHOOL FUND				
<u>Current Assets</u>				
258 111100	Cash in Bank	(31,682.62)	15,152.12	(16,530.50)
	Current Assets Subtotal:	(31,682.62)	15,152.12	(16,530.50)
<u>Other Assets</u>				
258 114000	ACCOUNTS RECEIVABLE - PRESCHOOL	15,045.00	0.00	15,045.00
	Other Assets Subtotal:	15,045.00	0.00	15,045.00
Total Assets and Deferred Outflows of Resources:		(16,637.62)	15,152.12	(1,485.50)
<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:	0.00	0.00	0.00
<u>Fund Balance</u>				
258 320100	Designated Fund Balance	(16,637.62)	15,152.12	(1,485.50)
	Fund Balance Subtotal:	(16,637.62)	15,152.12	(1,485.50)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(16,637.62)	15,152.12	(1,485.50)

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 260 SCHOOL BASED MEDICAID FUND				
<u>Current Assets</u>				
260 111100	Cash in Bank	240,653.20	44,789.22	285,442.42
	Current Assets Subtotal:	240,653.20	44,789.22	285,442.42
Total Assets and Deferred Outflows of Resources:		240,653.20	44,789.22	285,442.42
<u>Fund Balance</u>				
260 320100	Designated Fund Balance	240,653.20	44,789.22	285,442.42
	Fund Balance Subtotal:	240,653.20	44,789.22	285,442.42
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		240,653.20	44,789.22	285,442.42

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 261 TITLE IV-A FUND				
<u>Current Assets</u>				
261 111100	Cash in Bank	(751.04)	4,457.18	3,706.14
	Current Assets Subtotal:	(751.04)	4,457.18	3,706.14
<u>Other Assets</u>				
261 114000	ACCOUNTS RECEIVABLE - TITLE IV	61,072.00	0.00	61,072.00
	Other Assets Subtotal:	61,072.00	0.00	61,072.00
Total Assets and Deferred Outflows of Resources:		60,320.96	4,457.18	64,778.14
<u>Fund Balance</u>				
261 320100	Designated Fund Balance	60,320.96	4,457.18	64,778.14
	Fund Balance Subtotal:	60,320.96	4,457.18	64,778.14
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		60,320.96	4,457.18	64,778.14

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 263 PERKINS III - PROF/TECH ACT FUND				
<u>Current Assets</u>				
263 111100	Cash in Bank	(39,976.45)	21,431.95	(18,544.50)
	Current Assets Subtotal:	(39,976.45)	21,431.95	(18,544.50)
<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)	21,431.95	9,186.50
<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)	21,431.95	(547.26)
	Fund Balance Subtotal:	(21,979.21)	21,431.95	(547.26)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(12,245.45)	21,431.95	9,186.50

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

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

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 290 NUTRITION FUND				
<u>Current Assets</u>				
290 111100	Cash in Bank	(443,405.16)	0.00	(443,405.16)
290 111100 001	PAYROLL CASH	(17,764.66)	(35,977.64)	(53,742.30)
290 111101	CASH IN BANK	782,623.01	(16,700.71)	765,922.30
Current Assets Subtotal:		321,453.19	(52,678.35)	268,774.84
Total Assets and Deferred Outflows of Resources:		321,453.19	(52,678.35)	268,774.84
<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:		60,744.23	0.00	60,744.23
<u>Fund Balance</u>				
290 320100	FUND BALANCE - FOOD SERVICE	260,708.96	(52,678.35)	208,030.61
Fund Balance Subtotal:		260,708.96	(52,678.35)	208,030.61
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		321,453.19	(52,678.35)	268,774.84

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 420 PLANT FACILITY FUND				
<u>Current Assets</u>				
420 111100	Cash in Bank	1,058,630.39	190.23	1,058,820.62
	Current Assets Subtotal:	1,058,630.39	190.23	1,058,820.62
<u>Other Assets</u>				
420 113000	TAXES RECEIVABLE - PLANT FACILITY	195,578.45	0.00	195,578.45
	Other Assets Subtotal:	195,578.45	0.00	195,578.45
Total Assets and Deferred Outflows of Resources:		1,254,208.84	190.23	1,254,399.07
<u>Current Liabilities</u>				
420 221000	DEFERRED REVENUE - PLANT FACILITY	26,956.16	0.00	26,956.16
	Current Liabilities Subtotal:	26,956.16	0.00	26,956.16
<u>Fund Balance</u>				
420 320100	Designated Fund Balance	1,227,252.68	190.23	1,227,442.91
	Fund Balance Subtotal:	1,227,252.68	190.23	1,227,442.91
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		1,254,208.84	190.23	1,254,399.07

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

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

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

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 720 BRIGHT FUND				
<u>Current Assets</u>				
720 111100	Cash in Bank	154,173.56	(2,264.73)	151,908.83
	Current Assets Subtotal:	154,173.56	(2,264.73)	151,908.83
Total Assets and Deferred Outflows of Resources:		154,173.56	(2,264.73)	151,908.83
<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	154,173.56	(2,264.73)	151,908.83
	Fund Balance Subtotal:	154,173.56	(2,264.73)	151,908.83
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		154,173.56	(2,264.73)	151,908.83

Revenue/Expenditure Summary Report with
Profit and Loss

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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	133,779.04	21,923,066.17	(1,768,992.17)
9	Expenditure	20,654,074.00	1,740,719.69	20,260,053.74	394,020.26
100	GENERAL FUND (M&O) FUND	(500,000.00)	(1,606,940.65)	1,663,012.43	
Fund Number	220	FOREST RESERVE FUND			
8	Revenue	9,388.37	0.00	50,077.02	(40,688.65)
9	Expenditure	9,338.37	0.00	0.00	9,338.37
220	FOREST RESERVE FUND	50.00	0.00	50,077.02	
Fund Number	231	DEDICATED AFTER SCHOOL FUND			
8	Revenue	0.00	0.00	(5,444.92)	5,444.92
231	DEDICATED AFTER SCHOOL FUND	0.00	0.00	(5,444.92)	
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	0.00	0.00	0.00	
Fund Number	241	DRIVERS ED FUND			
8	Revenue	59,250.00	225.00	57,650.00	1,600.00
9	Expenditure	69,132.00	18,940.20	81,787.80	(12,655.80)
241	DRIVERS ED FUND	(9,882.00)	(18,715.20)	(24,137.80)	
Fund Number	243	PROFESSIONAL TECHNICAL FUND			
8	Revenue	85,000.00	0.00	153,582.02	(68,582.02)
9	Expenditure	85,000.00	22,569.76	146,856.66	(61,856.66)
243	PROFESSIONAL TECHNICAL FUND	0.00	(22,569.76)	6,725.36	
Fund Number	245	TECHNOLOGY FUND			
8	Revenue	349,963.00	53,115.15	559,359.01	(209,396.01)
9	Expenditure	349,963.00	7,437.00	359,973.32	(10,010.32)
245	TECHNOLOGY FUND	0.00	45,678.15	199,385.69	
Fund Number	246	SAFE AND DRUG FREE FUND			
8	Revenue	31,406.00	15,915.50	56,581.00	(25,175.00)
9	Expenditure	31,406.00	25,663.00	122,327.00	(90,921.00)
246	SAFE AND DRUG FREE FUND	0.00	(9,747.50)	(65,746.00)	
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	10,133.97	118,491.19	145,095.81
251	TITLE I-A FUND	0.00	(10,133.97)	395,529.87	
Fund Number	257	IDEA PART B FUND			
8	Revenue	453,897.00	0.00	0.00	453,897.00
9	Expenditure	453,897.00	31,814.00	592,907.84	(139,010.84)
257	IDEA PART B FUND	0.00	(31,814.00)	(592,907.84)	
Fund Number	258	IDEA PART B-PRESCHOOL FUND			
8	Revenue	15,006.00	16,686.42	16,686.42	(1,680.42)
9	Expenditure	15,006.00	1,534.30	18,171.92	(3,165.92)
258	IDEA PART B-PRESCHOOL FUND	0.00	15,152.12	(1,485.50)	
Fund Number	260	SCHOOL BASED MEDICAID FUND			
8	Revenue	410,000.00	66,907.56	511,459.73	(101,459.73)
9	Expenditure	410,000.00	22,118.34	226,017.31	183,982.69

Revenue/Expenditure Summary Report with Profit and Loss

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Account Type ID		Revised Budget	Month to Date	Year to Date	Budget Balance
260	SCHOOL BASED MEDICAID FUND	0.00	44,789.22	285,442.42	
Fund Number	261	TITLE IV-A FUND			
8	Revenue	26,845.00	11,309.25	76,182.39	(49,337.39)
9	Expenditure	26,845.00	6,852.07	11,404.25	15,440.75
261	TITLE IV-A FUND	0.00	4,457.18	64,778.14	
Fund Number	263	PERKINS III - PROF/TECH ACT FUND			
8	Revenue	30,000.00	21,431.95	25,831.11	4,168.89
9	Expenditure	30,000.00	0.00	26,378.37	3,621.63
263	PERKINS III - PROF/TECH ACT FUND	0.00	21,431.95	(547.26)	
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	0.00	2,069.44	(2,069.44)
283	CULTIVATING READERS FUND	0.00	0.00	9,399.43	
Fund Number	290	NUTRITION FUND			
8	Revenue	815,000.00	(89.07)	696,522.43	118,477.57
9	Expenditure	1,065,000.00	52,589.28	894,334.74	170,665.26
290	NUTRITION FUND	(250,000.00)	(52,678.35)	(197,812.31)	
Fund Number	420	PLANT FACILITY FUND			
8	Revenue	0.00	190.23	199,163.83	(199,163.83)
9	Expenditure	460,000.00	0.00	0.00	460,000.00
420	PLANT FACILITY FUND	(460,000.00)	190.23	199,163.83	
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	2,264.73	27,469.59	2,145.41
720	BRIGHT FUND	0.00	(2,264.73)	4,664.41	
Grand Total:		(12,404,643.00)	(1,623,165.31)	2,911,850.12	

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 681	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: AMAZONCAPI	AMAZON CAPITAL SERVICES	Check Total: 1,614.74
<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>
1V7D-0001	05/21/2026		Flashlight	100 661 410 0096	74.98
1V7D-0001	05/21/2026		Clipboard	100 661 410 0096	14.10
4T9R	05/13/2026		Swing Seat	100 664 410 0497	46.99
DCPD-0001	05/19/2026		Ipad Cases	100 651 410 0000	90.56
F7XD	05/15/2026		Galvanized Chain Locking Hooks	100 664 410 0497	26.98
F7XD	05/15/2026		Grade 30 Chain	100 664 410 0497	73.84
Q6JC	05/13/2026		Fountain Bottle Filling Station	100 664 410 0497	1,256.93
YXLR-0001	05/18/2026		Toilet Handle	100 664 410 0000	30.36
Check Number: 682	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: CACHEVALLB	Cache Valley Bank	Check Total: 20.00
<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>
3316135	02/26/2026		Stop Payment Check #5624 replaced 5950	100 632 410 0000	20.00
Check Number: 683	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: GREATAMERI	GREAT AMERICA FINANCIAL	Check Total: 12,074.61
<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>
42163630-0001	06/04/2026		June 2026 Copier Lease	100 641 322 0000	4,637.61
42171505-0001	06/05/2026		Dynabook Laptops	245 623 410 0000	7,437.00
Check Number: 684	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: IDAHOSTAT5	IDAHO STATE TAX COMMISSION	Check Total: 1,662.24
<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>
053026-0001	05/30/2026		Pioneer Sales Tax	100 223100	12.00
053026-0001	05/30/2026		PJH SalesTax	100 223100	335.29
053026-0001	05/30/2026		PHS Sales Tax	100 223100	1,300.43
053026-0001	05/30/2026		FCHS Sales Tax	100 223100	14.52
Check Number: 685	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: ROCKYMOUN1	ROCKY MOUNTAIN POWER	Check Total: 18,957.99
<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>
053026	06/01/2026		May 2026 Electricity District	100 661 331 0000	336.87
053026	06/01/2026		May 2026 Electricity PHS	100 661 331 0096	7,918.65
053026	06/01/2026		May 2026 Electricity PJH	100 661 331 0291	2,803.09
053026	06/01/2026		May 2026 Electricity Oakwood	100 661 331 0497	2,506.81
053026	06/01/2026		May 2026 Electricity Pioneer	100 661 331 0499	5,006.56
053026	06/01/2026		May 2026 Electricity FCHS	100 661 331 8844	230.60
053026	06/01/2026		May 2026 Electricity Transportation	100 681 331 0000	155.41
Check Number: 686	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: VERIZONWIR	VERIZON WIRELESS	Check Total: 97.40
<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>
6144793354-0001	05/28/2026		Tablet - Thomas, G	100 691 350 0000	20.02
6144793354-0001	05/28/2026		Nurse Mobile Phone Charges	100 691 350 0000	38.69
6144793354-0001	05/28/2026		L Harrison Phone Charges	100 691 350 0000	38.69
Check Number: 687	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: VISA	VISA	Check Total: 9,156.05

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>
060126- Shelby	06/01/2026		7 Steps to a Language Rich Classroom	100 512 410 0497	1,526.41
060126- Shelby	06/01/2026		7 Steps to a Language Rich Classroom	100 512 410 0499	1,526.41
060126- Shelby	06/01/2026		7 Steps to a Language Rich Classroom	100 515 410 0096	1,526.41
060126- Shelby	06/01/2026		7 Steps to a Language Rich Classroom	100 515 410 0291	1,526.41
060126- Shelby	06/01/2026		Ipads with Card Readers	100 622 430 0096	1,479.76
060126- Shelby	06/01/2026		Checks	100 632 410 0000	647.94
060126- Shelby	06/01/2026		CCI JSIgn	100 632 410 0000	19.99
060126- Shelby	06/01/2026		Zoom.com	100 632 410 0000	202.98
060126- Shelby	06/01/2026		IASBO Convention - Shelby	100 632 410 0000	200.00
060126- Shelby	06/01/2026		Deposit Slips	100 632 410 0000	307.91
060126-Gary	06/01/2026		Oxford Suites - Board Clerk Training	100 632 380 0000	170.63
060126-Gary	06/01/2026		DMR Home	100 632 410 0000	21.20

Check Number: 688 Check Type: Automatic Payment Check Date: 06/11/2026 Vendor: WEXBANK WEX BANK Check Total: 5,088.95

<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>
112922774	05/31/2026		June 2026 Activities Fuel	100 532 380 0000	836.22
112922774	05/31/2026		May 2026 Activities Fuel	100 532 380 0000	1,926.28
112922774	05/31/2026		May 2026 Maintenance Fuel	100 664 410 0000	247.23
112922774	05/31/2026		May 2026 Grounds Fuel	100 665 410 0000	865.08
112922774	05/31/2026		June 2026 Grounds Fuel	100 665 410 0000	211.88
112922774	05/31/2026		May 2026 District Admin Fuel	100 681 422 0000	120.04
112922774	05/31/2026		May 2026 School Bus	100 681 422 0000	344.09
112922774	05/31/2026		Rebate Credit	100 681 422 0000	(91.65)
112922774	05/31/2026		May 2026 Drivers Ed	241 515 380 0000	215.35
112922774	05/31/2026		June 2026 Drivers Ed Fuel	241 515 380 0000	414.43

Check Number: 705 Check Type: Automatic Payment Check Date: 06/29/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 1,271.93

<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>
1X3R-6Q4Q-TMPV	06/18/2026		Gas Detector	100 664 410 0000	134.99
9Q3X	06/15/2026		Nitrile Gloves	100 641 410 0000	8.98
9RQW	06/15/2026		Tennis Balls for Furniture Legs	100 661 410 0096	271.96
CY6W	06/18/2026		Chair	100 641 410 0000	58.66
HGQM	06/02/2026		Notebooks	100 632 410 0000	24.37
HGQM	06/02/2026		Erasable Pens	100 632 410 0000	15.19
HGQM	06/02/2026		Batteries	100 632 410 0000	7.99
HGQM	06/02/2026		Paper Shredder	100 632 410 0000	254.59
HGQM	06/02/2026		Lead Refills	100 632 410 0000	4.35
HGQM	06/02/2026		Credit	100 632 410 0000	(0.10)
PC3P	06/15/2026		Air Filter Kit	100 665 410 0000	29.99
THYM	06/09/2026		Bulk Tennis Balls for Chairs	100 661 410 0096	263.96
VPLD	06/05/2026		Repair Kit-Foot Valve	100 664 410 0096	197.00

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 708	Check Type: Automatic Payment	Check Date: 06/09/2026	Vendor: STRIPE	Stripe	Check Total:	10,030.00
<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>	
06032026	06/03/2026		St Mary Catholic Church Fraud 1	100 632 410 0000	5,015.00	
06092026	06/09/2026		St Mary Catholic Church Fraud 2	100 632 410 0000	5,015.00	
Check Number: 709	Check Type: Automatic Payment	Check Date: 06/15/2026	Vendor: CACHEVALLB	Cache Valley Bank	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>	
06152026	06/15/2026		Stop Payment Fee Checks 5008 & 4453	100 632 410 0000	40.00	
Check Number: 5946	Check Type: Check	Check Date: 06/02/2026	Vendor: BLACKMAJIC	Black Magic Asphalt	Check Total:	3,000.00
<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>	
Check Number: 5947	Check Type: Check	Check Date: 06/02/2026	Vendor: BLACKMAJIC	Black Magic Asphalt	Check Total:	8,600.00
<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>	
1823-2	06/02/2026		2 of 2 Asphalt Repair PJH	100 664 314 0291	8,600.00	
Check Number: 5948	Check Type: Check	Check Date: 06/02/2026	Vendor: BLACKMAJIC	Black Magic Asphalt	Check Total:	3,000.00
<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>	
1823	06/02/2026		Part 1 of 2 Deposit PJH Repair	100 664 410 0291	3,000.00	
Check Number: 5951	Check Type: Check	Check Date: 06/11/2026	Vendor: AIDISTRIB	A & I Distributors	Check Total:	1,723.25
<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>	
204953-00	05/22/2026		Bulk 15W40 Synthetic Blend	100 681 425 0000	1,626.90	
204953-00	05/22/2026		Pro 18" Hybrid Wiper Blade	100 681 425 0000	84.40	
204953-00	05/22/2026		Delivery Fee	100 681 425 0000	11.95	
Check Number: 5952	Check Type: Check	Check Date: 06/11/2026	Vendor: ALSCO	ALSCO	Check Total:	158.78
<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>	
LBLA267455-0001	05/06/2026		Bus Shop Laundry	100 681 330 0000	33.83	
LBLA2678075	05/20/2026		Bus Shop Laundry	100 681 330 0000	41.65	
LBLA2679803	05/27/2026		Bus Shop Laundry	100 681 330 0000	41.65	
LBLA268157-0001	06/03/2026		Bus Shop Laundry	100 681 330 0000	41.65	
Check Number: 5953	Check Type: Check	Check Date: 06/11/2026	Vendor: AMERISAFE	American Safety Council, Inc	Check Total:	2,997.50
<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>	
INASC4074	05/30/2026		AAA Idaho How to Drive	241 515 314 0000	1,199.00	
INASC4076	05/22/2026		AAA Idaho How to Drive	241 515 314 0000	1,798.50	
Check Number: 5954	Check Type: Check	Check Date: 06/11/2026	Vendor: ANDERSONJU	ANDERSON JULIAN & HULL LLP	Check Total:	21.00
<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>	
106274	05/25/2026		April Legal Fees	100 632 315 0000	21.00	
Check Number: 5955	Check Type: Check	Check Date: 06/11/2026	Vendor: BEAZERLOCK	BEAZER LOCK & KEY INC	Check Total:	175.00
<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>	

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
699176	05/31/2026		Programmed dorma kaba lever	100 664 410 0000	175.00	
Check Number: 5956	Check Type: Check	Check Date: 06/11/2026	Vendor: BOMGAARS	BOMGAARS	Check Total:	28.98
<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>	
77080442-0001	06/01/2026		Sanding Disc	100 661 410 0497	28.98	
Check Number: 5957	Check Type: Check	Check Date: 06/11/2026	Vendor: BRADYINDUS	BRADY INDUSTRIES of Utah	Check Total:	431.41
<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>	
11759806-0001	05/26/2026		Bowl Brush	100 661 410 0497	33.58	
11759806-0001	05/26/2026		Waxie 3000 Clean	100 661 410 0497	387.08	
11759806-0001	05/26/2026		Fuel/Surcharge	100 661 410 0497	10.75	
Check Number: 5958	Check Type: Check	Check Date: 06/11/2026	Vendor: CHEMSEARCH	CHEMSEARCH	Check Total:	1,829.18
<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>	
9562150	03/27/2026		Contract Water Treatment Program	100 664 410 0096	914.59	
9639859	05/27/2026		Contract Water Treatment Program	100 664 410 0096	914.59	
Check Number: 5959	Check Type: Check	Check Date: 06/11/2026	Vendor: COMFORTINN	Comfort Inn & Suites	Check Total:	4,726.00
<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>	
5336048	06/01/2026		Sate Softball Lodging	100 532 380 0000	4,726.00	
Check Number: 5960	Check Type: Check	Check Date: 06/11/2026	Vendor: CONSOLIDAT	CONSOLIDATED ELECTRICAL DIST.	Check Total:	2,227.57
<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>	
4205-1096127	06/02/2026		KeyBL LED-5C-500-K1-IP	100 664 410 0096	941.04	
4205-10962-0001	05/27/2026		190 LM 15 W LED	100 664 410 0291	707.00	
4205-1096223	05/26/2026		1G Device Box	100 664 410 0000	152.41	
4205-1096223	05/26/2026		90D 6IN PT CONN	100 664 410 0000	4.90	
4205-1096223	05/26/2026		20A 125V DUP RCPT	100 664 410 0000	9.98	
4205-1096223	05/26/2026		WHT 1G DPLX PLT	100 664 410 0000	1.00	
4205-1096223	05/26/2026		1/2 INSUL FLEX CBL	100 664 410 0000	7.02	
4205-1096223	05/26/2026		Solid 12/2 W/Ground 250' Coil	100 664 410 0000	203.13	
4205-10965-0001	06/03/2026		15W LED	100 664 410 0291	353.50	
4205-10969-0001	06/05/2026		Return 1G Device Box	100 664 410 0096	(152.41)	
Check Number: 5961	Check Type: Check	Check Date: 06/11/2026	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>	
20460519	06/01/2026		June Internet Services	100 632 310 0000	917.00	
Check Number: 5962	Check Type: Check	Check Date: 06/11/2026	Vendor: ENBRIDGE	Enbridge Gas	Check Total:	4,558.77
<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>	
052126	05/22/2026		District/Maintenance Shop Natural Gas	100 661 334 0000	187.87	
052126	05/22/2026		PHS Natural Gas	100 661 334 0096	2,517.57	
052126	05/22/2026		PJH Natural Gas	100 661 334 0291	795.98	
052126	05/22/2026		Oakwood Natural Gas	100 661 334 0497	392.85	

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
052126	05/22/2026		Pioneer Natural Gas	100 661 334 0499	453.90	
052126	05/22/2026		FCHS Natural Gas	100 661 334 8844	63.44	
052126	05/22/2026		Bus ShopNatural Gas	100 681 334 0000	147.16	
Check Number: 5963	Check Type: Check	Check Date: 06/11/2026	Vendor: FOUNDOUTD	Foundation Outdoor Group, Inc	Check Total:	1,870.63
<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>	
859835	05/20/2026	H7104	Spin Rod black	243 515 410 0096 010	748.75	
859835	05/20/2026	H7104	Spin Rod White	243 515 410 0096 010	748.75	
859835	05/20/2026	H7104	Prokote Thread Finish	243 515 410 0096 010	28.58	
859835	05/20/2026	H7104	Colorado Blade Spinner Lure Kit	243 515 410 0096 010	54.66	
859835	05/20/2026	H7104	Paste Epoxy	243 515 410 0096 010	27.23	
859835	05/20/2026	H7104	Core Hand Wrapper	243 515 410 0096 010	142.24	
859835	05/20/2026	H7104	Large Guide Tubing	243 515 410 0096 010	2.58	
859835	05/20/2026	H7104	Medium Guide Tubing	243 515 410 0096 010	2.58	
859835	05/20/2026	H7104	Small Guide Tubing	243 515 410 0096 010	2.58	
859835	05/20/2026	H7104	Shipping	243 515 410 0096 010	112.68	
Check Number: 5964	Check Type: Check	Check Date: 06/11/2026	Vendor: FRANKLINC5	FRANKLIN COUNTY LANDFILL	Check Total:	580.65
<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>	
7787-0001	06/02/2026		Extra Pickup Fee PHS	100 661 336 0096	158.00	
7787-0001	06/02/2026		Extra Pickup Fee PJH	100 661 336 0291	158.00	
7787-0001	06/02/2026		Extra Pickup Fee Oakwood	100 661 336 0497	158.00	
7787-0001	06/02/2026		Extra Pickup Fee Pioneer	100 661 336 0499	106.65	
Check Number: 5965	Check Type: Check	Check Date: 06/11/2026	Vendor: GRANITETEL	GRANITE TELECOMMUNICATIONS	Check Total:	1,223.72
<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>	
749138709-0001	06/01/2026		June Landline Services	100 661 350 0000	1,223.72	
Check Number: 5966	Check Type: Check	Check Date: 06/11/2026	Vendor: GTSIMUL	GT Simulators by Global Technologies	Check Total:	1,944.00
<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>	
44436	06/01/2026	H7092	Obese Choking Manikin	243 515 410 0096 155	576.00	
44436	06/01/2026	H7092	Tremor Simulator	243 515 410 0096 155	423.00	
44436	06/01/2026	H7092	Oral Care Trainer simulator	243 515 410 0096 155	855.00	
44436	06/01/2026	H7092	Freight	243 515 410 0096 155	90.00	
Check Number: 5967	Check Type: Check	Check Date: 06/11/2026	Vendor: HANSONJANI	HANSON JANITORIAL SUPPLY	Check Total:	11,031.04
<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>	
792672	05/22/2026		Hard As Nails	100 664 410 0096	3,130.25	
792940-1	05/22/2026		Hard As Nails	100 664 410 0291	626.05	
792940-1	05/22/2026		Hybrid 25 Floor Finish	100 664 410 0291	687.80	
792940-1	05/22/2026		Bona applicator	100 664 410 0291	60.22	
793255-1-0001	06/05/2026		Industrial Force Cup	100 661 410 0096	7.46	
793624	05/22/2026		Boan Supercourt Poly 450	100 664 410 0096	1,507.02	

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User ID: MCKENSHEL

Checking Account: 1

GENERAL CHECKING

794502	05/22/2026	Industrial Cleaning Cloth	100 661 410 0096	50.37
794502	05/22/2026	Industrial Cleaning Cloth	100 661 410 0096	50.37
794502	05/22/2026	Glass Cleaner	100 661 410 0096	59.28
794661-0001	06/05/2026	Streetshoe Super Matte	100 661 410 0291	3,456.20
794726	05/22/2026	STG Sealer	100 664 410 0291	176.69
794788	05/29/2026	Gasket	100 661 410 0096	7.20
794788	05/29/2026	Screen	100 661 410 0096	33.80
794788	05/29/2026	Brass Jet	100 661 410 0096	53.60
794915	05/22/2026	Nitrile Black Glove SM	100 661 410 0499	13.08
794915	05/22/2026	Nitrile Black Glove MED	100 661 410 0499	19.62
794915	05/22/2026	Nitrile Black Glove LRG	100 661 410 0499	19.62
794916	05/22/2026	Velcro Finish Mop	100 661 410 0096	11.24
794916	05/22/2026	Finish Applicator	100 661 410 0096	100.80
794946	05/22/2026	Toilet Bowl Brush	100 661 410 0497	11.88
794946	05/22/2026	Sponge Amazing	100 661 410 0497	89.70
794946	05/22/2026	Speedex Concentrate	100 661 410 0497	236.59
794946	05/22/2026	Gator Caddy Bag	100 661 410 0497	49.71
794946-1-0001	06/05/2026	Impact Toilet Bowl Brush	100 661 410 0497	35.64
794949	05/22/2026	Hide A Hose	100 661 410 0096	119.52
795027	05/22/2026	Speedex Gallon	100 661 410 0497	(53.64)
795053	06/09/2026	Bona Supercourt Poly	100 664 410 0096	251.17
795276	06/03/2026	Last Step Carpet Rinse	100 661 410 0291	143.70
795407	06/03/2026	Finish Applicator	100 664 410 0096	67.30
795498-0001	06/05/2026	Swivel Scrub Holder	100 661 410 0499	8.80

Check Number: 5968	Check Type: Check	Check Date: 06/11/2026	Vendor: HAWLETROX	Hayley Troxell Attorneys and Counselors	Check Total: 595.00
<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>
557580	03/03/2026		April Legal Fees for Supplemental Levy	100 632 315 0000	595.00

Check Number: 5969	Check Type: Check	Check Date: 06/11/2026	Vendor: HERITLAND	Heritage Landscape Supply Group Inc	Check Total: 383.20
<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>
0027319711-01	06/01/2026		Rotating Nozzle 360	100 664 410 0497	131.20
0027319711-01	06/01/2026		Rotating Nozzle 90-210	100 664 410 0497	126.00
0027319711-01	06/01/2026		Rotator Corner	100 664 410 0497	63.00
0027319711-01	06/01/2026		Rotator	100 664 410 0497	63.00

Check Number: 5970	Check Type: Check	Check Date: 06/11/2026	Vendor: HORIZONAU	Horizon Automotive	Check Total: 223.18
<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>
76174-0001	05/07/2026		Oil Change Labor	100 681 426 0000	25.99
76174-0001	05/07/2026		Oil Change - 2016 Ford Transit 350	100 681 426 0000	44.01
76184-0001	05/07/2026		Oil Change Labor	100 681 426 0000	25.99
76184-0001	05/07/2026		Oil Change - 2020 Ford Fusion	100 681 426 0000	41.51
76259-0001	05/20/2026		Oil Change Labor	100 681 426 0000	25.99

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
76259-0001	05/20/2026	Oil Change - 2018 Hyundai Sonata			100 681 426 0000	59.69
Check Number: 5971	Check Type: Check	Check Date: 06/11/2026	Vendor: ICRMP	ICRMP	Check Total:	90,315.00
<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>	
04047-2027-0001	06/01/2026		Annual Policy 1st half payment	100 661 711 0000	90,315.00	
Check Number: 5972	Check Type: Check	Check Date: 06/11/2026	Vendor: IDAHOSALVA	IDAHO SALVAGE & METALS	Check Total:	267.50
<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>	
49456	05/15/2026		Metal for Track Barriers	100 665 410 0000	267.50	
Check Number: 5973	Check Type: Check	Check Date: 06/11/2026	Vendor: IDHW	IDHW	Check Total:	22,118.34
<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>	
053026	05/26/2026		May Medicaid Match Program	260 616 395 0000	22,118.34	
Check Number: 5974	Check Type: Check	Check Date: 06/11/2026	Vendor: INTERWOOD	Intermountain Wood Products	Check Total:	3,173.26
<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>	
2605-25734-0001	05/20/2026	H7097	Pine East Furn Grade	243 515 410 0096 153	670.00	
2605-25734-0001	05/20/2026	H7097	Pine East Furn Grade	243 515 410 0096 153	715.00	
2605-25734-0001	05/20/2026	H7097	HDM Machine Grade	243 515 410 0096 153	308.93	
2605-25734-0001	05/20/2026	H7097	MDF 1/2	243 515 410 0096 153	207.72	
2605-25734-0001	05/20/2026	H7097	MDF 1/4	243 515 410 0096 153	108.00	
2605-25734-0001	05/20/2026	H7097	Alder	243 515 410 0096 153	750.47	
2605-25734-0001	05/20/2026	H7097	Spruce	243 515 410 0096 153	195.00	
2605-25734-0001	05/20/2026	H7097	Titebond	243 515 410 0096 153	202.56	
2605-25734-0001	05/20/2026	H7097	Titebond II	243 515 410 0096 153	15.58	
Check Number: 5975	Check Type: Check	Check Date: 06/11/2026	Vendor: LAWSONPROD	LAWSON PRODUCTS INC	Check Total:	101.28
<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>	
9313515514	06/01/2026		Yellow Marker Paint	100 681 425 0000	101.28	
Check Number: 5976	Check Type: Check	Check Date: 06/11/2026	Vendor: MOUNTAINPE	MOUNTAIN PEAK BUILDERS INC	Check Total:	460.00
<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>	
13371	06/01/2026		Roof Repair Pioneer	100 664 410 0499	460.00	
Check Number: 5977	Check Type: Check	Check Date: 06/11/2026	Vendor: MOUNTWEST	Mountain West LLC	Check Total:	675.00
<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>	
37759	05/19/2026	H7103	Potting Soil	243 515 410 0096 010	675.00	
Check Number: 5978	Check Type: Check	Check Date: 06/11/2026	Vendor: NAPAAUTOPA	NAPA AUTO PARTS OF PRESTON	Check Total:	2,447.06
<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>	
017589	05/19/2026	H7099	10w30 QT	243 515 410 0096 151	70.56	
017589	05/19/2026	H7099	5W30	243 515 410 0096 151	70.56	
017589	05/19/2026	H7099	Additive	243 515 410 0096 151	40.60	
017589	05/19/2026	H7099	EXTLIFE Gal	243 515 410 0096 151	65.94	
017589	05/19/2026	H7099	Brake Blast	243 515 410 0096 151	327.60	

Checking Account: 1		GENERAL CHECKING				
017589	05/19/2026	H7099	Knit Rag	243 515 410 0096 151	166.36	
017589	05/19/2026	H7099	Washer	243 515 410 0096 151	49.92	
017589	05/19/2026	H7099	Valvoline	243 515 410 0096 151	113.81	
017589	05/19/2026	H7099	Valvoline	243 515 410 0096 151	209.65	
017589	05/19/2026	H7099	Ultra Grey	243 515 410 0096 151	32.38	
017589	05/19/2026	H7099	Threadlocker	243 515 410 0096 151	49.58	
017589	05/19/2026	H7099	Purple Power	243 515 410 0096 151	26.91	
017589	05/19/2026	H7099	Refrigerant	243 515 410 0096 151	309.99	
017589	05/19/2026	H7099	Refrigerant	243 515 410 0096 151	375.99	
017589	05/19/2026	H7099	Packout Organizer	243 515 410 0096 151	139.92	
017589	05/19/2026	H7099	Packout Organizer	243 515 410 0096 151	36.27	
017589	05/19/2026	H7099	Packout Organizer	243 515 410 0096 151	36.27	
017589	05/19/2026	H7099	Purple Power	243 515 410 0096 151	26.91	
017589	05/19/2026	H7099	Packout Organizer	243 515 410 0096 151	41.98	
018769	06/02/2026		Motorcraft Oil Filter	100 681 425 0000	66.40	
018770	06/02/2026		Fuel Filter	100 681 425 0000	189.46	
Check Number: 5979		Check Type: Check	Check Date: 06/11/2026	Vendor: NCSPEARSON	NCS PEARSON	Check Total: 167.40
<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>	
31587237	04/24/2026		BOT-3 Fine Motor Record Form	257 521 410 0000	157.40	
31587237	04/24/2026		Shipping	257 521 410 0000	10.00	
Check Number: 5980		Check Type: Check	Check Date: 06/11/2026	Vendor: NORCO	NORCO	Check Total: 1,628.00
<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>	
0046819114	05/20/2026	H7107	1/8 Excalibur 7018 Welding Rod	243 515 410 0096 010	218.00	
0046879132	05/28/2026	H7107	Plasma Bevel Guide	243 515 410 0096 010	260.00	
0046879133	05/28/2026	H7107	Welding Helmet Classic Series	243 515 410 0096 010	1,150.00	
Check Number: 5981		Check Type: Check	Check Date: 06/11/2026	Vendor: ORMONBRAN	Brandon Ormond	Check Total: 84.00
<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>	
052926	05/29/2026		Meal Reimbursement	241 515 380 0000	84.00	
Check Number: 5982		Check Type: Check	Check Date: 06/11/2026	Vendor: PACIFICSTE	PACIFIC STEEL	Check Total: 2,381.21
<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>	
9344491	05/21/2026		1x1 24' Square Tube	243 515 410 0096 151	129.61	
9344491	05/21/2026		1x1 24' Square Tube	243 515 410 0096 151	87.66	
9344491	05/21/2026		1 1/2x 1 1/2 24' SQ Tube	243 515 410 0096 151	214.85	
9344491	05/21/2026		2x1 24' REC Tube	243 515 410 0096 151	268.56	
9344491	05/21/2026		20' Angle	243 515 410 0096 151	79.59	
9344491	05/21/2026		2x2x1/4 20' Angle	243 515 410 0096 151	274.61	
9344491	05/21/2026		2x2x3/16 20' Angle	243 515 410 0096 151	106.15	
9344491	05/21/2026		1/8x1 HR Strip 20'	243 515 410 0096 151	245.39	
9344491	05/21/2026		1/4x3 HR Flat 20'	243 515 410 0096 151	527.92	

07/14/2026 1:51 PM

User ID: MCKENSHEL

Checking Account: 1

GENERAL CHECKING

9344491	05/21/2026	3/8x3 HR Flat 20'	243 515 410 0096 151	163.54
9344491	05/21/2026	1 1/2 SCH	243 515 410 0096 151	81.96
9344491	05/21/2026	2" SCH40	243 515 410 0096 151	102.43
9344491	05/21/2026	Round Tube	243 515 410 0096 151	68.94
9344491	05/21/2026	Delivery	243 515 410 0096 151	30.00

Check Number: 5983

Check Type: Check

Check Date: 06/11/2026 Vendor: PIONEERELE

PIONEER ELEMENTARY SCHOOL

Check Total:

1,183.32

<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>
072025-0001	07/01/2025	00115	Stickers PBIS	100 512 410 0499 312	116.65
1032003842-0001	07/16/2025	00115	Blow Pop Suckers PBIS	100 512 410 0499 312	88.85
1035169739-0001	10/02/2025	00115	Popcorn PBIS	100 512 410 0499 312	100.79
6CG4-0001	06/01/2026	00115	Spinner Soccer BallsPBIS	100 512 410 0499 312	22.78
6CG4-0001	06/01/2026	00115	Sticky HandPBIS	100 512 410 0499 312	21.99
6CG4-0001	06/01/2026	00115	BraceletsPBIS	100 512 410 0499 312	100.52
6CG4-0001	06/01/2026	00115	Multicolor PenPBIS	100 512 410 0499 312	29.99
6CG4-0001	06/01/2026	00115	Pull Back CarsPBIS	100 512 410 0499 312	42.99
6CG4-0001	06/01/2026	00115	Sensory ToyPBIS	100 512 410 0499 312	59.78
6CG4-0001	06/01/2026	00115	Credit PromoPBIS	100 512 410 0499 312	(5.23)
7HWG-0001	09/08/2025	00115	PomPom Sparkle Balls PBIS	100 512 410 0499 312	23.76
D7QY-0001	11/10/2025	00115	Hatching Dinosaur Egg PBIS	100 512 410 0499 312	14.24
D7QY-0001	11/10/2025	00115	Finger Skateboard PBIS	100 512 410 0499 312	26.99
D7QY-0001	11/10/2025	00115	Party Favors PBIS	100 512 410 0499 312	28.49
D7QY-0001	11/10/2025	00115	Light Up Spinning Tops PBIS	100 512 410 0499 312	29.68
D7QY-0001	11/10/2025	00115	Puzzle Fidget PBIS	100 512 410 0499 312	34.99
D7QY-0001	11/10/2025	00115	Pull Back Cars PBIS	100 512 410 0499 312	35.99
D7QY-0001	11/10/2025	00115	Bubble Fidget PBIS	100 512 410 0499 312	36.99
D7QY-0001	11/10/2025	00115	Multicolor Pen PBIS	100 512 410 0499 312	42.99
D7QY-0001	11/10/2025	00115	Mini Tumbler PBIS	100 512 410 0499 312	8.99
KKGJ	04/21/2026	00118	Inflatable Balls	100 512 410 0499 312	17.80
KKGJ	04/21/2026	00118	Inflatable Balls	100 512 410 0499 312	39.94
KKGJ	04/21/2026	00118	Foam Noodles	100 512 410 0499 312	61.98
KKGJ	04/21/2026	00118	Hobby Stick Horse	100 512 410 0499 312	59.99
KKGJ	04/21/2026	00118	Beach Ball	100 512 410 0499 312	18.98
KKGJ	04/21/2026	00118	Discount/Rebate	100 512 410 0499 312	(15.40)
KRCF-0001	09/09/2025	00115	PomPom Balls PBIS	100 512 410 0499 312	61.90
Stokes-0001	09/10/2025	00115	Pop & Syrups PBIS	100 512 410 0499 312	34.56
Stokes-0001	09/10/2025	00115	Bugles, Pretzels, M&M, Fish PBIS	100 512 410 0499 312	50.40
Stokes-0001	09/10/2025	00115	Credit for Overspending PBIS funds	100 512 410 0499 312	(9.05)

Check Number: 5984

Check Type: Check

Check Date: 06/11/2026 Vendor: PRESTONAUT

PRESTON AUTO PARTS

Check Total:

11.73

<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>
6546-312332	05/27/2026		SKT IMP 1/2DR	100 664 410 0000	11.73

Checking Account: 1

GENERAL CHECKING

Check Number: 5985	Check Type: Check	Check Date: 06/11/2026	Vendor: PRESTONHIG	PRESTON HIGH SCHOOL	Check Total: 3,035.19
<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>
060526-0001	06/05/2026		State FFA Registration	100 532 380 0000	50.00
4KXF-0001	05/14/2026	H7088	Welding Helmet	243 515 410 0096 151	119.98
4KXF-0001	05/14/2026	H7088	Welding Hammer	243 515 410 0096 151	12.59
4KXF-0001	05/14/2026	H7088	Bandages	243 515 410 0096 151	12.99
4KXF-0001	05/14/2026	H7088	Vise Bench Grip	243 515 410 0096 151	128.87
4KXF-0001	05/14/2026	H7088	Machine Work Table	243 515 410 0096 151	133.58
4KXF-0001	05/14/2026	H7088	Welding Gloves	243 515 410 0096 151	16.12
4KXF-0001	05/14/2026	H7088	Dial Caliper	243 515 410 0096 151	109.20
4KXF-0001	05/14/2026	H7088	Brake Caliper Tool Set	243 515 410 0096 151	24.68
4KXF-0001	05/14/2026	H7088	Welding Gloves	243 515 410 0096 151	25.44
4KXF-0001	05/14/2026	H7088	Acetylene Nozzle	243 515 410 0096 151	33.31
4KXF-0001	05/14/2026	H7088	Welding Jacket	243 515 410 0096 151	36.99
4KXF-0001	05/14/2026	H7088	Shop Coat	243 515 410 0096 151	74.70
4KXF-0001	05/14/2026	H7088	Antifreeze Tester	243 515 410 0096 151	13.98
4KXF-0001	05/14/2026	H7088	Pressure Washer Hose	243 515 410 0096 151	61.74
4KXF-0001	05/14/2026	H7088	Pressure Tester Kit	243 515 410 0096 151	62.28
7265181	05/28/2026		Greenhouse Plant Tags	243 515 410 0096 010	276.52
LRWY-0001	05/09/2026	H7095	Gaffer Tape	100 664 410 0096	27.44
LRWY-0001	05/09/2026	H7095	Work Gloves	100 664 410 0096	9.99
LRWY-0001	05/09/2026	H7095	Color Light Bulb	100 664 410 0096	9.52
X99Y DYRQ-0001	05/26/2026	H7106	Ceiling Light Sockets	243 515 410 0096 010	31.28
X99Y DYRQ-0001	05/26/2026	H7106	Coleman Cable	243 515 410 0096 010	179.90
X99Y DYRQ-0001	05/26/2026	H7106	Ear Plugs	243 515 410 0096 010	18.79
X99Y DYRQ-0001	05/26/2026	H7106	Sharpie Marker	243 515 410 0096 010	22.78
X99Y DYRQ-0001	05/26/2026	H7106	Welding Gloves	243 515 410 0096 010	25.44
X99Y DYRQ-0001	05/26/2026	H7106	PVC Pipe Fitting	243 515 410 0096 010	29.93
X99Y DYRQ-0001	05/26/2026	H7106	Magnetic Welding Holder	243 515 410 0096 010	29.98
X99Y DYRQ-0001	05/26/2026	H7106	Toggle Light Switch	243 515 410 0096 010	33.99
X99Y DYRQ-0001	05/26/2026	H7106	Female Thread	243 515 410 0096 010	144.28
X99Y DYRQ-0001	05/26/2026	H7106	Female Adapter	243 515 410 0096 010	45.00
X99Y DYRQ-0001	05/26/2026	H7106	Sanding Disc	243 515 410 0096 010	41.49
X99Y DYRQ-0001	05/26/2026	H7106	Wire Solder	243 515 410 0096 010	45.99
X99Y DYRQ-0001	05/26/2026	H7106	Wire Solder	243 515 410 0096 010	91.98
X99Y DYRQ-0001	05/26/2026	H7106	Welding Gloves	243 515 410 0096 010	46.99
X99Y DYRQ-0001	05/26/2026	H7106	Sprinkler Head	243 515 410 0096 010	239.45
X99Y DYRQ-0001	05/26/2026	H7106	Propane Torch	243 515 410 0096 010	160.05
X99Y DYRQ-0001	05/26/2026	H7106	Propane Cylinder	243 515 410 0096 010	66.49
X99Y DYRQ-0001	05/26/2026	H7106	Quiet Switch	243 515 410 0096 010	7.59
X99Y DYRQ-0001	05/26/2026	H7106	Solder Connection	243 515 410 0096 010	161.52

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
X99Y DYRQ-0001	05/26/2026	H7106	Copper Tee	243 515 410 0096 010	88.11	
X99Y DYRQ-0001	05/26/2026	H7106	Shipping	243 515 410 0096 010	12.50	
X99Y DYRQ-0001	05/26/2026	H7106	Return Welding Glove	243 515 410 0096 010	(25.44)	
X99Y DYRQ-0001	05/26/2026	H7106	Tamper Resistant Duplex	243 515 410 0096 010	11.32	
X99Y DYRQ-0001	05/26/2026	H7106	Pipe Fittings	243 515 410 0096 010	63.80	
X99Y DYRQ-0001	05/26/2026	H7106	Cutting Wheel	243 515 410 0096 010	24.49	
X99Y DYRQ-0001	05/26/2026	H7106	Welding Gloves	243 515 410 0096 010	25.44	
X99Y DYRQ-0001	05/26/2026	H7106	Safety Glasses	243 515 410 0096 010	123.66	
X99Y DYRQ-0001	05/26/2026	H7106	Sanding Belts	243 515 410 0096 010	48.47	
Check Number: 5986		Check Type: Check	Check Date: 06/11/2026	Vendor: PRESTONSC6	PRESTON SCHOOL LUNCH DEPT.	Check Total: 612.00
<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>	
053026	05/30/2026		PHS Adult Lunch	100 710 410 0096	321.30	
053026	05/30/2026		PJH Adult Lunch	100 710 410 0291	20.40	
053026	05/30/2026		Oakwood Adult Lunch	100 710 410 0497	5.10	
053026	05/30/2026		Pioneer Adult Lunch	100 710 410 0499	5.10	
053026	05/30/2026		FCHS Adult Lunch	100 710 410 8844	260.10	
Check Number: 5987		Check Type: Check	Check Date: 06/11/2026	Vendor: PRESTONVAL	PRESTON VALLEY COUNTRY STORE	Check Total: 86.68
<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>	
98713	05/28/2026		Bushing	100 665 410 0000	1.79	
98713	05/28/2026		Sprinkler Head	100 665 410 0000	14.99	
98713	05/28/2026		Cornerstone 5 Plus	100 665 410 0000	64.99	
98713	05/28/2026		Tax	100 665 410 0000	4.91	
Check Number: 5988		Check Type: Check	Check Date: 06/11/2026	Vendor: QUESTCPASP	QUEST CPAS PLLC	Check Total: 3,125.00
<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>	
053126	05/31/2026		FY26 Progress Billing for Audit	100 632 310 0000	3,125.00	
Check Number: 5989		Check Type: Check	Check Date: 06/11/2026	Vendor: RYTEL	RYTEL	Check Total: 2,383.73
<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>	
18308	06/01/2026		June 2026 VOIP Services	100 661 350 0000	2,383.73	
Check Number: 5990		Check Type: Check	Check Date: 06/11/2026	Vendor: SCHOLASTI1	SCHOLASTIC MAGAZINES	Check Total: 452.88
<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>	
M7718705	05/28/2026		Scholastic News 3	100 512 410 0497	150.96	
M7718705	05/28/2026		Scholastic News 3	100 512 410 0497 312	301.92	
Check Number: 5991		Check Type: Check	Check Date: 06/11/2026	Vendor: SCHOOLOUT	School Outlet	Check Total: 10,641.43
<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>	
S514351	06/02/2026	OE25281	School Desk (84)	100 664 410 0497	8,780.52	
S514351	06/02/2026	OE25281	Shipping	100 664 410 0497	1,860.91	
Check Number: 5992		Check Type: Check	Check Date: 06/11/2026	Vendor: SLEEPINN	Sleep Inn Missoula	Check Total: 469.00

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>		
050226	05/02/2026	H7085	Lodging - Orchestra	100 532 380 0000	469.00		
Check Number: 5993	Check Type: Check	Check Date: 06/11/2026	Vendor: SOUTHFORKH	SOUTH FORK HARDWARE	Check Total:	171.01	
<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>		
542462	05/27/2026		Nuts, Bolts, Screws	100 661 410 0096	2.10		
542467	05/27/2026		17oz IND Choice Inv	100 665 410 0000	17.98		
542467	05/27/2026		Hose Mender	100 665 410 0000	20.97		
542479	05/27/2026		#10 SS Clamp	100 665 410 0000	9.54		
542479	05/27/2026		#8 SS Clamp	100 665 410 0000	9.54		
542479	05/27/2026		#6 Clamp	100 665 410 0000	7.95		
542479	05/27/2026		Hose Mender	100 665 410 0000	13.98		
542761	06/01/2026		Finish Washer	100 664 410 0096	9.56		
542782	06/01/2026		Nuts, Bolts, Screws	100 664 410 0096	4.64		
543182-0001	06/08/2026		Utility Knife	100 661 410 0096	45.38		
543245	06/09/2026		Drydex Spackle	100 661 410 0096	12.09		
543245	06/09/2026		Mouse Trap	100 661 410 0096	2.49		
543245	06/09/2026		Superflex	100 661 410 0096	14.79		
Check Number: 5994	Check Type: Check	Check Date: 06/11/2026	Vendor: STANDARDPL	STANDARD PLUMBING SUPPLY CO	Check Total:	60.01	
<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>		
ANM955	05/26/2026		1/2F x 3/8OD Chrome	100 664 410 0499	6.99		
ANM955	05/26/2026		Male Adapter	100 664 410 0499	1.79		
ANQ174	05/27/2026		3/8x3/8x12ss LL	100 664 410 0497	4.29		
ANTR23	05/28/2026		Plumbing 781 CLR QT	100 665 410 0000	15.76		
APLZ34	06/03/2026		Disease - EX LWN FUNGDE 5M	100 665 410 0000	22.59		
APRX72-0001	06/04/2026		RISR Removal Tool	100 665 410 0000	8.59		
Check Number: 5995	Check Type: Check	Check Date: 06/11/2026	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>		
060926	06/09/2026		Recertification - Peery, C	100 632 314 0000	75.00		
Check Number: 5996	Check Type: Check	Check Date: 06/11/2026	Vendor: STATEDEPTO	STATE DEPT. OF EDUCATION	Check Total:	256.00	
<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>		
060926	06/09/2026		Employment - Allred, K	100 632 410 0000	32.00		
060926	06/09/2026		Employment - Christensen, H	100 632 410 0000	32.00		
060926	06/09/2026		Employment - Goodsell, L	100 632 410 0000	32.00		
060926	06/09/2026		Employment - Keller, K	100 632 410 0000	32.00		
060926	06/09/2026		Employment - Nielson, D	100 632 410 0000	32.00		
060926	06/09/2026		Employment - Perry, C	100 632 410 0000	32.00		
060926	06/09/2026		Employment - VanOrden, S	100 632 410 0000	32.00		
060926	06/09/2026		Employment - Haddock, S	100 632 410 0000	32.00		

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 5997	Check Type: Check	Check Date: 06/11/2026	Vendor: STOKESMARK	STOKES MARKET PLACE	Check Total:	127.74
<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>	
6-689642-0001	06/08/2026		PTFE Seal	100 661 410 0291	0.99	
6-689642-0001	06/08/2026		50' Ext C	100 661 410 0291	49.99	
6-689642-0001	06/08/2026		FLT WHT Enam	100 661 410 0291	6.79	
6-689642-0001	06/08/2026		Swiffer	100 661 410 0291	8.99	
6-689642-0001	06/08/2026		Tide Pods	100 661 410 0291	29.99	
6-689642-0001	06/08/2026		AA Batteries	100 661 410 0291	30.99	
Check Number: 5998	Check Type: Check	Check Date: 06/18/2026	Vendor: BLACKMAJIC	Black Magic Asphalt	Check Total:	4,800.00
<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>	
1836	06/08/2026		Pioneer Asphalt Sealing and Re Striped	100 664 314 0291	4,800.00	
Check Number: 6009	Check Type: Check	Check Date: 06/29/2026	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>	
LBLA2685077	06/17/2026		Bus Shop Laundry	100 681 330 0000	41.65	
Check Number: 6010	Check Type: Check	Check Date: 06/29/2026	Vendor: ANDERSONSI	ANDERSON'S INC	Check Total:	116.45
<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>	
2236997	06/18/2026		Pleated Filter	100 661 410 0096	116.45	
Check Number: 6011	Check Type: Check	Check Date: 06/29/2026	Vendor: BECKSTEADD	BECKSTEAD DAVID B. M.D.	Check Total:	110.00
<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>	
061226	06/12/2026		Physical - Bird, L	100 681 260 0000	110.00	
Check Number: 6012	Check Type: Check	Check Date: 06/29/2026	Vendor: BOMGAARS	BOMGAARS	Check Total:	125.10
<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>	
77073507	05/21/2026		Gloves	100 664 410 0000	7.99	
77076343	05/26/2026		Respirator	100 664 410 0000	29.99	
77076351	05/26/2026		Blade, Oscillating, Scraper Rigid	100 664 410 0000	12.99	
77076522	05/26/2026		Washer	100 664 410 0499	4.59	
77076522	05/26/2026		Nut	100 664 410 0499	7.59	
77076522	05/26/2026		Union, Compression 3/8in Brass	100 664 410 0499	8.99	
77076522	05/26/2026		Union, Compression 3/8in Brass	100 664 410 0499	8.99	
77082872	06/09/2026		Blades, Utility	100 664 410 0096	15.99	
77082872	06/09/2026		Retractable Knife	100 664 410 0096	13.99	
77082872	06/09/2026		Retractable Knife	100 664 410 0096	13.99	
Check Number: 6013	Check Type: Check	Check Date: 06/29/2026	Vendor: VALLEYIMPL	Valley Implement	Check Total:	55.42
<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>	
P8997301	06/24/2026		Clamp RD Guard	100 665 410 0000	55.42	
Check Number: 6014	Check Type: Check	Check Date: 06/29/2026	Vendor: CONSOLIDAT	CONSOLIDATED ELECTRICAL DIST.	Check Total:	265.65
<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>	

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
4205-1097537	06/16/2026		Gang Switch Box	100 664 410 0000	35.08	
4205-1097537	06/16/2026		Gang Switch Box	100 664 410 0000	15.45	
4205-1097537	06/16/2026		Support F/Switch Box	100 664 410 0000	9.14	
4205-1097537	06/16/2026		Cable Connector	100 664 410 0000	26.29	
4205-1097649	06/17/2026		4WIRE 80 PC Box	100 664 410 0291	10.41	
4205-1098038	06/25/2026		Angle Plug	100 664 410 0096	169.28	
Check Number: 6015	Check Type: Check	Check Date: 06/29/2026	Vendor: DEXIMAGIN	Dex Imaging	Check Total:	170.24
<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>	
AR15493504	06/12/2026		Black Ink Cartridge	100 512 410 0499	70.24	
AR15519977	06/17/2026		Staples -PHS Upstairs	100 515 410 0096	100.00	
Check Number: 6016	Check Type: Check	Check Date: 06/29/2026	Vendor: ENBRIDGE	Enbridge Gas	Check Total:	1,568.17
<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>	
061526	06/19/2026		District/Maintenance Natural Gas	100 661 334 0000	40.18	
061526	06/19/2026		PHS Natural Gas	100 661 334 0096	771.00	
061526	06/19/2026		PJH Natural Gas	100 661 334 0291	255.85	
061526	06/19/2026		Oakwood Natural Gas	100 661 334 0497	80.13	
061526	06/19/2026		Pioneer Natural Gas	100 661 334 0499	348.80	
061526	06/19/2026		FCHS Natural Gas	100 661 334 8844	35.99	
061526	06/19/2026		Transportation Natural Gas	100 681 334 0000	36.22	
Check Number: 6017	Check Type: Check	Check Date: 06/29/2026	Vendor: EPICSHRED	Epic Shred LLC	Check Total:	675.00
<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>	
54868	06/23/2026		Document Purging 1 Bin	100 651 314 0000	90.00	
54868	06/23/2026		Document Purging 9 Bin	100 651 314 0000	585.00	
Check Number: 6018	Check Type: Check	Check Date: 06/29/2026	Vendor: FRANKLIN8	FRANKLIN COUNTY SHERIFF	Check Total:	25,663.00
<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>	
7050	06/15/2026		Resource Officer	246 515 115 0000	25,663.00	
Check Number: 6019	Check Type: Check	Check Date: 06/29/2026	Vendor: HANSONJANI	HANSON JANITORIAL SUPPLY	Check Total:	13,420.66
<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>	
795772	06/11/2026		Rival Stand Up Scrubber	100 664 410 0096	11,209.05	
795821	06/19/2026		Hybrid 25 Floor Finish	100 664 410 8844	280.72	
795821	06/19/2026		STIX 20% Phosphoric Thick	100 664 410 8844	11.58	
795821	06/19/2026		Tahoe Blue Multi Surface	100 664 410 8844	27.50	
795832	06/12/2026		Velcro Frame w/Swivel	100 661 410 0096	22.74	
795832	06/12/2026		Telescope Tab Handle	100 661 410 0096	22.74	
795838	06/19/2026		Glass Cleaner	100 661 410 0096	59.28	
795838	06/19/2026		Disinfectant	100 661 410 0096	112.60	
795838	06/19/2026		Restroom Cleaner	100 661 410 0096	137.69	
795838	06/19/2026		Densiclean Concrete Cleaner	100 661 410 0096	171.00	

Checking Account: 1		GENERAL CHECKING			
795838	06/19/2026	STIX 20% Phosphoric Thick	100 661 410 0096	132.36	
795838	06/19/2026	Clario Pink Foam Cleanser	100 661 410 0096	85.94	
795838	06/19/2026	Lindhausa Vac Bags	100 661 410 0096	22.90	
795838	06/19/2026	Nitrile Black Glove	100 661 410 0096	287.40	
795838	06/19/2026	Chalkboard Foam Cleaner	100 661 410 0096	96.51	
795838	06/19/2026	Cleaning Cloth	100 661 410 0096	50.37	
795838	06/19/2026	Shop Max Centerfeed	100 661 410 0096	191.56	
795838	06/19/2026	Scouring Pad	100 661 410 0096	25.20	
795838	06/19/2026	Dust Pan	100 661 410 0096	16.26	
795838	06/19/2026	Natural Roll Towel	100 661 410 0096	369.72	
795838	06/19/2026	Wood Floor Cleaner	100 661 410 0096	87.54	
Check Number: 6020	Check Type: Check	Check Date: 06/29/2026	Vendor: HERITLAND	Heritage Landscape Supply Group Inc	Check Total: 343.00
<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>
0027431229-001	06/05/2026		Rotator Side Strip (50)	100 665 410 0000	343.00
Check Number: 6021	Check Type: Check	Check Date: 06/29/2026	Vendor: JWPEPPERSO	J.W. PEPPER & SON INC.	Check Total: 2,264.73
<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>
368579934	05/21/2026	H7100	Nabucco Overture	720 515 410 0096 123	100.00
368579934	05/21/2026	H7100	Sound of Music Selections	720 515 410 0096 123	90.00
368579934	05/21/2026	H7100	Sea Hawk	720 515 410 0096 123	75.00
368579934	05/21/2026	H7100	Italian Folk Festival	720 515 410 0096 123	58.00
368579934	05/21/2026	H7100	Lonestar	720 515 410 0096 123	55.00
368579934	05/21/2026	H7100	Yee Haw	720 515 410 0096 123	55.00
368579934	05/21/2026	H7100	First Ten Minutes Vilin	720 515 410 0096 123	9.95
368579934	05/21/2026	H7100	First Ten Minutes Viola	720 515 410 0096 123	9.95
368579934	05/21/2026	H7100	First Ten Minutes Cello	720 515 410 0096 123	9.95
368579934	05/21/2026	H7100	First Ten Minutes Bass	720 515 410 0096 123	9.95
368579934	05/21/2026	H7100	A Can-Can Festival	720 515 410 0096 123	90.00
368579934	05/21/2026	H7100	Frost on the Plow	720 515 410 0096 123	65.00
368579934	05/21/2026	H7100	Walk the Plank	720 515 410 0096 123	60.00
368579934	05/21/2026	H7100	First Ten Minutes Piano	720 515 410 0096 123	9.50
368579934	05/21/2026	H7100	Random Rumba	720 515 410 0096 123	40.00
368579934	05/21/2026	H7100	Flight of the Ice Dragon	720 515 410 0096 123	75.00
368579934	05/21/2026	H7100	Spring Fest	720 515 410 0096 123	45.00
368579934	05/21/2026	H7100	Valdres March Score	720 515 410 0096 123	12.00
368579934	05/21/2026	H7100	Essential Technique for Strings	720 515 410 0096 123	57.99
368579934	05/21/2026	H7100	Second American Folk Rhapsody	720 515 410 0096 123	95.00
368579934	05/21/2026	H7100	Jurassic Park Highlights	720 515 410 0096 123	90.00
368579934	05/21/2026	H7100	Downtown Abbey	720 515 410 0096 123	70.00
368579934	05/21/2026	H7100	A Matador's Tale	720 515 410 0096 123	10.00
368579934	05/21/2026	H7100	Joseph and the Amazing Technicolor	720 515 410 0096 123	60.00

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
368579934	05/21/2026	H7100	Summer Dances	720 515 410 0096 123	125.00	
368579934	05/21/2026	H7100	Nabucco Overture	720 515 410 0096 123	20.00	
368579934	05/21/2026	H7100	Lonestar Score	720 515 410 0096 123	7.50	
368579934	05/21/2026	H7100	Chaps N Spurs	720 515 410 0096 123	50.00	
368579934	05/21/2026	H7100	Shipping	720 515 410 0096 123	44.99	
368589113	05/29/2026	H7100	First Ten Minutes Conductor	720 515 410 0096 123	19.95	
368589113	05/29/2026	H7100	Jesse Polka Full Orchestra	720 515 410 0096 123	60.00	
368589113	05/29/2026	H7100	American Patrol Score	720 515 410 0096 123	10.00	
368589113	05/29/2026	H7100	Prelude from Holberg Suite	720 515 410 0096 123	65.00	
368589113	05/29/2026	H7100	Valdres March	720 515 410 0096 123	70.00	
368589113	05/29/2026	H7100	Radetzky March	720 515 410 0096 123	65.00	
368589113	05/29/2026	H7100	Themes from the New World POD	720 515 410 0096 123	75.00	
368589113	05/29/2026	H7100	Royal Feast	720 515 410 0096 123	45.00	
368589113	05/29/2026	H7100	Jesse Polka Score	720 515 410 0096 123	10.00	
368589113	05/29/2026	H7100	Jesse Polka	720 515 410 0096 123	60.00	
368589113	05/29/2026	H7100	Jesse Polka Score	720 515 410 0096 123	10.00	
368589113	05/29/2026	H7100	American Patrol String Orchestra	720 515 410 0096 123	60.00	
368589113	05/29/2026	H7100	Prelude From Holberg Suite	720 515 410 0096 123	10.00	
368589113	05/29/2026	H7100	Binary	720 515 410 0096 123	45.00	
368589113	05/29/2026	H7100	Radetzky March Score	720 515 410 0096 123	10.00	
368589113	05/29/2026	H7100	Ride Score	720 515 410 0096 123	10.00	
368589113	05/29/2026	H7100	A Matador's Tale	720 515 410 0096 123	65.00	
368602039	06/09/2026	H7100	Ride	720 515 410 0096 123	65.00	
368602039	06/09/2026	H7100	Yee Haw Score	720 515 410 0096 123	10.00	
Check Number: 6022	Check Type: Check		Check Date: 06/29/2026	Vendor: LESSCHWABT	LES SCHWAB TIRE CENTER	Check Total: 3,105.40
<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>	
50900912420	06/11/2026		Tires	100 681 425 0000	2,769.48	
50900912420	06/11/2026		Labor	100 681 425 0000	335.92	
Check Number: 6023	Check Type: Check		Check Date: 06/29/2026	Vendor: LYONSGENI	Geniel Lyons	Check Total: 87.03
<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>	
060826	06/08/2026		Food Purchases	100 631 311 0000	87.03	
Check Number: 6024	Check Type: Check		Check Date: 06/29/2026	Vendor: PHILLIPSTR	PHILLIPS TRUCKING	Check Total: 800.00
<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>	
11037	06/25/2026		Freight 6 pallets of Textbooks	100 512 322 0497	800.00	
Check Number: 6025	Check Type: Check		Check Date: 06/29/2026	Vendor: PRESTONAUT	PRESTON AUTO PARTS	Check Total: 7.99
<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>	
6546-313017	06/11/2026		Oil Filter	100 665 410 0000	7.99	
Check Number: 6026	Check Type: Check		Check Date: 06/29/2026	Vendor: PRESTONCI3	PRESTON CITY WATER DEPT.	Check Total: 2,614.00

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>
053126	05/31/2026		May 2026 Water/Sewer PHS	100 661 332 0096	816.75
053126	05/31/2026		May 2026 Water/Sewer PJH	100 661 332 0291	247.00
053126	05/31/2026		May 2026 Water/Sewer Oakwood	100 661 332 0497	520.00
053126	05/31/2026		May 2026 Water/Sewer Pioneer	100 661 332 0499	267.50
053126	05/31/2026		May 2026 Water/Sewer FCHS	100 661 332 8844	202.00
053126	05/31/2026		May 2026 Water/Sewer District	100 661 335 0000	358.75
053126	05/31/2026		May 2026 Water/Sewer Transportation	100 681 353 0000	202.00

Check Number: 6027

Check Type: Check

Check Date: 06/29/2026 Vendor: PRESTONHIG

PRESTON HIGH SCHOOL

Check Total:

2,012.84

<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>
H6NK & F9FD	05/08/2026	H7087	Bamboo LAB Filament	243 515 410 0096 153	16.14
H6NK & F9FD	05/08/2026	H7087	Duracell C Batteries	243 515 410 0096 153	16.98
H6NK & F9FD	05/08/2026	H7087	Bambu LAB 3D Filament	243 515 410 0096 153	24.80
H6NK & F9FD	05/08/2026	H7087	Bambu LAB 3D Filament	243 515 410 0096 153	30.95
H6NK & F9FD	05/08/2026	H7087	Solder Kit	243 515 410 0096 153	26.54
QVMM & 43DJ	06/01/2026	H7098	Compression Tester Kit	243 515 410 0096 151	105.29
QVMM & 43DJ	06/01/2026	H7098	Tire Repair Patch Tool Kit	243 515 410 0096 151	23.99
QVMM & 43DJ	06/01/2026	H7098	Detailing Gun	243 515 410 0096 151	37.89
QVMM & 43DJ	06/01/2026	H7098	Battery Cable	243 515 410 0096 151	59.49
QVMM & 43DJ	06/01/2026	H7098	Reciprocating Saw Blades	243 515 410 0096 151	78.00
QVMM & 43DJ	06/01/2026	H7098	Drill Bit Set	243 515 410 0096 151	129.98
QVMM & 43DJ	06/01/2026	H7098	Nitrile Gloves	243 515 410 0096 151	129.99
QVMM & 43DJ	06/01/2026	H7098	Grease	243 515 410 0096 151	26.50
QVMM & 43DJ	06/01/2026	H7098	Electrical Wire	243 515 410 0096 151	13.29
QVMM & 43DJ	06/01/2026	H7098	Harness Tape	243 515 410 0096 151	13.30
QVMM & 43DJ	06/01/2026	H7098	Disposable Respirator	243 515 410 0096 151	13.65
QVMM & 43DJ	06/01/2026	H7098	Tire Repair	243 515 410 0096 151	15.19
QVMM & 43DJ	06/01/2026	H7098	Welders Cap	243 515 410 0096 151	15.99
QVMM & 43DJ	06/01/2026	H7098	Brake Caliper	243 515 410 0096 151	16.14
QVMM & 43DJ	06/01/2026	H7098	Ear Plugs	243 515 410 0096 151	33.98
QVMM & 43DJ	06/01/2026	H7098	Mill Set	243 515 410 0096 151	164.59
QVMM & 43DJ	06/01/2026	H7098	Washers	243 515 410 0096 151	17.09
QVMM & 43DJ	06/01/2026	H7098	Storage Shelves	243 515 410 0096 151	177.99
QVMM & 43DJ	06/01/2026	H7098	Electrical Tape	243 515 410 0096 151	18.04
QVMM & 43DJ	06/01/2026	H7098	Sandpaper	243 515 410 0096 151	36.82
QVMM & 43DJ	06/01/2026	H7098	Welding Goggles	243 515 410 0096 151	23.59
QVMM & 43DJ	06/01/2026	H7098	Lubricant	243 515 410 0096 151	26.99
QVMM & 43DJ	06/01/2026	H7098	Paper Towels	243 515 410 0096 151	27.99
QVMM & 43DJ	06/01/2026	H7098	Plastiguage Kit	243 515 410 0096 151	29.06
QVMM & 43DJ	06/01/2026	H7098	Zep Spray Bottle	243 515 410 0096 151	29.09
QVMM & 43DJ	06/01/2026	H7098	Scrub Pad	243 515 410 0096 151	29.99

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
QVMM & 43DJ	06/01/2026	H7098	Work Gloves	243 515 410 0096 151	29.99	
QVMM & 43DJ	06/01/2026	H7098	Glue with Activator	243 515 410 0096 151	30.99	
QVMM & 43DJ	06/01/2026	H7098	Engine Degreaser	243 515 410 0096 151	31.99	
QVMM & 43DJ	06/01/2026	H7098	Cleaner	243 515 410 0096 151	31.99	
QVMM & 43DJ	06/01/2026	H7098	Interior Cleaner	243 515 410 0096 151	34.19	
QVMM & 43DJ	06/01/2026	H7098	Battery Cable Crimper	243 515 410 0096 151	35.99	
QVMM & 43DJ	06/01/2026	H7098	Electrical Wire Connectors	243 515 410 0096 151	37.89	
QVMM & 43DJ	06/01/2026	H7098	Cone Drill & Punch Set	243 515 410 0096 151	38.69	
QVMM & 43DJ	06/01/2026	H7098	Electronic Earmuffs	243 515 410 0096 151	79.98	
QVMM & 43DJ	06/01/2026	H7098	Coolant Test Strip	243 515 410 0096 151	41.58	
QVMM & 43DJ	06/01/2026	H7098	Cleaning Cloth/Towels	243 515 410 0096 151	44.44	
QVMM & 43DJ	06/01/2026	H7098	Tire Shine Spray	243 515 410 0096 151	44.99	
QVMM & 43DJ	06/01/2026	H7098	Safety Glasses	243 515 410 0096 151	81.69	
QVMM & 43DJ	06/01/2026	H7098	Spray Nozzle	243 515 410 0096 151	7.44	
QVMM & 43DJ	06/01/2026	H7098	Cleaner	243 515 410 0096 151	31.99	
QVMM & 43DJ	06/01/2026	H7098	Promotion	243 515 410 0096 151	(0.31)	
Check Number: 6028	Check Type: Check	Check Date: 06/29/2026	Vendor: PRESTONROT	PRESTON ROTARY CLUB	Check Total:	145.00
<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>	
061226	06/12/2026		2026 2nd Quarter Dues	100 632 410 0000	145.00	
Check Number: 6029	Check Type: Check	Check Date: 06/29/2026	Vendor: PRESTONVAL	PRESTON VALLEY COUNTRY STORE	Check Total:	93.71
<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>	
98654	06/15/2026		9Hillman	100 664 410 0096	28.72	
98985	06/17/2026		Cornerstone 5 Plus	100 664 410 0000	64.99	
Check Number: 6030	Check Type: Check	Check Date: 06/29/2026	Vendor: PUBLICCONS	Public Consulting Group LLC	Check Total:	10,727.20
<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>	
CIV-10040486	02/12/2026		Medicaid Services 07/01/25 and Beyond	100 651 314 0000	5,337.94	
CIV-10041923	04/16/2026		Medicaid Services 07/01/25 and Beyond	100 651 314 0000	5,389.26	
Check Number: 6031	Check Type: Check	Check Date: 06/29/2026	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>	
677330	06/23/2026		Install Window	100 681 425 0000	200.00	
Check Number: 6032	Check Type: Check	Check Date: 06/29/2026	Vendor: SOUTHFORKH	SOUTH FORK HARDWARE	Check Total:	27.48
<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>	
543848	06/18/2026		Choice INV MKG Glrsn	100 661 410 0096	9.99	
543848	06/18/2026		Frogtape	100 661 410 0096	17.49	
Check Number: 6033	Check Type: Check	Check Date: 06/29/2026	Vendor: STAGESPOT	Stage Spot	Check Total:	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>	
1000328337	06/19/2026		Tough Prime	100 664 410 0096	370.00	

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 6034	Check Type: Check	Check Date: 06/29/2026	Vendor: STANDARDPL	STANDARD PLUMBING SUPPLY CO	Check Total: 111.09
<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>
AQZW04	06/15/2026		Basket Strainer	100 664 410 0096	8.99
AQZW04	06/15/2026		Caulk	100 664 410 0096	2.99
ARVV80	06/22/2026		Heavy Duty Drain Cleaner	100 661 410 0096	38.48
ARZM27	06/23/2026		Fem Aerator	100 664 410 0499	10.36
ARZX73	06/23/2026		VLV Box	100 665 410 0000	50.27
Check Number: 6035	Check Type: Check	Check Date: 06/29/2026	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>
20260629	06/29/2026		Recertification- Marshall, A	100 632 410 0000	75.00
Check Number: 6036	Check Type: Check	Check Date: 06/29/2026	Vendor: STATEDEPTO	STATE DEPT. OF EDUCATION	Check Total: 128.00
<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>
20260629	06/29/2026		Employment- Ascona, J	100 632 410 0000	32.00
20260629	06/29/2026		Employment- Bodily, H	100 632 410 0000	32.00
20260629	06/29/2026		Employment- Meek, O	100 632 410 0000	32.00
20260629	06/29/2026		Employment- Jensen, T	100 632 410 0000	32.00
Check Number: 6037	Check Type: Check	Check Date: 06/29/2026	Vendor: STOKESMARK	STOKES MARKET PLACE	Check Total: 188.60
<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>
01-151038	06/18/2026		Ant/Roach Killer	100 661 410 0291	11.99
01-151038	06/18/2026		Swiffer Refill	100 661 410 0291	12.49
02-133034	06/10/2026		Fabuloso Cleaner (4)	100 661 410 0291	18.36
02-133034	06/10/2026		Pinesol (12)	100 661 410 0291	67.08
03-233771	06/24/2026		Pinsol Cleaner	100 661 410 0291	16.77
03-233771	06/24/2026		Distilled Vinegar	100 661 410 0291	11.67
03-233771	06/24/2026		Alcohol Isopropyl	100 661 410 0291	15.88
03-233771	06/24/2026		Alcohol Isopropyl	100 661 410 0291	23.88
66-697227	06/16/2026		Hardware	100 661 410 0291	10.48
Check Number: 17026	Check Type: Direct Deposit	Check Date: 06/11/2026	Vendor: HAMBLINKAY	HAMBLIN KAYLYNN	Check Total: 135.00
<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>
619338725Zg6	06/01/2026		Boise State University	100 512 322 0497	60.00
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0000	75.00
Check Number: 17027	Check Type: Direct Deposit	Check Date: 06/11/2026	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>
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0291	75.00
Check Number: 17028	Check Type: Direct Deposit	Check Date: 06/11/2026	Vendor: CROSSLARI	Larin Crossley	Check Total: 160.00
<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>
060526-0001	06/05/2026		Meal Reimbursement- State FFA	100 532 380 0000	160.00

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
Check Number: 17029	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17030	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/22/2026		Phone Reimbursement	100 651 310 0000	75.00	
Check Number: 17031	Check Type: Direct Deposit	Check Date: 06/11/2026	Vendor: HEMMEBRAN	Brandi Hemmert	Check Total:	138.00
<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	138.00	
Check Number: 17032	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/27/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17033	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17034	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/22/2026		Phone Reimbursement	100 651 310 0000	75.00	
Check Number: 17035	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/22/2026		Phone Reimbursement	100 681 354 0000	75.00	
Check Number: 17036	Check Type: Direct Deposit	Check Date: 06/11/2026	Vendor: NELSOHOWA	Howard Nelson	Check Total:	145.00
<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>	
052926	05/29/2026		Meal Reimbursement	241 515 380 0000	84.00	
052926	05/29/2026		Gas Reimbursement	241 515 380 0000	61.00	
Check Number: 17037	Check Type: Direct Deposit	Check Date: 06/11/2026	Vendor: PEERYCLIN	Clint Peery	Check Total:	240.00
<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>	
031926-0001	03/19/2026		Danielson's Framework for Teaching	100 515 410 0096	165.00	
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17038	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0291	75.00	
Check Number: 17039	Check Type: Direct Deposit	Check Date: 06/11/2026	Vendor: SMITHCYNT	Cynthia Smith-Murray	Check Total:	523.18
<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>	
041426 TEMU	04/14/2026	00117	Pillow Insert	100 512 410 0499 312	13.14	
041426 TEMU	04/14/2026	00117	Pillow Covers	100 512 410 0499 312	17.78	

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
041426 TEMU	04/14/2026	00117	Smores Blanket	100 512 410 0499 312	10.50	
041426 TEMU	04/14/2026	00117	Insulated Smores Cup	100 512 410 0499 312	52.50	
041426 TEMU	04/14/2026	00117	Smores T-Shirts	100 512 410 0499 312	48.70	
041426 TEMU	04/14/2026	00117	Smores Shoulder Bag	100 512 410 0499 312	11.62	
041426 TEMU	04/14/2026	00117	Smores Crossbody Bag	100 512 410 0499 312	12.06	
041426 TEMU	04/14/2026	00117	Smores Beach Towel	100 512 410 0499 312	26.58	
041426 TEMU	04/14/2026	00117	Smores Blankets	100 512 410 0499 312	37.44	
041426 TEMU	04/14/2026	00117	Shipping/Tax	100 512 410 0499 312	19.70	
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
TEMU	04/14/2026	00116	Bulk Bandanas	100 512 410 0499 312	99.47	
TEMU	04/14/2026	00116	Bulk Bandanas	100 512 410 0499 312	98.69	
Check Number: 17040	Check Type: Direct Deposit	Check Date: 06/11/2026	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>	
FY26-0005	06/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 17412	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: ANDREHANC	Hance Andreasen	Check Total: 72.48	
<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>	
3205315	06/26/2026		Bona Courtlines White Sport Paint	100 664 410 0291	72.48	
Check Number: 17413	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: BIRDLAUR	Laurel Bird	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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	116.00	
Check Number: 17414	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: CHECKNILE	Nile Checketts	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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	32.00	
Check Number: 17415	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: CHRISDAVI	David Christopherson	Check Total: 20.00	
<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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	20.00	
Check Number: 17416	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: CROSSLARI	Larin Crossley	Check Total: 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>	
061826	06/16/2026		Mileage Reimbursement	243 515 380 0096 010	124.00	
061826	06/16/2026		Meal Reimbursement	243 515 380 0096 010	76.00	
061826	06/16/2026		Lodging Reimbursement	243 515 380 0096 010	200.00	
Check Number: 17417	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: FELLOKRIS	Kristin Fellows	Check Total: 20.00	
<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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	20.00	
Check Number: 17418	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: GALEJEFF	Jeffery Gale	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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	32.00	

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 17419	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: GUNDELANA	Lana Gundersen	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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 17420	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: HEMMEJUST	Justin Hemmert	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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	104.00	
Check Number: 17421	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: SHARPKRIS	Kristina Sharp	Check Total:	210.00
<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>	
060526	06/05/2026		Meal Reimbursement	243 515 380 0096 010	150.00	
061826	06/15/2026		Meal Reimbursement	243 515 380 0096 010	60.00	
Check Number: 17422	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: SMARTLORI	Lori Smart	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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	12.00	
Check Number: 17423	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: THOMAGARY	Gary Thomas	Check Total:	152.00
<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>	
061226	06/12/2026		Mileage Reimbursement	100 632 380 0000	152.00	
Check Number: 17424	Check Type: Direct Deposit	Check Date: 06/29/2026	Vendor: WATSOSPEN	Spencer Watson	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>	
053126	05/31/2026		Drivers Meal Reimbursement	100 532 380 0000	12.00	

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 329,291.61

Detail Check Register

Checking Account: 2		CHILD NUTRITION CHECKING				
Check Number: 50	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: AMAZONCAPI	AMAZON CAPITAL SERVICES	Check Total:	104.38
<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>	
HVMV-0001	05/14/2026		Janitorial Flatware Rack	290 710 410 0000	104.38	
Check Number: 51	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: IDAHOSTAT5	IDAHO STATE TAX COMMISSION	Check Total:	89.07
<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>	
053026-0001	05/30/2026		Child Nutrition Sales Tax	290 416100	89.07	
Check Number: 52	Check Type: Automatic Payment	Check Date: 06/29/2026	Vendor: AMAZONCAPI	AMAZON CAPITAL SERVICES	Check Total:	1,554.24
<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>	
RDW7	03/19/2026		Holding & Proofing Cabinet	290 710 410 0000	1,554.24	
Check Number: 1576	Check Type: Check	Check Date: 06/11/2026	Vendor: BRADYINDUS	BRADY INDUSTRIES of Utah	Check Total:	1,132.08
<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>	
11745881	05/21/2026		Heavy Duty Delimer 1 Gal	290 710 410 0096	147.66	
11746330	05/21/2026		Heavy Duty Delimer 1 Gal	290 710 410 0499	328.14	
11746502	05/21/2026		Heavy Duty Delimer 1 Gal	290 710 410 0291	328.14	
11750977	05/21/2026		Heavy Duty Delimer 1 Gal	290 710 410 0497	328.14	
Check Number: 1577	Check Type: Check	Check Date: 06/11/2026	Vendor: DFADAIRYBR	DFA DAIRY BRANDS - MEADOW GOLD DAIRY	Check Total:	1,995.49
<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>	
31687950	06/01/2026		Milk Purchases Oakwood	290 710 450 0497 710	256.50	
31688103	06/04/2026		Milk Purchases Oakwood	290 710 450 0497 710	1,738.99	
Check Number: 1578	Check Type: Check	Check Date: 06/11/2026	Vendor: GOLDSTARF	Gold Star Foods	Check Total:	6,586.91
<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>	
3478516	05/26/2026		Food Purchases Oakwood	290 710 450 0497	5,484.38	
3487378	05/26/2026		Food Purchases Oakwood	290 710 450 0497	1,102.53	
Check Number: 1579	Check Type: Check	Check Date: 06/11/2026	Vendor: IDENTIMETR	IDENTIMETRICS	Check Total:	2,054.40
<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>	
10458	09/01/2025		25-26 Annual Subscription Scanner	290 710 300 0000	2,054.40	
Check Number: 1580	Check Type: Check	Check Date: 06/11/2026	Vendor: NICHOLASCO	NICHOLAS & COMPANY	Check Total:	1,872.43
<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>	
1000043953	06/02/2026		Food Purchases Oakwood	290 710 450 0497	1,872.43	
Check Number: 1581	Check Type: Check	Check Date: 06/29/2026	Vendor: DFADAIRYBR	DFA DAIRY BRANDS - MEADOW GOLD DAIRY	Check Total:	397.49
<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>	
31688342	06/08/2026		Milk Purchases Oakwood	290 710 450 0497 710	397.49	
Check Number: 1582	Check Type: Check	Check Date: 06/29/2026	Vendor: NICHOLASCO	NICHOLAS & COMPANY	Check Total:	914.22
<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>	
1000056390	06/09/2026		Food Purchases Oakwood	290 710 450 0497	914.22	

Checking Account: 2 CHILD NUTRITION CHECKING

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 16,700.71

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>
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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>
Bundersen, Desiree	Teacher	Social Studies	PJH	Resign	1
Oxborrow, Jennifer	Teacher	1st Grade	Pioneer	Resign	1

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>
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To the Preston School District Community,

Welcome to the 2026–2027 edition of the PACE (Procedures for Advisors, Coaches, and Educators) Guide.

This guide has been developed to provide one comprehensive resource for the procedures and expectations that support our athletic and activity programs. By bringing these procedures together in one place, we hope to create consistency across the district while providing coaches, advisors, and staff with the tools they need to effectively lead our students.

The procedures outlined in this guide are intended to support sound decision-making, clear communication, and positive experiences for our students, families, and community. They reflect Preston School District expectations, Idaho High School Activities Association (IHSAA) regulations, and applicable state and federal laws. While this guide cannot address every situation, it serves as the foundation for operating our programs with professionalism, integrity, and a student-first mindset.

Thank you for your commitment to the students of Preston School District. The time, effort, and leadership you provide both inside and outside the classroom make a lasting impact on our schools and community. I appreciate your dedication and look forward to another outstanding year.

Sincerely,

Dr. Brady Garner, Ed.D.
Assistant Superintendent
District Athletic Director
Preston School District



INTRODUCTION

PACE includes policies and procedures for athletics and other extra-curricular activities in Preston School District. It is the responsibility of the Activities Director to annually educate administrators, athletic supervisors, advisors and coaches on all policies and procedures found in PACE. Coaches and advisors will acknowledge their training/education of PACE through communication with the athletic director.

For questions about PACE contact:

Brady Garner (District Athletic Director) – brady.garner@psd201.org

PSD ATHLETIC/ACTIVITY MISSION STATEMENT

To create an inclusive environment that develops passionate leaders committed to growth and the promotion of change.

ATHLETIC VALUES

We will:

- Unite instead of divide
- Have uncompromising integrity
- Be proud of our effort and discipline
- Commit to a growth mindset
- Exhibit strength and resilience

PSD FOUNDATIONAL RULES FOR SCHOOL LEADERS

1. Promote Academic Excellence
2. Maintain Professional Conduct
3. Enforce Fair Play and Good Sportsmanship
4. Avoid being alone with students
5. Be Financially Responsible. Avoid taking money.
6. Keep your keys on or near you.
7. Develop Athletic Skills and Character
8. Plan and Organize Practices Efficiently
9. Handle Disciplinary Issues Appropriately
10. Encourage Positive Parental Involvement
11. Stay Updated with Coaching Education
12. Evaluate and Reflect on Performance

SPORTSMANSHIP PHILOSOPHY

At Preston School District, we believe athletics and activities are an extension of the classroom and an opportunity to develop character, leadership, teamwork, and respect. Good sportsmanship is expected from everyone involved in our programs, including student-athletes, coaches, advisors, staff, parents, and spectators. We are committed to representing our schools and community with integrity, humility, and class in both victory and defeat.



Through positive behavior, respect for officials and opponents, and pride in our programs, we strive to create an environment that reflects the highest standards of education-based athletics and activities.

STUDENT-ATHLETE SPORTSMANSHIP EXPECTATIONS

Dear Student-Athletes,

On behalf of Preston School District, I would like to thank you for your commitment to our athletic and activity programs. Athletics and activities are an extension of the classroom and play an important role in developing character, teaching responsibility, and preparing students for success beyond graduation.

At Preston School District, we believe sportsmanship is one of the most important aspects of education-based athletics and activities. Our programs are built on the principles of integrity, fairness, respect, and pride in representing our schools and community. We ask all student-athletes, coaches, advisors, staff, parents, and spectators to help create an environment that reflects these values.

As members of the Preston School District community, we encourage every student-athlete to:

- Show dignity and class under all circumstances.
- Respect the rules of the game, officials, coaches, teammates, opponents, and their decisions.
- Refrain from taunting, trash talk, or any form of disrespectful behavior.
- View participation as a learning experience, whether in victory or defeat.
- Promote positive behavior and encourage others to understand the value of good sportsmanship.

As a student-athlete, you represent Preston School District everywhere you go. The way you conduct yourself—in the classroom, on the field of play, while traveling, and in the community—reflects directly on your team, your school, and our district. Together, we can continue to build programs that make our community proud.

Thank you for your commitment to Preston School District athletics and activities. I look forward to another successful year and appreciate the example you set for future generations of student-athletes.

Sincerely,

Dr. Brady Garner, Ed.D.
Assistant Superintendent
District Athletic Director
Preston School District



PARENT AND SPECTATOR SPORTSMANSHIP EXPECTATIONS

Dear Parents and Guardians,

On behalf of Preston School District, thank you for your continued support of our athletic and activity programs. Athletics and activities are an extension of the classroom, providing students with opportunities to develop character, leadership, teamwork, responsibility, and respect. Your support plays a vital role in creating a positive experience for every student.

At Preston School District, we believe sportsmanship is one of the most important aspects of education-based athletics and activities. Our programs are built on the principles of integrity, ethical behavior, fairness, respect, and pride in representing our schools and community. Parents and spectators set the tone for our programs and serve as role models for our students.

As parents and supporters of Preston School District athletics and activities, we encourage you to:

- Recognize that athletics and activities are part of the educational experience and that the lessons learned are more important than the final score.
- Encourage all participants by demonstrating positive behavior and respectful communication.
- Cheer in a positive manner while refraining from taunting, intimidation, profanity, or disrespectful behavior toward opponents, officials, coaches, participants, or spectators.
- Learn, understand, and respect the rules of the activity, as well as the officials and their decisions.
- Support our coaches and advisors as they teach, mentor, and develop our students.
- Respect opponents as fellow students and competitors.
- Demonstrate dignity, class, and self-control under all circumstances.

The example set by parents and spectators has a lasting impact on our students and our school culture. Together, we can create an environment that reflects the highest standards of education-based athletics and activities while making Preston School District a place our students are proud to represent.

Thank you for your continued partnership and support. We look forward to another successful and rewarding year.

Sincerely,

Dr. Brady Garner, Ed.D.
Assistant Superintendent
District Athletic Director
Preston School District



ATHLETE OF THE WEEK

The Preston School District Athlete of the Week Program recognizes student-athletes who demonstrate outstanding sportsmanship, leadership, citizenship, character, and commitment both on and off the field of play. Student-athletes are nominated each week by their head coach for representing their team, school, and community in a positive manner.

From the weekly nominations, the District Athletic Director will select one Athlete of the Week to be recognized for their achievements and example. The selected student-athlete will receive an Athlete of the Week t-shirt and be recognized through district and school communication platforms, with their accomplishments highlighted.

The Athlete of the Week Program celebrates the values of education-based athletics by recognizing students who consistently demonstrate integrity, respect, teamwork, leadership, and pride while representing Preston School District.



—SECTION 1— FINANCES

SCHOOL FEES

PROGRAM FEE TRANSPARENCY REQUIREMENT

TICKET PRICES AND SEASON PASSES

TOURNAMENT ENTRY FEE'S

ATHLETIC BOOSTERS & HALL OF FAME

DONATIONS

FUNDRAISERS





SECTION 1 - FINANCES

Advisors, coaches, and educators may not at any time purchase items for personal use with school funds.

SCHOOL FEES

1. It is the intent of Preston School District to disclose all required fees to parents and students **before** participation in an activity.
2. All money directed toward activity fees collected from parents will go through the finance office. Parents are encouraged to keep receipts as proof of purchase.
3. Advisors, coaches, and educators should not handle money or accept money from participants in any form. This includes Venmo.
4. The coach or advisor is responsible for ensuring that students have paid required fees prior to participation.
5. Advisors will monitor their accounts with the assistance of the school financial secretary and are responsible for ensuring that fees charged are sufficient to cover expenses.

PROGRAM FEE TRANSPARENCY REQUIREMENT

The purpose of this policy is to ensure transparency and accountability for all program fees.

1. Requirement:
 - Any program that charges a participation fee must provide an itemized list detailing how the fee will be used.
2. Approval:
 - The itemized list must be approved by the District Athletic Director or administration prior to collecting any fees.
3. Communication:
 - The approved itemized list must be shared with athletes and parents.
4. Use of Funds:
 - All fees must be used for program-related expenses and follow district financial procedures.
5. Responsibility:
 - Coaches are responsible for ensuring compliance with this requirement.
6. The front office must be notified at least 1 week prior to the collection of any fees.



TICKET PRICES AND SEASON PASSES

Adult Tickets: \$7.00

Seniors (65+): \$5.00

Students/Kids (9-12): \$5.00

Students/Kids (K-8): \$4.00

District Employees: Free w/card

20 event, regular season punch pass: \$100

Work 5 Events: \$25 per event and 20 event, regular season punch pass

Family Pass: \$300 (Entrance into all regular season home events for you, your spouse, and children under 18).

Donor's Pass: Price is dependent upon the number of banners purchased and where the banners will be located.

TOURNAMENT ENTRY FEES

1. The district shall pay entry fees for up to four (4) varsity tournaments and four (4) junior varsity tournaments per sport during the regular season.
2. Tournament participation and associated entry fees must receive prior approval from the District Athletic Director or designee before any commitment is made to attend.
3. The district reserves the right to deny payment for tournaments that are determined to be unreasonable in cost or not aligned with the goals of the athletic program.
4. Any regular-season tournament entry fees beyond the four (4) varsity and four (4) junior varsity tournaments covered by the district shall be paid from the team's activity account or other approved program funds.
5. Postseason competitions, including district, regional, play-in, state qualifying, and state tournaments sponsored or sanctioned by the appropriate governing association, shall be funded by the district and shall not count toward the regular-season tournament limits.
6. Coaches are encouraged to consider travel costs, missed instructional time, competitive value, and overall program budget when selecting tournaments for participation.
7. The district athletic director or designee can grant an exception to these rules. Any exception will only be for a one-year basis.

ATHLETIC BOOSTER CLUB AND HALL OF FAME

The Preston School District supports the efforts of the Athletic Booster Club in enhancing athletic programs and opportunities for student participants.

1. Purpose:
 - The Athletic Booster Club exists to support Preston School District athletic programs through fundraising, community engagement, and program support.
2. Hall of Fame:



- The Athletic Booster Club will oversee the development and implementation of a Preston High School Hall of Fame to recognize outstanding individuals and contributions to the district's athletic programs.
3. Meetings:
 - Booster Club meetings will be held on the first Monday of each month at 5:30 p.m.
 - Meetings will take place in the Preston Education Foundation Room.
 4. Communication and Participation:
 - Individuals interested in participating in or supporting the Booster Club or Hall of Fame are encouraged to contact the District Athletic Director for additional information.

DONATIONS

Donations are defined as a voluntary gift or contribution. These unsolicited contributions are given to and managed through the High School Financial Secretary and dispersed appropriately.

1. Donations given to the school become property of the district and may not be removed without permission.
2. Donations cannot be directed toward an individual student, but may be given to a specific program or purpose. A donor may express the desire for funds to be directed toward a specific purpose and will work with the school to use donations in accordance with the donors' instructions as long as it is in compliance with district regulations. If no instructions are provided, donations are relinquished to the control of the school in partnership with advisors, coaches, and educators.
3. Outside groups or donors cannot purchase items to circumvent District purchasing procedures. Coaches that wish to receive donations must communicate with the District Athletic Director for instructions as to how to receive items. For example, a donor cannot:
 - Pay a vendor directly for items purchased for a program without communication with the program and Activities Director.
 - Purchase equipment from a vendor to avoid receiving bids from competing companies.
 - Fund construction projects or field improvements by paying a vendor directly without communication with school leadership.

FUNDRAISERS

A Fundraiser is defined as a legitimate process of collecting money by soliciting or requesting donations from individuals/businesses. The fundraiser guidelines are as follows:

Approved by the activities director, building principal, and superintendent.
Complete fundraising form at least three (3) weeks prior to the event.

<https://form.jotform.com/222294153056048>



Provide detailed explanation of the purpose of fundraising.

Develop fundraising that is service oriented.

No door-to-door soliciting.

Fundraisers should break even or show a profit.

If merchandise is to be sold, it must be purchased from local vendors, if possible.

Each organization will be limited to two (2) fundraisers per school year. *Events that directly benefit the growth of your program (such as youth camps, tournaments, or leagues) will not be considered a fundraiser.*

All funds must be deposited in school accounts.

All money will be disbursed through school accounts.

**All general financial donations to the school or contributions to a specific program will be given to the front office of Preston High School.*



—SECTION 2—

PURCHASING

GENERAL PURCHASING
CONTRACTS
EMOLUMENTS
PURCHASING ADVISORIES



SECTION 2 - PURCHASING

GENERAL PURCHASING

No purchases may occur without approval from school administration and the Athletic Director. Below are suggested guidelines for purchases:

1. A Purchase Request (PR) must be completed before purchasing anything with District or PHS funds. You are not allowed to go over the amount on the PR without submitting a new PR. Once the PR is submitted, it will go through the approval process.
2. The head advisor or coach of a program is responsible for completing a PR before items are purchased. No other individual associated with a program has permission to make purchases.
3. The only exception to this is special/emergency use of classroom funds. If classroom funds are used without a PR and approval, sales tax will not be reimbursed.
4. If purchasing from a website or an entity that won't take a purchase order, a school credit card will be checked out to you after the PO process is approved. You will also be given the District's Tax Exempt number. You can then use them to make the purchase.
5. If you wish to purchase something from Amazon, a school account must be used. You may work with the front office to purchase items from Amazon. It will require the PO and name as part of the checkout process.
6. Please plan on 48 hours from the time you turn in your purchase request to complete your purchase.
7. If purchases amount to more than \$50,000, multiple bids will be required.

CONTRACTS

Only the Business Manager or Superintendent, in coordination with purchasing and the school supervisor, is authorized to enter in and sign any type of contract involving incentives or rewards based upon past purchases. Do not accept gifts, food, clothing or payments from vendors or potential vendors in excess of \$25 total during a single calendar year.

Contact the Purchasing Department for directions on how to use or enter into contracts for athletic equipment and uniforms.

EMOLUMENTS

It is unlawful for an employee engaging in obtaining a procurement item to ask, receive, offer to receive, accept, or ask for a promise to receive, an emolument, gratuity, contribution, loan, or reward for the employee's own use or benefit.

PURCHASING ADVISORIES

1. A person is guilty of receiving or soliciting a bribe if that understanding or agreement that the purpose or intent is to influence an action, decision, opinion, person asks for, solicits, accepts, or receives, directly or indirectly, any benefit with the recommendation, judgment, vote, nomination, or exercise of discretion, of a public servant, party official, or voter.
2. As per district policy, employees of PSD shall neither offer nor accept gifts which might reasonably be interpreted as an attempt to influence the conduct of district business.
3. Promotional items or advertising items may be accepted provided the item is widely distributed to other individuals, districts, and firms having essentially the same business relationship with those offering.
4. When any reasonable doubt or question exists about the acceptance of a gratuity, speak with the administrator.
5. When a gratuity is offered under circumstances which might reasonably be interpreted as an attempt to influence the conduct of district business, it should immediately be reported to the school administration.
6. A coach/advisor should not accept gifts, food, clothing, services or payments from vendors or potential vendors in excess of \$25 total during a single calendar year.
7. A coach/advisor may receive a gift in any form from a student, team member or their families as long as it does not exceed \$25 in value.
8. District employees may not use the district as a purchasing agent for personal purchases even if the employee intends to reimburse the district.



—SECTION 3— TRAVEL

DISTRICT TRANSPORTATION SCHEDULING

PSD TRAVEL GUIDELINES

GENERAL TEAM TRAVEL PROCEDURES

SUMMER TRANSPORTATION

TRIP ASSIGNMENTS

STATE TOURNAMENT TRAVEL AND LODGING

BUS DECORATION



SECTION 3 - TRAVEL

School transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee. A use charge will be charged against the activity or sponsoring student group requesting the Transportation.

DISTRICT TRANSPORTATION SCHEDULING

To submit a travel request, you must:

1. Submit your request 10 days in advance.
2. Go to the district website and find the transportation request form.
3. Fill out the form for your group. Be as accurate as possible with your departure and arrival times, as bus drivers are prohibited from driving a certain amount of hours

PSD TRAVEL GUIDELINES

Students are expected to ride the bus to and from scheduled activities. (The building administrator can make an exception.) Students on such trips are required to comply with the rules and regulations governing daily school transportation.

1. Transportation will be provided by the school/district for all sponsored activities. Students will not transport themselves to district sponsored activities.
2. Parents may transport their own child to or from an event or activity with the permission of the school/coach. Coaches may require student-athletes to ride with the team.
3. Students are prohibited from transporting themselves to or from sponsored activities.
4. Role will be taken by the supervisor on all trips to make sure students are accounted for.
5. The supervising teacher/coach is to be on the bus to monitor and respond to student misbehavior.
6. Coaches and Advisors have options for transportation besides using a school bus. Details and guidelines for those options may be discussed with school and district administration.
7. Friends and family members of student-athletes and coaches are not approved to travel with the team, unless given approval by the administration and are covered by district insurance.
8. Students are required to return home on the same day as their last competition unless given permission by the administration.
9. Overnight trips within the state of Idaho:
 - *Trips within the state of Idaho are approved by the school principal.*
 - *Students are not to remain overnight if it is practical to return home.*
10. Family Members accompanying coaches/advisors on out of state trips:



- *Accompanying family members should be approved before traveling with a program.*
- *Coaches/Advisors are expected to accompany their group and therefore should not bear the financial burden of paying for their associated trip expense. If you choose to bring a family member on a trip, the advisor/coach must pay for any expense related to that family member.*
- *Coaches/Advisors should not use any money raised by student fundraisers or other means to obtain a partial or entire free trip for a family member.*

GENERAL TEAM TRAVEL PROCEDURES

The purpose of this policy is to promote efficient use of district resources, maximize student time in class, and ensure consistency in travel expectations for all athletic programs.

1. Scope:
This policy applies to all in-season and postseason travel, including regular season contests and state competitions.
2. Transportation Guidelines:
 - School buses will not be used when fewer than fourteen (14) student-athletes are traveling and a district van is available.
 - In these situations, teams are expected to utilize district vans or other approved transportation methods.
 - All transportation decisions must align with district transportation procedures and availability.
3. Departure Time Expectations:
 - Teams are expected to remain in school for as much of the academic day as possible.
 - Teams may not be dismissed early unless travel time requires it.
 - Departure times will be determined using Google Maps travel estimates.
 - Teams may depart when necessary to ensure arrival one (1) hour prior to the first scheduled event.
4. Overnight Travel Departure:
 - If traveling the night before a competition, departure time will be determined using Google Maps travel estimates.
 - Teams may depart when necessary to ensure arrival at or after 9:00 p.m. at the destination.
 - Teams may not depart earlier than necessary to meet this arrival time unless approved by the District Athletic Director or designee.
5. Practice Scheduling:
 - All practices should be scheduled outside of the regular school day.
 - Coaches are expected to avoid scheduling practices during instructional time.

- If scheduling outside the school day is not possible, prior approval must be obtained from the District Athletic Director.
6. Administrative Oversight:
 - All travel plans must be approved through district procedures.
 - Coaches are responsible for adhering to these expectations and ensuring compliance.
 7. Exceptions:
 - Any exceptions to this policy must receive prior approval from the District Athletic Director or designated administrator.

SUMMER TRANSPORTATION

Ensuring safe and efficient transportation to summer events is a top priority, and we have several options for teams to consider. These are the summer travel options:

1. School Bus:
 - Cost: \$3.00 per mile/ hourly pay for district bus driver
 - Details: Teams opting to travel by school bus will incur a cost of \$3.00 per mile.
 - This option includes a bus driver and can accommodate larger groups of athletes and equipment.
 - Teams should coordinate with the athletic department to schedule bus travel in advance.
2. District Vans/Cars:
 - Cost: \$0.40 per mile
 - Details: For smaller teams or groups, district vans and cars are available at a rate of \$0.40 per mile.
 - This option is more cost-effective for shorter distances or smaller groups.
 - Coaches or approved district personnel must drive these vans.
3. Carpooling:
 - Cost: Varies (determined by families)
 - Details: Teams may choose to carpool using private vehicles. If teams decide to carpool:
 - It is the responsibility of the families to arrange transportation.
 - The school and coaches cannot assist in organizing or planning these rides.
 - Parents must ensure that their children arrive at the event safely and on time.
 - The school is not responsible for any damages that occur.

**Important Notes*

1. Planning: Teams should decide on their preferred mode of travel well in advance to ensure availability and coordination with the athletic department.



2. Responsibility: When using district vehicles, coaches and team managers are responsible for ensuring that all travel arrangements adhere to district policies.
3. Liability: The school district and coaching staff are not liable for any incidents or issues that arise during carpooling. Parents assume full responsibility for their children when arranging private transportation.

TRIP ASSIGNMENTS

1. While assigning trips, the Transportation Supervisor will do so in a manner that ensures all Transportation laws can be followed.
2. The buses and vehicles used to transport students and staff will be assigned by the transportation supervisor based upon sensible rotation, safety, available drivers, equipment needing to be transported, available vehicles in the fleet, and cost.

STATE TOURNAMENT TRAVEL AND LODGING

This policy outlines the expectations and requirements for student-athletes, participants, and staff related to travel, lodging, meals, and return from high school state-level athletic and activity competitions. The purpose is to ensure safe, consistent, and cost-effective use of district resources.

1. Scope:
This policy applies to all high school athletic teams, activity groups, coaches, advisors, and chaperones attending state-level competitions where district funds are utilized.
2. Hotel Accommodation During Competition:
Preston School District will cover the cost of hotel accommodations for each night that a team or activity group is actively competing at a state event. Four kids per room and 1 per stipend coach.
3. Night Before Lodging Criteria:
The district will only cover the cost of hotel accommodations the night prior to competition if travel conditions meet the following requirement:
Based on Google Maps travel time, the team would be required to depart before 7:30 a.m. in order to arrive at the competition site at least one (1) hour prior to the first scheduled event.
4. Booking Procedures:
All hotel accommodations for state tournaments will be arranged and booked by the district. Coaches are not authorized to independently book hotel rooms for state events. The district will not reimburse lodging that is not pre-approved and booked through district procedures.
5. Meals and Food Expenses:
 - The district will provide meals or a per diem for student-athletes and stipend coaches during state competition travel, as determined by the Activities Director.



- Meal arrangements will be planned in advance and may include team meals, school-paid meals, or a per diem.
 - Coaches are not authorized to independently spend or request reimbursement for food outside of approved procedures.
 - All food purchases must follow district purchasing guidelines.
6. Return Travel Requirement:
Upon completion of their scheduled competition (when the team/group is no longer eligible to advance or participate further), programs are required to return home to Preston in a timely manner. No additional lodging will be provided after elimination or completion of the final scheduled event unless approved by administration.
7. Administrative Approval:
All lodging, meal, and travel arrangements must follow district procedures and be approved in advance by the Activities Director or designated administrator before anything is booked.
8. Police Escort Procedures:
- Police escorts will only be provided for teams that win a state championship.
 - Escorts are intended to recognize state championship achievement and ensure safe and organized return to the community.
 - If an escort is approved, it must be coordinated and requested by the Activities Director, building principal, or designated district personnel.
 - Coaches, parents, or outside groups are not authorized to independently arrange police escorts on behalf of the school or district.
 - All arrangements must follow local law enforcement guidelines and district procedures.
9. Exceptions:
Any exceptions to this policy must receive prior approval from administration and will be considered on a case-by-case basis.

BUS DECORATION PROCEDURES

1. Eligibility:
 - Teams are only permitted to decorate school transportation vehicles when advancing to a state competition.
2. Approval:
 - All decorations must be approved by the Transportation Supervisor prior to decorating the vehicle.
3. Expectations:
 - Decorations must be school appropriate and may not create safety concerns or obstruct visibility.
4. Clean Up:
 - Coaches are responsible for ensuring all decorations are removed and the vehicle is cleaned following the trip.



—SECTION 4—

CAMPS/CLINICS

SCHOOL-SPONSORED ACTIVITIES
NON-SCHOOL-SPONSORED ACTIVITIES



SECTION 4 - CAMPS AND CLINICS

The purpose of these guidelines is to provide direction and procedures for camps and clinics. These guidelines define when a coach is acting within the scope of employee duties with respect to school district activities (sponsored duties) and when an employee provides or participates in private but public education related (non-sponsored) activities outside of their public education employment. These guidelines also define the employee's responsibility, whether these activities occur on or off school premises, and identifies when an employee does not represent the school district, and provides notice to employees regarding disclosure duties.

SCHOOL SPONSORED ACTIVITIES

School Sponsored Activities include activities, fundraising events, clubs, camps, clinics or other events or activities that are authorized by a specific school which supports the District or an authorized school club, activity, sport, class or program that also satisfies at least one of the following conditions:

1. It is managed or supervised by the District or public school, or District or public school employee.
2. It uses the District or public school's facilities, equipment, or other school resources.
3. It is supported or subsidized by public funds, including the public school's activity funds.
4. Any team camp is school sponsored and must follow school sponsored procedures.

Camps, clinics, and other activities involving school sanctioned groups such as teams, performing arts, or other school employee groups, must be handled as "District Sponsored Events." When an event is sponsored by a coach or instructor at the school, the public believes that the event is sponsored by the school.

1. All district sponsored events must be pre-approved by school administration. Employees must submit planned events well in advance, preferably on an annual basis. Pre-approval must be obtained before any public or parent meetings.
2. Merely having a key does not grant permission to use facilities.
3. The school's financial secretary must collect all fees for camps, clinics, or other activities sponsored by the school district. Teachers or coaches that collect fees must turn them in as soon as possible. All costs associated with camp, clinic or other activity must also be submitted to the financial secretary for payment.
4. Coaches, teachers, and advisors should avoid being alone with money given to them as a protection to their integrity and future with the district.
5. A roll with attendance must be kept for all camps and clinics.
6. Overnight activities must have the approval of the administration. If funds are provided by the district, the Board must approve the event.



7. Any non-district employee must be fingerprinted before performing services for the district if the employee will be working one-on-one with the students and must abide by district guidelines.
8. Coaches, advisors and other school personnel cannot increase vendor fees for camps, clinics, workshops, etc. to help increase personal remuneration.
9. School sponsored activities shall be reasonably equal for boys and girls.

NON-SCHOOL SPONSORED ACTIVITIES

Non-sponsored activities include activities in which a Preston School District employee participates and may/may not receive compensation directly from current or prospective students of the school district. Such activities include but are not limited to:

1. Tutoring
2. Lessons
3. Travel opportunities (club play)
4. Camps and Clinics (non-team camps)



—SECTION 5—

FACILITY USE

PRIORITIES
RESTRICTIONS
FEES
NON-USAGE FEE
FACILITY USE APPLICATION





SECTION 5 - FACILITY USE

PRIORITIES FOR SCHOOL FACILITY USE/RENTAL

1. Students at the school - in season sports and activities
2. Students at the school - out of season sports and activities
3. City and feeder programs
4. Others

Coaches, teachers, and advisors must communicate their desire to utilize school facilities in advance. Practices, games, performances, and other events must be scheduled in advance with the front office.

The Preston Joint School District #201 recognizes the community's capital investment in school buildings and facilities and believes such facilities should be used for legitimate community purposes. This public investment in school facilities and sites and the general community welfare justify using school buildings and grounds by responsible organizations, associations, and civic groups for educational, cultural, civic, and recreational purposes outside school hours. Such use will not conflict with or handicap the school program, be unlawful, or, in the Superintendent's or designee's judgment, present an unreasonable risk to the property of the district employees or students.

The use of school facilities for district purposes has precedence over all other uses. Student and school-related organizations shall be granted the use of school facilities at no cost. The use of district facilities is offered as a service to the community; however, operational costs while the facility is being used should be at the expense of the third party and not at the expense of the district. Fees charged for using facilities are intended for the recovery of operational costs only.

Groups and organizations who are allowed to use district facilities shall be required to indemnify and hold harmless the district, the Board, and all employees of the district against any and all claims, liabilities, damages, losses, actions, or causes of action that may be sustained to persons or property resulting from the occupancy and use of district facilities and/or equipment. They must also provide the district with a copy of sufficient liability insurance as determined by the district for the third-party event.

District employees who desire to use school facilities for uses other than district business are considered community users and must follow the same procedures as others in the community.



RESTRICTIONS

Use of district facilities by a third party will be pursuant to written permission issued by the superintendent or designee. The activity conducted in the building or on the grounds shall not be harmful to people nor present unreasonable risk, cause or threaten to cause undue wear upon district property.

The district reserves the right to refuse permission for building use.

During the term of the license, the Superintendent or designee may enter the facilities occupied by the third party.

FEES

The facility fees will be \$50 an hour for the time the group will be in the building or complex, which includes facility use and custodial fees. A daily rate of \$350 per facility is also available. Facilities can only be rented between 8 am to 8 pm Monday through Saturday. (The building administrator and head custodian can extend the rental time outside those hours if they determine appropriate school supervision, set-up, and clean-up can be secured without creating a hardship to the district) If additional staff is needed, such as but not limited to Technician, Light & Sound Crew, Cook, EMT, or Police, the third-party renting facility is responsible for their wages. Payment for facility use must be made 3 days before the event along with proof of appropriate insurance. Additional hours beyond the facility agreement will be charged double.

A memorandum of understanding and a facility use agreement may be established between Preston City and Preston School District that follows a different rental agreement. Please contact the Activities director or the Assistant Superintendent to determine if one is in place.

NON-USAGE FEE

Local organizations and groups directly affiliated with the public schools, such as school clubs, parent-teacher association groups, and employee associations may be permitted to use the district facilities without charge, depending on the nature of the activity. If the group charges a fee for others to attend their event, the group using the facility may need to pay a rental fee to the district, which would be determined by the superintendent designee at the facility.

PLEASE COMPLETE THE ATTACHED FORM BELOW 14 DAYS BEFORE THE EVENT.

Facility Request Application

The facility rental application can be found online and must be completed for both school-sponsored and non-school-sponsored activities.



—SECTION 6— STUDENTS & ATHLETES

CHAIN OF COMMAND COMMUNICATION
CHAIN OF COMMAND GUIDELINES
COACH COMMUNICATION PROCEDURES
ELIGIBILITY AND PARTICIPATION IN ACTIVITIES
UNIFORM AND EQUIPMENT RETURN REQUIREMENT
IDHSAA ELIGIBILITY STANDARDS
PRESTON HIGH SCHOOL ELIGIBILITY STANDARDS
HOME SCHOOL ELIGIBILITY
FRANKLIN COUNTY HIGH SCHOOL ELIGIBILITY
ONLINE SCHOOL ELIGIBILITY
CONSEQUENCES OF PLAYING WHILE INELIGIBLE
ATHLETIC LETTERING PROCEDURES
ARROW AWARD
EXCUSING ABSENCES
DRUG TESTING
NCAA ELIGIBILITY BASICS
PARENT INVOLVEMENT IDEAS



SECTION 6 - STUDENTS, PARENTS, AND ATHLETES

CHAIN OF COMMAND COMMUNICATION

There is a clear and organized chain of command for addressing concerns or inquiries related to the high school athletic program. This structured approach ensures efficient communication and resolution while respecting the roles and responsibilities of key individuals within the school community.

1. LEVEL 1/ Coach:

- In the event of concerns related to a specific athletic team or program, students are encouraged to initiate communication with the respective coach first. If the issue isn't resolved between the coach and the athlete, parents are invited to communicate their concerns.
- Coaches are responsible for addressing and resolving team-specific issues, providing information, and maintaining open lines of communication with stakeholders.

2. LEVEL 2/ Athletic Director/ Assistant Superintendent:

- If concerns persist or if the issue is not satisfactorily resolved at the coach level, individuals are encouraged to contact the Athletic Director/Assistant Superintendent.
- The Athletic Supervisor will serve as the next point of contact for matters pertaining to overall athletic program management, compliance, and department-wide issues.

CHAIN OF COMMAND GUIDELINES:

1. Timely Resolution:

- Each level of the chain of command is expected to address concerns promptly and efficiently. Coaches, Athletic Supervisors, the Activities Director, and the Assistant Superintendent are committed to resolving issues in a timely manner.

2. Respectful Communication:

- All communication at each level should be conducted with respect and professionalism. It is expected that individuals express their concerns in a constructive and courteous manner.

3. Documentation:

- Parties involved in the chain of command process may be required to provide relevant documentation to support their concerns or decisions. This may include emails, written statements, or other pertinent information.

4. Confidentiality:

- Information shared during the chain of command process will be treated with confidentiality to the extent permitted by law and district policies.



By adhering to this chain of command policy, the school community aims to foster effective communication, collaboration, and resolution within the framework of the athletic program's organizational structure.

COACH COMMUNICATION PROCEDURES

The purpose of this procedure is to ensure clear, consistent, and appropriate communication between coaches, student-athletes, and parents.

1. Approved Communication Platforms:
 - Coaches are required to use an approved group communication platform for all team communication.
 - Approved platforms include: GroupMe, Remind, Hudl, or Band.
2. Communication Expectations:
 - All team-related communication with student-athletes and parents should take place through one of the approved platforms.
 - Coaches cannot use private messaging outside of these platforms when communicating with student-athletes.
3. Parent and Athlete Access:
 - Coaches are expected to include both student-athletes and parents/guardians in the communication platform to ensure transparency.
4. Administrative Access:
 - Coaches must add the District Athletic Director to their communication group as an admin.
5. 24-Hour Rule:
 - Coaches, parents, and student-athletes are expected to wait a minimum of 24 hours following a contest before addressing concerns related to playing time, strategy, or game decisions.
 - Following the 24-hour period, concerns must first be addressed directly with the coach.
 - This expectation is in place to allow for appropriate reflection and ensure communication remains respectful and productive.
 - Administration will not address concerns related to playing time, strategy, or game decisions, as this is the responsibility and decision of the coach.
6. Professional Responsibility:
 - Coaches are responsible for maintaining appropriate, professional communication at all times and ensuring all communication aligns with district expectations and policies.

ELIGIBILITY AND PARTICIPATION IN ACTIVITIES

All students at Preston High School are encouraged to participate in some extracurricular activities. All students will be able to find an area of interest whether that is a sport or a club



and will be able to make a contribution and develop their talents. This district will follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (Board Policy 572).

UNIFORM AND EQUIPMENT RETURN REQUIREMENT

The purpose of this policy is to ensure accountability for district-issued equipment and maintain the longevity of athletic resources.

1. Requirement for Participation:
 - Student-athletes must return all district-issued uniforms and equipment from a previous sport season before they are eligible to participate in the next sport season.
2. Definition of Return:
 - All items must be returned, cleaned, and in acceptable condition as determined by the coach.
 - Any missing or damaged items must be resolved prior to participation.
3. Ineligibility for Non-Compliance:
 - Student-athletes who have not returned issued uniforms or equipment will be considered ineligible for participation, including practices and competitions, until the obligation is met.
4. Responsibility:
 - It is the responsibility of the student-athlete to ensure all items are returned on time.
 - Coaches are responsible for verifying that equipment has been returned prior to allowing participation.
5. Exceptions:
 - Any exceptions must be approved by the District Athletic Director or designated administrator.

IDHSAA ELIGIBILITY STANDARDS

1. Be enrolled full-time and have received passing grades and earn credits in at least six (6) full credit subjects, or the equivalency, in the previous semester/trimester or grading period for which credit is earned.
2. An approved course is one that is taken for credit toward graduation. Released Time does not count as a class. For example, if 7 classes are available, the student must pass at least 5.
3. If a student receives a "No Credit" or "NC", the student has not received credit and the NC will be considered as a failing grade. If a student does not meet this requirement, he/she automatically will sit out the entire semester.



PRESTON HIGH SCHOOL ELIGIBILITY STANDARDS

1. Grades: 2.0 or higher GPA and no Fs-if you have less than a 2.0 or Fs, work with the teacher where the low grade(s) occurs and contact an administrator when grades go up. This can be in person or through an email. Be prepared to take pictures of your late assignments if the teacher will not have time to grade work before your contest. This can be used as proof of eligibility.
2. Attendance-You will not be permitted to be over 10 hours TOTAL for the week. This includes tardies and absences. Every class period absence will count as 1 hour, and every tardy will count as 15 minutes towards the total 10 hours. This will be enforced strictly in the 26-27 academic year. This means that if you miss one full day of school, it is 7 hours, then if you have 12 total tardies for a total of 3 hours, even if you do NOT have 4 in any one class, you will be ineligible because you are at 10 hours. Please be to class on time, and if you are absent have a parent excuse those hours. (You can only excuse a maximum of 8 days per semester.) You will still be ineligible if absence hours are over 9 OR if you accrue 4 tardies in any ONE class hour. HOURS CARRYOVER FROM SEMESTER 1 to SEMESTER 2

****Parents-Please get in the habit of excusing absences immediately. You can email sarah.curry@psd201.org or call 208-852-0280. Please include those dates and hours your student was absent. Also, get notes for doctor and dentist appointments so they can be coded as Medical.

3. Student-athletes who are on the eligibility list for two (2) consecutive weeks for grades in the same class will be required to sit out of competition for one (1) week, even if eligibility is regained during that time. During this period, the student-athlete may continue to practice if approved by the coach but may not participate in contests or miss school. Following the completion of the one-week sit-out period, the student-athlete may return to competition provided all eligibility requirements are being met. There will be no exceptions to this requirement. There is no limit to the number of times this consequence may be applied within a school year.

KEEP IN MIND: If you end any semester with an F, you will be ineligible for 15% of your next sports season's scheduled dates, and you will be put on an academic contract. If you end with 2 transcript Fs but still pass 5 credits, you will miss 30% of your next season's scheduled dates and be put on an academic contract.



HOME SCHOOL ELIGIBILITY IN PSD

The purpose of this procedure is to establish eligibility requirements for home school students participating in Preston School District athletic and activity programs.

1. Full-Time Home School Students:
 - Full-time home school students are eligible to participate in IHSAA activities if they reside within the Preston School District attendance boundaries and meet all applicable IHSAA eligibility requirements.
2. Part-Time Home School Students:
 - Part-time home school students are eligible to participate provided they reside within the Preston School District attendance boundaries and meet all applicable IHSAA eligibility requirements.
3. Academic Eligibility:
 - Home school students must verify grade-level academic performance through a nationally recognized standardized achievement test or a portfolio of student work, as permitted by Idaho Code.
4. Participation Fees:
 - Home school students must pay the activity and/or pay-to-play fee.

FRANKLIN HIGH SCHOOL ELIGIBILITY

1. Franklin high school students are eligible to participate in activities as long as they have passed two consecutive blocks.
2. If a student fails or drops a single block they become ineligible.

ONLINE SCHOOL ELIGIBILITY

1. If a student is enrolled full-time in an online program, they are not a Preston High student; therefore, they are ineligible to compete in athletics programs.
2. Online students may be eligible to participate in athletics upon completion of the IDHSAA dual-enrollment form.

CONSEQUENCE OF PLAYING WHILE INELIGIBLE

It is the responsibility of the coach to ensure that all student-athletes are aware of their eligibility status. Students who are ineligible due to attendance or academics are not permitted to participate. Athletes who fail to sit out while ineligible will result in an automatic one-game suspension for the student and coach.

ATHLETIC LETTERING PROCEDURES

To earn a varsity letter, student-athletes must meet the following minimum criteria:

- Participate in at least 50% of varsity-level scheduled contests/events during the season
- Complete the entire season as a member of the team in good standing



- Meet all team and school expectations

ARROW AWARD

Head coaches may develop additional program-specific criteria for the Arrow Award with prior administrative approval. The Arrow Award is intended to be a higher level of recognition than a varsity letter and must include participation in varsity athletics and completion of a community service component. Additional requirements must be communicated to student-athletes prior to the season and approved by the District Athletic Director.

EXCUSING ABSENCES

As previously mentioned, anytime that the student is not in attendance at school their parents/guardians should be aware and excuse the absences through the front office:

1. After 8 school days an unexcused absence (A) will be inexcusable by a parent/guardian.
2. 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.
3. 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).
4. When parents are writing a note, please include the date it is written and parent signature. Fraudulent excusing of absences may result in loss of privileges for all involved.
5. 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.

Students are always responsible to make up any work, quizzes and/or tests missed during their absence. Students have the responsibility to arrange for makeup work and due date for the work with their teachers.

DRUG TESTING (District Policy)

A student will be considered to have violated this policy if (1) the student attempts to alter or substitute a testing sample, or (2) if a testing sample is confirmed positive as described in Policy 578P1 – Procedures for Drug and Alcohol Testing of Students Participating in Extracurricular Activities. Students who test positive for any prescription drug must have a prescription in their name for the drug. It is illegal and a violation of this policy for a student to



take a drug prescribed to another person, including a parent or other family member. Verification of prescription drug use must be provided within the time period prescribed in this policy.

1. First Confirmed Positive Test: The first time a student's test results are confirmed positive, the student's parent/guardian will be notified, and the principal will convene a meeting with the student and parent/guardian. At that meeting, the student will be required to choose one of the following options:
 - Suspension from the team and/or other extracurricular activities for a minimum period of one week; participation in a drug assistance program acceptable to the district (with costs to be paid by the student or student's family); and undergo weekly drug testing for a period of time as specified in approved administrative procedures; or
 - Suspension from participation in all athletics and extracurricular activities for a period of one (1) month from the date of the confirmed positive drug test. If the student fails to select an option within seventy-two (72) hours after notification of the test results, he or she will be deemed to have selected option number two (2).
2. Second Confirmed Positive Test: For a second confirmed positive test, the student and his/her parent or guardian shall choose one of the following options:
 - Suspension from participation for a minimum of one (1) month; participation in a substance abuse evaluation and follow any recommendations made by the evaluator, which evaluation must be performed by a state certified chemical dependency counselor (with cost to be paid by the student or student's family); and undergo weekly drug testing for a period of time as may be designated in approved administrative procedures; or
 - Suspension from participation in all athletics and extracurricular activities for a period of one (1) year from the date of the most recent confirmed positive test. The suspension applies to student participants who have tested positive in this school district's drug testing program and to student participants enrolled in this district who have previously tested positive in another district with a similar drug testing program.
3. Third Confirmed Positive Test: For a third offense, the student shall:
 - Be suspended from all high school athletics or extracurricular activities for a period of one (1) year from the date of the most recent confirmed positive test. The suspension applies to student participants who have tested positive in this district's drug testing program and to student participants enrolled in this district who have previously tested positive in another district with a similar drug testing program.



4. Fourth Confirmed Positive Test: For a fourth offense, the student shall:
 - be suspended from all high school athletics or extracurricular activities for the remainder of his/her high school career. The suspension applies to student participants who have tested positive in this district's drug testing program and to student participants enrolled in this district who have previously tested positive in another district with a similar drug testing program.

Any student refusing a test or refusing permission is not eligible to participate in athletics or extracurricular activities. Any student who is found to have altered or tampered with a testing sample shall be subject to the same consequences as if the student had a confirmed positive result.

Post-Suspension Eligibility

Students who test positive and are suspended from extracurricular activities must be retested and test negative prior to being allowed to participate in any extracurricular activities. If the suspension terminates during a sports season, or after an enrollment period for any other Drug and Alcohol Testing of Students

NCAA ELIGIBILITY BASICS

National Collegiate Athletic Association- *All high-school athletes desiring to compete in college athletics at Division I or Division II levels must register with the NCAA Eligibility Center. For complete information on eligibility requirements and procedures, refer to the NCAA Eligibility Center website at www.eligibilitycenter.org.

The NCAA recommends that student-athletes register at the beginning of their junior year in high school, but many students register after their junior year. There is no registration deadline, but students must be cleared by the Eligibility Center before they receive athletic scholarships or compete at a Division I or II institution.

1. The following basic requirements must be met in order for a student to be able to practice, play, and receive a scholarship at an NCAA Division I or II college or university:
 - Complete a certain number of high school core courses.
 - Earn a certain minimum grade point average in these core courses.
 - Earn a certain minimum score on the SAT or ACT.
 - Graduate from high school.
 - Complete the amateurism questionnaire and request final amateurism certification.
2. Core Courses:
 - NCAA Divisions I and II require the completion of 16 core courses as per specified type and PHS approved list.
 - 4 years of English
 - 3 years of math (Algebra 1 or higher)

- 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math, or natural or physical science
 - 2 years of social science
 - 4 years of extra core courses (from any category above, or foreign language, comparative religion or philosophy)
3. Grade-Point Average:
- NCAA Division I requires the following minimum GPA: Earn a minimum core-course grade-point average of 2.300
 - NCAA Division II requires the following minimum GPA: Earn a minimum core-course grade-point average of 2.200
 - Remember, the NCAA grade-point average is calculated using NCAA core courses only.

PARENT INVOLVEMENT IDEAS

Working in unison with school leadership and the coaching staff, high school parent interaction and involvement could include:

1. Communication:
 - Dedicated Coach Email Address: Receive a specific email address for athletic inquiries.
 - Athletics Calendar on Website: Maintain an updated section on the school's website for athletics-related information, including schedules, announcements, and volunteer opportunities.
 - Newsletters/Social Media: Distribute a monthly athletics newsletter via email and on the school website, highlighting upcoming events, achievements, and opportunities for involvement.
2. Meetings and Forums:
 - Seasonal Kickoff Meetings: Hold a meeting at the start of each sports season to introduce coaches, outline expectations, and provide important dates.
 - Parent-Coach Conferences: Schedule periodic conferences for parents to discuss their child's progress, concerns, and suggestions.
 - Feedback Forums: Organize bi-annual forums for parents to share feedback and ideas directly with the athletic director and coaching staff.
3. Volunteer Opportunities:
 - Game Day Volunteers: Recruit parents to assist with tasks such as ticket sales, concessions, and crowd control during home games.
 - Transportation: Organize a carpool system or recruit volunteer drivers for away games.
 - Fundraising: Parents may support their students and teams by participating in fundraisers and helping to generate ideas to build the program financially.

- Donations: Programs are open to donations from parents and/or businesses. Donations must be given to the school front office, not a coach.
4. Parent Education and Training Opportunities:
 - Health and Safety: Conduct workshops on topics like sports nutrition, injury prevention, and mental health.
 - Role of Parents in Athletics: Provide guidance on how parents can best support their student-athletes, emphasizing positive reinforcement and the importance of balancing academics and sports.
 - Basic Coaching Skills: Offer training sessions for parents interested in assisting with coaching or team management.
 - CPR and First Aid Certification: Provide opportunities for parents to get certified in CPR and first aid to enhance safety at events and practices.
 5. Recognition and Appreciation:
 - Parent Recognition: A handshake, a phone call, or an email of appreciation is beneficial.
 - Volunteer of the Month: Acknowledge outstanding parent volunteers in the monthly newsletter and at school assemblies.
 - Annual Appreciation Event: Host an end-of-year banquet or picnic to celebrate and thank all the athletes and parent volunteers.
 - Discounts and Perks: Offer discounts on athletic event tickets or spirit wear for active parent volunteers.
 - Certificates and Awards: Present certificates and small awards to parents who significantly contribute to the athletics program.
 6. Collaborative Decision-Making:
 - Committee Formation: Establish a parent advisory committee that meets quarterly to discuss the athletics program, provide feedback, and assist in decision-making.
 - Diverse Representation: Ensure the committee includes parents from various sports and grade levels to represent a wide range of perspectives.
 - Regular Surveys: Distribute surveys to gather parent opinions on various aspects of the athletics program.
 - Suggestion Box: Create a virtual and physical suggestion box for ongoing parent input.



—SECTION 7— COACHES & ADVISORS

EXPECTATIONS

HIRING AND APPOINTMENT OF COACHES

REQUIRED CERTIFICATIONS

PRESTON PRIDE ATHLETIC CONTRACT

SENIOR NIGHT RECOGNITION PROCEDURES

COACHES EVALUATIONS

POST-SEASON ATHLETIC EQUIPMENT
AND FACILITY MANAGEMENT

OUT OF SEASON FACILITY USE

END OF SEASON AWARDS

SECTION 7 - COACHES AND ADVISORS

EXPECTATIONS

Expectations for high school coaches and advisors should encompass a combination of professional, ethical, and leadership qualities, including:

1. Commitment to Student Development:
 - Demonstrate a commitment to the overall development of students, focusing on academic, athletic, or extracurricular achievements, as well as personal growth and character.
2. Adherence to Policies and Regulations:
 - Abide by all school, district, and relevant association policies, rules, and regulations governing their specific sport or activity.
3. Role Modeling and Sportsmanship:
 - Serve as positive role models for students by exhibiting exemplary sportsmanship, ethical behavior, and respect for all participants, officials, and spectators.
4. Effective Communication:
 - Maintain open and clear communication with students, parents, school administrators, and fellow coaches or advisors to ensure everyone is well-informed about schedules, expectations, and any relevant information.
5. Safety and Well-being:
 - Prioritize the safety and well-being of students, ensuring that practices and activities are conducted in a manner that minimizes risks and adheres to safety protocols.
6. Skill Development:
 - Focus on the continuous improvement of students' skills, providing constructive feedback and designing effective practice sessions or activities.
7. Academic Emphasis:
 - Encourage and support academic achievement by monitoring students' academic progress, promoting the importance of balancing sports or extracurricular activities with academics.
8. Inclusivity and Diversity:
 - Foster an inclusive and diverse environment that welcomes students of all backgrounds, abilities, and skill levels.
9. Team Building:
 - Facilitate team-building activities and promote a positive team culture that emphasizes collaboration, respect, and mutual support among students.
10. Professional Development:



- Stay current with coaching or advising best practices, attend relevant workshops or training sessions, and pursue professional development opportunities to enhance coaching or advising skills.
11. Ethical Conduct:
 - Uphold high ethical standards, displaying integrity and honesty in all interactions with students, parents, colleagues, officials, and finances.
 12. Conflict Resolution:
 - Effectively address conflicts or concerns that may arise among team members, parents, or others involved in the program, seeking resolutions in a fair and timely manner.
 13. Community Engagement:
 - Actively engage with the school community, participating in school events, and collaborating with other educators and stakeholders to enhance the overall school experience.

By setting and adhering to these expectations, high school coaches and advisors contribute not only to the success of their specific programs but also to the holistic development of the students they serve.

HIRING AND APPOINTING OF COACHES

VARSITY HEAD COACHES

1. Varsity Head Coaches shall be hired through a selection process conducted by a committee determined by the District Athletic Director.
2. All Varsity Head Coaches must meet district hiring requirements, district policies, and applicable state regulations prior to being assigned coaching duties.
3. Varsity Head Coaches are responsible for the overall operation, leadership, supervision, and culture of their athletic program.
4. Varsity Head Coaches shall recommend assistant and lower-level coaches in accordance with district policies and procedures.
5. The retention of Varsity Head Coaches shall be based upon performance evaluations, compliance with district and athletic department expectations, and the needs of the district.
6. Coaching assignments are annual appointments and may be modified, discontinued, or not renewed at the discretion of the district.

ASSISTANT AND LOWER-LEVEL COACHES

1. The Varsity Head Coach shall submit a list of recommended assistant and lower-level coaches to the District Athletic Director for approval.
2. All assistant and lower-level coaches must meet district hiring requirements, district policies, and applicable state regulations prior to being assigned coaching duties.

3. To promote fairness, avoid conflicts of interest, and maintain public confidence in district athletic programs, parents or legal guardians of participating student-athletes shall not serve in a coaching capacity during contests in which their son or daughter is participating unless the individual served in the same coaching position during the school year immediately preceding the student-athlete's entry into high school or preceding the implementation of this procedure.
4. For purposes of this section, serving in a coaching capacity includes occupying the team bench, dugout, sideline coaching area, coaching box, competition area, field of play, court, mat, track infield, or any other restricted area where coaching instruction, direction, or supervision of student-athletes occurs during a contest.
5. Parents serving in approved non-coaching roles may occupy restricted areas when necessary to perform assigned duties. Approved duties may include filming, operating video equipment, spotting, statistics, timing, scorekeeping, technology support, or other administrative and operational functions approved by the District Athletic Director. Individuals serving in these roles shall not provide coaching instruction, direct student-athletes, communicate strategy, participate in coaching decisions, or otherwise engage in game-day coaching activities.
6. Exceptions to the parent-coach restriction may be approved only by the District Athletic Director when all reasonable efforts to recruit and hire a qualified non-parent candidate have been exhausted.
7. The burden of demonstrating that all reasonable recruitment efforts have been exhausted rests with the Varsity Head Coach.
8. Any exception granted under this section shall be approved for one season only and shall not create an expectation of future approval. The program shall continue efforts to recruit and hire a qualified non-parent candidate for the following season.
9. The retention of assistant and lower-level coaches shall be determined jointly by the Varsity Head Coach and the District Athletic Director, provided the coach continues to meet district employment requirements and coaching certifications.
10. All assistant and lower-level coaching positions, including the proposed stipend for each position, must be submitted and approved by the District Athletic Director prior to the first contest of the season.
11. Coaches not submitted and approved prior to the first contest shall not be eligible for a coaching stipend unless approved by the District Athletic Director due to extenuating circumstances.
12. If an assistant or lower-level coach resigns, is removed, or is replaced during the season, the stipend allocated to that position shall not be transferred, divided, reassigned, or made available to a replacement coach during that season.
13. Coaching assignments are annual appointments and may be modified, discontinued, or not renewed at the discretion of the district.



REQUIRED CERTIFICATIONS:

1. First Aid/CPR Certification (MUST BE CURRENT)
2. Concussion, Sudden Cardiac Arrest, Mental Health - All of these courses are free and can be found online. First time coaches are required the first year and then every two years after on even numbered fall years.
3. Teaching and Modeling Behavior (Course for those who do not have a certified teaching license)
4. Head Coaches Only (are required to take the fundamentals of Coaching course) (1 time)
5. Preston School district also requires additional training. Please get link to complete
6. Head and Assistant Coaches are required to attend coaches meetings throughout the year. Updates in policy and further training will be provided to continue to develop our athletics programs.

PRESTON PRIDE ATHLETIC CONTRACT

I understand that a fulfilling educational sport experience requires the exercise of responsibilities on the part of both personnel associated with the athletics program and student-athletes. As a student-athlete, I understand my responsibility to commit to the values of PHS athletics: To unite instead of divide, have uncompromising integrity, be proud of my effort, commit to a growth mindset, and exhibit strength and resilience.

Academic/Attendance Standards

I understand that PHS athletes are students first and foremost and that all student-athletes must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority. I understand that the athletics department has created the following standards, strategies, and policies to maximize the possibility of student-athletes meeting their academic goals. I understand that I am obligated to comply with these standards:

- Student-athletes must adhere to all academic requirements.
- Upon receiving semester grades, student-athletes with a single F will be excluded from practice and competition the first week of the new semester. Students that fail two classes or more are ineligible for the entirety of the sports season.
- Student-athletes' academic progress is monitored by the coach and the school front office staff. If at any time, the school receives academic information that a student-athlete is not meeting his or her responsibilities, the administration will inform the head coach and the student's competition and/or practice privileges will be restricted, suspended, or terminated.
- If a student-athlete's grade point average drops below a 2.0 or the student has a current F in PowerSchool, he or she will become automatically ineligible to participate until the grade point average returns to the 2.0 minimum or the grade is corrected. Coaches may hold students to more rigorous academic standards if desired.

- Student-athletes are expected to meet all deadline dates for class assignments and are required to make pre-arrangements with instructors when quizzes, tests or special assignments conflict with contest dates.
- Sports schedules are designed to minimize missed class time. While classes missed for regular- or post-season contests are school approved, the expectation is that student-athletes will make every effort not to miss any additional classes and will only do so under extenuating circumstances such as illness or family emergency. Excessive absences will result in restriction of a student-athlete's participation in practice or competition.
- Student-athletes with absences on the day of an event are unable to participate.
- Student-athletes are not permitted to miss more than 10 regularly scheduled hours of academic time. An unexcused absence will accrue 1 hour and each tardy is 15 minutes. Students that surpass the 10 hours will be required to make up their time with their regularly scheduled teachers or attend attendance school.
- Upon receiving a 4th tardy in a single class, the student will be considered ineligible for athletics until an hour of tutoring has been completed with the coinciding teacher. Coaches are not permitted to clear a student's hours unless given administrative permission.

Behavioral Expectations

I understand that student-athletes and their families are visible representatives of the institution both on campus and off-campus whose behaviors are often closely scrutinized by the media and general public. Student-athlete behavior affects public perception of institutional ethos, athletics department standards, and the character of the student body. Therefore, it is expected that student-athletes will demonstrate consistent role model behavior, sportsmanship and self-control. More specifically:

- Student-athletes must be committed to fair play. Intentional acts of unsportsmanlike behavior or cheating will not be tolerated.
- When representing their teams during competition, student-athletes will exercise self-control, resist the use of profanity, avoid unnecessary aggression or hostility towards others, refrain from making inappropriate physical gestures, taunting or excessively celebrating, and never disrespect coaches, officials, teammates or opponents.
- Student-athletes are prohibited from interacting in any negative way with fans.
- Student-athletes and their families are expected to remain positive and to not use social media as a platform to share personal frustrations about the team, coaches, athletics department, the institution, opponents, or officials.
- All post-competition concerns or complaints should be communicated to the coach 24 hours after the game has occurred to prevent emotional outburst and/or public conflict.
- Families will follow the communication "chain of command." Frustrations should first be communicated to the coach. Upon failure to reach an agreement, the athletic director may be notified of the grievance. If further assistance is needed, the athletic director will communicate with school administration. Resolutions to conflict are matters that



require collaborative effort between the coach, student-athlete, parents, and (if necessary) school personnel.

- Violations of these standards may result in a variety of sanctions by the athletics department including, but not limited to restriction, suspension from, or termination of participation in practices, games, and/or the athletics program.

Physical Conditioning and Training

I understand that conditioning and training programs in preparation for athletics performance requires intense physical activities, constant feedback, and creating benchmarks to maximize each athlete's potential and team success. Participation in training and instruction is an educational process that requires collaboration between athletics staff and student-athletes. Therefore, I understand the need for and accept the following participation responsibilities:

- Student-athletes will report to the coach or an athletics trainer any change in physical, mental or emotional well-being that may affect their ability to participate safely.
- Student-athletes will commit to completing conditioning activities and practice sessions asked to perform to ready them for the physical, mental, and emotional stress associated with their sport.
- Student-athletes will refrain from activities that enhance risk of unsafe participation and poor lifestyle such as alcohol consumption, vaping/smoking, and other performance enhancing or illegal drugs. Doing so will influence the student-athlete's eligibility status as follows: *First offense/ A 2-week suspension from competition and enrollment in a substance abuse prevention course. Second offense/ A 6-week suspension from competition. Third offense: Immediate removal from PHS athletics programs.*
- Students will follow the guidelines given to by coaches and trainers regarding hydration, sleep, and nutrition.
- Student-athletes will communicate with the coach or trainer any abnormal or labored physical response to exercise or the incapacity to continue to participate due to any physical, mental, or emotional distress.
- Recognize that participation decisions must be made by athletics staff members. Parents may not override these decisions, but may engage in respectful conversation about participation.
- Students, parents, and coaches may not override decisions made by medical personnel but can be involved in the return-to-play protocol.

Teamwork and Team Expectations

I understand that team unity and team chemistry are key variables for a positive and successful athletics experience. Commitment to team goals is essential which, at times, may take precedence over individual goals. However, I understand that the athletics department does not subscribe to a team culture based on intimidation or mandatory allegiance to questionable practices and requires that all student-athletes be treated fairly by coaches, support staff, and teammates. Under these conditions, I understand that student-athletes are expected to exhibit a level of selflessness that promotes team goals. More specifically:



- Student-athletes are expected to abide by team rules that have been constructed by the team, approved by the coaches and administrator, and attached to this agreement.
- Student-athletes are expected to abide by all athletics department policies that are contained in the Student Handbook; including, but not limited to the policies that prohibit sexual harassment, bullying, drug use, gambling, and tobacco use and is expected to honor and contribute to a culture of respect of self and others.
- Student-athletes are expected to report hazing, initiations, and/or bullying to their coach immediately.

Agreement

As a parent/guardian and/or student-athlete, I agree to accept the participation standards and policies listed above. I knowingly accept that violations of these standards may result in a variety of sanctions developed and implemented by each individual program and their associated coaching staffs and the athletics department. This includes, but is not limited to team action, restriction, suspension from, or termination of participation in the athletics program.

SENIOR NIGHT RECOGNITION PROCEDURES

The purpose of this procedure is to provide consistency, equity, and organization in the recognition of senior participants across all programs.

1. Senior Night Timing:
 - Senior Night recognition will be held immediately following the conclusion of the junior varsity (JV) contest or prior to the varsity competition.
 - Coaches are responsible for coordinating with administration to ensure timing aligns with event operations.
2. Recognition Guidelines:
 - Only senior participants involved in the program may be recognized during Senior Night. This includes student-athletes and team managers.
 - No additional recognitions, awards, or presentations will be permitted during this time.
3. Individual Senior Posters:
 - Individual senior posters may be created for Senior Night.
 - Posters may not exceed 18 x 24 inches in size.
 - Posters may only be displayed on the day of Senior Night.
 - Posters must be placed in a designated area approved by school administration.
 - All posters must be removed immediately following the conclusion of the event.
4. Team Banners:
 - Teams are permitted to display one team banner during the season.
 - Team banners must be approved by school administration prior to being displayed.



- Only full team banners are permitted; individual banners are not allowed outside of Senior Night.
5. Administrative Oversight:
- All Senior Night activities, displays, and logistics must be approved by school administration.
 - Coaches are responsible for ensuring compliance with these expectations.

COACH EVALUATIONS

Coaches will be subject to a variety of assessments throughout the year and season. The Activities Director will frequent practices and provide feedback through verbal and written communication as often as is necessary and may solicit feedback from local stakeholders.

Upon the conclusion of the season, each coach will undergo a summative evaluation, performed by the Activities Director, the Athletics Supervisor, and the Principal. Head coaches will be responsible for completing evaluations for assistant coaches to compliment information collected by school leadership.

The current summative evaluation forms are below:

PRESTON SCHOOL DISTRICT – COACH EVALUATION

Coach Name: _____
Sport/Program: _____
Evaluator: _____
Date: _____

Rating Scale

1 = Unsatisfactory | 2 = Needs Improvement | 3 = Meets Expectations | 4 = Above Average | 5 = Exemplary

A rating of “3” represents the expected standard for all coaches.

1. Student Development & Culture
Promotes character, accountability, teamwork, and a positive team environment.
Rating: 1 2 3 4 5
Comments: _____
2. Program Management & Organization
Plans effective practices, manages time efficiently, and maintains an organized program.
Rating: 1 2 3 4 5
Comments: _____
3. Communication & Professionalism
Maintains clear, respectful communication with athletes, officials, parents, and administration; follows chain of command.



Rating: 1 2 3 4 5

Comments: _____

4. Compliance & Responsibility

Follows district, school, and IDHSAA policies (eligibility, finances, travel, supervision, etc.).

Rating: 1 2 3 4 5

Comments: _____

5. Athlete Development & Competitiveness

Demonstrates sport knowledge, teaches skills effectively, and develops athletes to compete at an appropriate level.

Rating: 1 2 3 4 5

Comments: _____

6. Safety & Student Well-Being

Prioritizes safety, proper supervision, and sound decision-making for student-athletes.

Rating: 1 2 3 4 5

Comments: _____

7. Program Contribution & Growth

Supports the overall athletic program, contributes positively to the school culture, and works to build and sustain the program.

Rating: 1 2 3 4 5

Comments: _____

Overall Performance Rating: _____ / 5

Strengths:

Areas for Growth:

Goals for Next Season:

Improvement Plan Requirement

Any category scored below a "3" or an overall rating below a "3" will require a written improvement plan.

The improvement plan will:

- Identify specific areas of deficiency
- Outline clear expectations for improvement
- Include measurable goals and timelines
- Be reviewed and approved by the administration

Failure to show adequate progress may result in further action, including reassignment or non-renewal.

Evaluator Signature: _____

Coach Signature: _____

POST-SEASON ATHLETIC EQUIPMENT & FACILITY MANAGEMENT

This policy outlines the responsibilities of coaches to properly collect, clean, store, and secure athletic equipment and facilities at the conclusion of their respective seasons. Adherence to this policy ensures the longevity of district assets, maintains organized and safe environments, and promotes fiscal responsibility by preventing unnecessary replacement costs.

1. Equipment Collection and Storage:

- Timely Collection:
 - All district-issued athletic equipment, uniforms, and supplies must be collected from student-athletes and team members following the team's final competition or practice of the season, whichever occurs later.
 - Coaches are responsible for communicating equipment return deadlines clearly to their athletes and parents/guardians well in advance.
- Cleaning and Preparation for Storage:
 - Prior to storage, all equipment must be thoroughly cleaned, dried, and properly maintained (e.g., deflated balls, wiped down surfaces) to prevent mold, mildew, rust, and other forms of deterioration.
 - Uniforms and other washable items must be laundered and completely dry before being put into storage.
- Organized Storage:
 - Equipment must be stored in its designated athletic storage areas (e.g., equipment rooms, closets, cages).
 - Coaches are responsible for organizing equipment logically within these areas to maximize space and prevent damage.
- Protection of Equipment:
 - All equipment must be stored in a manner that protects it from environmental damage (e.g., dust, moisture, pests) and physical damage (e.g., crushing, bending).
 - Utilize tarps, covers, or appropriate containers where necessary to safeguard items.

2. Facility Security and Organization:

- Locker Rooms and Athletic Areas:
 - Upon completion of the season, all team locker rooms, training rooms, and other athletic areas utilized by the team must be thoroughly cleaned, cleared of personal belongings, and organized.
 - All windows and doors in these areas must be securely closed and locked by the coach before leaving.
- Equipment Closets and Storage Rooms:
 - All designated equipment closets, storage rooms, and cages must be locked securely after equipment has been put away.

- Coaches are responsible for ensuring that all entry points to these storage areas are properly secured.
3. Damage Documentation and Reporting:
- Inventory and Assessment:
 - Coaches must conduct a comprehensive inventory of all district-issued equipment at the end of the season.
 - During this process, all damaged, broken, or missing equipment must be identified.
 - Documentation:
 - A detailed report of all damaged or missing equipment must be submitted to the Athletic Director upon the season's conclusion.
 - The report should include: * Item description (e.g., "Basketball, size 7") * Quantity damaged/missing * Nature of damage (e.g., "ripped seam," "flat valve," "missing") * Estimated replacement cost (if known) * Any relevant notes regarding the cause of damage or loss.
 - Disposal of Damaged Equipment:
 - Damaged equipment should be segregated from usable equipment and, where feasible, clearly marked "damaged."
 - Disposal of damaged equipment must be approved by the Athletic Director and follow district procedures for asset disposal. Do not discard district property without explicit authorization.
4. Key Accountability:
- Key Return:
 - All district keys issued to coaches for athletic facilities, locker rooms, equipment closets, and storage rooms must be returned to the Athletic Director or designated administrator within upon the season's conclusion if you are not returning as head coach.
 - Coaches are responsible for all keys issued to them and for ensuring their security throughout the year.
 - Lost Keys:
 - Any lost keys must be reported immediately to the Athletic Director. The coach may be held financially responsible for rekeying expenses if negligence is determined.

OUT OF SEASON FACILITY USE

- Priority will be given to in-season sports. After that, priority will be given on a first-come, first-served basis. An approved coach must be in attendance.

END OF SEASON AWARDS

The purpose of the End-of-Season Awards Program is to provide consistent, efficient, and school-wide recognition of all athletic programs while promoting unity across teams and the athletic department.



1. District Scheduled Awards Night

- The district will designate an official awards night at the conclusion of each athletic season (Fall, Winter, Spring)
- All athletic programs are expected to participate in the scheduled event.
- This event will serve as the primary and official end-of-season recognition for all programs.

2. Whole Group Presentation Expectations

- Each head coach is required to address all athletes, parents, and attendees during the main program.
- Presentations should include:
 - A brief summary of the season
 - Notable team and individual accomplishments
 - Recognition of team growth, effort, and success
- Presentations should be limited to approximately 3–4 minutes to ensure the program remains efficient and organized.

3. Team Breakout Awards

- Following the whole group program, teams will be dismissed to designated areas.
- Coaches will conduct their individual team awards during this time.
- Team-specific awards, recognitions, and acknowledgements should occur during this breakout session.

4. Additional End-of-Season Activities

- Coaches are permitted to organize additional team activities (e.g., team dinners, gatherings, etc.).
- These activities are supplemental and do not replace participation in the district awards night.
- It is expected that all formal awards and recognitions take place during the district scheduled event.

5. Program Expectations and Accountability

- Coaches are expected to plan accordingly to ensure full participation.
- Failure to participate in the district awards night may be addressed as part of the coach evaluation process.
- All presentations and interactions should reflect the values, professionalism, and expectations of Preston School District athletics.



—SECTION 8—

TRAINERS

DUTIES

TRAINING ROOM HOURS

SPORT COVERAGE

SUMMER EXPECTATIONS

TRAVEL

SECTION 8 - ATHLETIC TRAINERS



DUTIES

Preston High School in connection with Franklin County Medical Center provides a Certified Athletic Trainer free of charge to the athletes of Preston High School. Services provided include:

1. Injury recognition and evaluation
2. Rehabilitation and treatment of sports injuries
3. Injury prevention and sports training
4. Education for coaches (CPR, etc)

TRAINING ROOM HOURS:

Training room hours are from 3:00 PM until approximately 30 minutes after the conclusion of the last athletic competition or varsity practice on school days. During none school days, training room hours are 30 minutes pre and post varsity practices.

*During fall and spring Athletic Trainer may be at athletic competitions and not always in training room.

SPORT COVERAGE:

Athletic Trainer will be present at practices held after school and on Friday; additional coverage for morning practices will be on an individual basis subject to availability. Coverage is provided for 8 fall, 5 winter, and 3 spring sports/activities as listed in table below.

Fall:

Football (3 levels), Boys Soccer (2 levels), Girls Soccer (2 levels), Volleyball (3 levels), Cross Country (B/G), Golf (B/G), Cheer, Dance

Winter:

Boys Basketball (3 levels), Girls Basketball (3 levels), Wrestling (2 levels), Cheer, Dance

Spring:

Track (2 levels), Baseball (2 levels), Softball (2 levels)

In addition, athletic training coverage will prioritize coverage in the following order: varsity competitions, junior varsity competitions, freshman competition, and then practice. In the event there are multiple competitions at the same time, coverage will be based on risk of injury (see following table). However, if there is an injury at a different event then where coverage is being provided, the coach can still contact the athletic trainer.



SUMMER EXPECTATIONS

Athletic Trainer will provide coverage for home summer tournaments if proper advanced notice is given. Injury evaluation and rehabilitation during the summer will be made on an individual basis.

TRAVEL

Athletic Trainer will travel to all Varsity Football games district and state competition for all sports unless there is a home competition that requires coverage. In addition, Athletic Trainer will travel with other sports on an individual basis subject to availability and within an approximate 60 mile radius.



—SECTION 9—

MISCELLANEOUS

ACTIVITIES & ATHLETIC DIRECTOR
TITLE IX
CANCELLATIONS
EMERGENCY EVACUATION PROCEDURES
TIPS FOR ALL VENUES

SECTION 9 - MISCELLANEOUS

ACTIVITIES DIRECTOR & ATHLETICS SUPERVISOR RESPONSIBILITIES

An Activities Director and Athletics Supervisor play crucial roles in overseeing and managing the athletic programs within a school. Paired with school administration, the following responsibilities are completed in support of school programs. Their responsibilities extend beyond the realm of sports to encompass various administrative, organizational, and leadership duties. Here is a comprehensive description of the duties and expectations associated with the roles of Activities Director:

1. Program Management:
 - Develop, implement, and evaluate the overall athletic program in alignment with the school's mission and goals.
 - Coordinate and schedule athletic events, ensuring compliance with league regulations and school policies.
 - Collaborate with coaches, staff, and administrators to create a comprehensive and balanced sports program that meets the needs and interests of students.
2. Budgeting and Financial Oversight:
 - Manage the athletic department budget, allocating resources efficiently to support various sports and activities.
 - Assist programs in seeking and securing funding through fundraising initiatives to enhance the financial stability of the athletic program.
3. Compliance and Regulations:
 - Stay informed about and ensure compliance with local, state, and national athletic association rules and regulations.
 - Oversee the eligibility of student-athletes, ensuring adherence to academic and athletic standards.
4. Facilities Management:
 - Maintain and manage athletic facilities, ensuring they are safe, well-equipped, and accessible for practices and events.
 - Coordinate facility usage with athletics programs.
5. Personnel Management:
 - Hire, train, and evaluate coaches, athletic trainers, and support staff.
 - Foster a positive and collaborative working environment among coaches and staff members.
6. Student-Athlete Development:
 - Prioritize the holistic development of student-athletes, emphasizing character, sportsmanship, and academic success.
 - Implement programs to support the physical and mental well-being of student-athletes.
7. Communication and Community Engagement:



- Maintain open and transparent communication with parents, students, coaches, and the broader school community.
 - Promote and market athletic events to boost attendance and community support.
8. Event Management:
- Coordinate logistics for athletic events, including transportation, officials, medical support, and security.
 - Attend and oversee major athletic competitions, ensuring a positive and safe environment for participants and spectators.
9. Fundraising and Sponsorship:
- Develop and execute fundraising initiatives to support the financial needs of the athletic program.
 - Cultivate relationships with local businesses and community members to secure sponsorships and donations.
10. Professional Development:
- Stay current with trends, best practices, and innovations in athletic administration.
 - Attend workshops, conferences, and training sessions to enhance professional knowledge and skills.

A high school Activities Director is a multifaceted leader who must balance administrative responsibilities, financial management, personnel development, and community engagement to create a thriving and successful athletic program within the school.

TITLE IX

Equal Opportunity in Education

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.

It is the policy in Preston School District that school activities must be in compliance with Title IX in allowing equal opportunities for male and female students. Title IX specifically requires the following:

1. Funds should be available on a substantially proportional basis to the number of male and female participants in the school's athletic program.
2. Boys and girls shall have reasonably equal access to facilities, fields and equipment, scheduling of games and practice time, travel and per diem allowances, assignment and compensation of coaches, provision of locker rooms, awards and recognition, provision of medical and training facilities, provision of dining facilities and publicity.
3. School sponsored activities shall be reasonably equal for boys and girls. Schools must provide both the opportunity for individuals of each sex to participate in interscholastic



competition, and for athletes of each sex to have competitive team schedules which equally reflect their abilities.

Compliance with Title IX may be demonstrated by meeting any one of the following three things:

1. Providing athletic participation opportunities that are substantially proportionate to the student enrollment.
2. Demonstrating a continual expansion of athletic opportunities for the underrepresented sex. This is satisfied when a school has a history and continuing practice of program expansion that is responsive to the developing interests and abilities of the underrepresented sex.
3. Accommodating the interest and ability of underrepresented sex. This is satisfied when an institution is meeting the interests and abilities of its female students even where there are disproportionately fewer females than males participating in sports.

CANCELLATIONS

High school athletic events can be canceled for various reasons, and while each situation is unique, some common reasons for event cancellations include:

1. Inclement Weather:
 - Adverse weather conditions, such as heavy rain, thunderstorms, lightning, snowstorms, or extreme heat, can pose safety risks for athletes and spectators, leading to the cancellation of outdoor events.
2. Lightning: *The Guidelines on Handling Contests During Lightning Disturbances which appears in all NFHS Rules Books:*
 - When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
3. Poor Field Conditions
 - Inadequate playing surfaces, such as waterlogged fields, unsafe ice patches, or other field maintenance issues, may necessitate event cancellations to ensure the safety of participants.

4. Facility Issues:

- Unforeseen problems with the venue, such as power outages, facility damage, or other infrastructure issues, may lead to event cancellations.

5. Transportation Problems:

- Issues related to transportation, such as bus breakdowns, driver unavailability, or other logistical challenges, may lead to the cancellation of away games or competitions.

6. League or Association Decisions:

- Decisions made by sports leagues, governing bodies, or school districts, such as suspensions, sanctions, or other administrative actions, may result in the cancellation of events.

7. Protests or Disruptions:

- Protests, disputes, or other disruptions that compromise the integrity of the competition or the safety of participants may lead to event cancellations.

8. Forced Events:

- Unforeseen circumstances beyond human control, such as natural disasters, pandemics, or other emergencies, may necessitate event cancellations to ensure the well-being of everyone involved.

It's essential for schools and athletic programs to have contingency plans in place, communicate effectively with stakeholders, and prioritize the safety and well-being of participants when making decisions about event cancellations.

EMERGENCY EVACUATION PROCEDURES

Football Field

1. Initial Alert:

- Signal the emergency using a loud, recognizable sound such as a siren or horn.
- Announce the evacuation over the public address (PA) system, clearly stating the nature of the emergency and the need to evacuate.

2. Evacuation Routes:

- Direct spectators to use the nearest exit gates.
- Players, coaches, and officials should use the designated team exits, avoiding main spectator routes to prevent congestion.
- Ensure all exits are clearly marked and unobstructed.

3. Assembly Points:

- Designate safe assembly points away from the stadium, such as parking lots or open fields.
- Announce the location of assembly points over the PA system.

4. Assistance and Special Needs:

- Station staff members at exits to assist and direct spectators.
- Provide assistance to individuals with disabilities or special needs, ensuring they have a safe and accessible route out.

5. Communication:
 - Maintain communication with emergency services and follow their instructions.
 - Use radios or mobile phones to keep staff informed and coordinated.
6. Post-Evacuation:
 - Conduct a headcount to ensure all players, staff, and officials have evacuated.
 - Await further instructions from emergency services before allowing re-entry.

Basketball Gym

1. Initial Alert:
 - Use the fire alarm system or PA system to signal the emergency.
 - Clearly announce the need to evacuate and the location of the nearest exits.
2. Evacuation Routes:
 - Direct spectators to the nearest exits, typically located at the corners of the gym.
 - Players, coaches, and officials should exit through designated team exits to avoid crowding.
3. Assembly Points:
 - Identify assembly points outside the gym, such as the parking lot or adjacent outdoor areas.
 - Ensure these points are communicated to everyone during the evacuation announcement.
4. Assistance and Special Needs:
 - Have staff members at each exit to guide and assist individuals.
 - Ensure accessible routes are available for individuals with disabilities or special needs.
5. Communication:
 - Maintain communication with emergency responders and follow their directives.
 - Use radios or phones to keep staff updated on the evacuation status.
6. Post-Evacuation:
 - Conduct a headcount of all players, staff, and officials.
 - Wait for clearance from emergency services before re-entering the gym.

Soccer Field

1. Initial Alert:
 - Signal the emergency with a siren or horn and make an announcement over the PA system.
 - Clearly communicate the need to evacuate and the nature of the emergency.
2. Evacuation Routes:
 - Direct spectators to the nearest exit gates around the field.
 - Players, coaches, and officials should use the designated exits to avoid crowd congestion.

3. Assembly Points:
 - Establish assembly points away from the field, such as nearby open spaces or parking lots.
 - Announce these locations over the PA system.
4. Assistance and Special Needs:
 - Position staff at each exit to guide and assist with the evacuation.
 - Ensure accessible routes are available for individuals with disabilities or special needs.
5. Communication:
 - Stay in contact with emergency services and follow their instructions.
 - Use radios or mobile phones to keep all staff informed.
6. Post-Evacuation:
 - Perform a headcount to ensure all players, staff, and officials have safely evacuated.
 - Wait for emergency services to give the all-clear before allowing anyone to re-enter the area.

GENERAL TIPS FOR ALL VENUES

1. Pre-Emergency Preparation:
 - Conduct regular drills and training for staff to ensure everyone knows their roles.
 - Clearly mark all exits and ensure they are free of obstructions.
 - Have emergency contact numbers readily available.
2. During the Emergency:
 - Stay calm and provide clear, concise instructions.
 - Assist those who need help and ensure no one is left behind.
 - Do not re-enter the venue until it has been declared safe by emergency services.
3. Post-Emergency Actions:
 - Review the evacuation process to identify any areas for improvement.
 - Provide support and assistance to anyone affected by the emergency.

END-OF-SEASON AWARDS PROGRAM

The purpose of the End-of-Season Awards Program is to provide consistent, efficient, and school-wide recognition of all athletic programs while promoting unity across teams and the athletic department.

1. District Scheduled Awards Night

- The district will designate an official awards night at the conclusion of each athletic season (Fall, Winter, Spring).
- All athletic programs are expected to participate in the scheduled event.
- This event will serve as the primary and official end-of-season recognition for all programs.

2. Whole Group Presentation Expectations

- Each head coach is required to address all athletes, parents, and attendees during the main program.
- Presentations should include:
 - A brief summary of the season
 - Notable team and individual accomplishments
 - Recognition of team growth, effort, and success
- Presentations should be limited to approximately 3–4 minutes to ensure the program remains efficient and organized.

3. Team Breakout Awards

- Following the whole group program, teams will be dismissed to designated areas.
- Coaches will conduct their individual team awards during this time.
- Team-specific awards, recognitions, and acknowledgements should occur during this breakout session.

4. Additional End-of-Season Activities

- Coaches are permitted to organize additional team activities (e.g., team dinners, gatherings, etc.).
- These activities are supplemental and do not replace participation in the district awards night.
- It is expected that all formal awards and recognitions take place during the district scheduled event.

5. Program Expectations and Accountability

- Coaches are expected to plan accordingly to ensure full participation.
- Failure to participate in the district awards night may be addressed as part of the coach evaluation process.
- All presentations and interactions should reflect the values, professionalism, and expectations of Preston School District athletics.

PRESTON SCHOOL DISTRICT – COACH EVALUATION

Coach Name: _____

Sport/Program: _____

Evaluator: _____

Date: _____

Rating Scale

1 = Unsatisfactory | 2 = Needs Improvement | 3 = Meets Expectations | 4 = Above Average | 5 = Exemplary

A rating of “3” represents the expected standard for all coaches.

1. Student Development & Culture

Promotes character, accountability, teamwork, and a positive team environment.

Rating: 1 2 3 4 5

Comments: _____

2. Program Management & Organization

Plans effective practices, manages time efficiently, and maintains an organized program.

Rating: 1 2 3 4 5

Comments: _____

3. Communication & Professionalism

Maintains clear, respectful communication with athletes, officials, parents, and administration; follows chain of command.

Rating: 1 2 3 4 5

Comments: _____

4. Compliance & Responsibility

Follows district, school, and IDHSAA policies (eligibility, finances, travel, supervision, etc.).

Rating: 1 2 3 4 5

Comments: _____

5. Athlete Development & Competitiveness

Demonstrates sport knowledge, teaches skills effectively, and develops athletes to compete at an appropriate level.

Rating: 1 2 3 4 5

Comments: _____

6. Safety & Student Well-Being

Prioritizes safety, proper supervision, and sound decision-making for student-athletes.

Rating: 1 2 3 4 5

Comments: _____

7. Program Contribution & Growth

Supports the overall athletic program, contributes positively to the school culture, and works to build and sustain the program.

Rating: 1 2 3 4 5

Comments: _____

Overall Performance Rating: _____ / 5

Strengths:

Areas for Growth:

Goals for Next Season:

Improvement Plan Requirement

Any category scored below a “3” or an overall rating below a “3” will require a written improvement plan.

The improvement plan will:

- Identify specific areas of deficiency
- Outline clear expectations for improvement
- Include measurable goals and timelines
- Be reviewed and approved by administration

Failure to show adequate progress may result in further action, including reassignment or non-renewal.

Evaluator Signature: _____

Coach Signature: _____

STATE TOURNAMENT TRAVEL AND LODGING

This policy outlines the expectations and requirements for student-athletes, participants, and staff related to travel, lodging, meals, and return from high school state-level athletic and activity competitions. The purpose is to ensure safe, consistent, and cost-effective use of district resources.

1. **Scope:**
This policy applies to all high school athletic teams, activity groups, coaches, advisors, and chaperones attending state-level competitions where district funds are utilized.
2. **Hotel Accommodation During Competition:**
Preston School District will cover the cost of hotel accommodations for each night that a team or activity group is actively competing at a state event. Four kids per room and 1 per stipend coach.
3. **Night Before Lodging Criteria:**
The district will only cover the cost of hotel accommodations the night prior to competition if travel conditions meet the following requirement:
Based on Google Maps travel time, the team would be required to depart before 7:30 a.m. in order to arrive at the competition site at least one (1) hour prior to the first scheduled event.
4. **Booking Procedures:**
All hotel accommodations for state tournaments will be arranged and booked by the district. Coaches are not authorized to independently book hotel rooms for state events. The district will not reimburse lodging that is not pre-approved and booked through district procedures.
5. **Meals and Food Expenses:**
 - The district will provide meals or a per diem for student-athletes and stipend coaches during state competition travel, as determined by the Activities Director.
 - Meal arrangements will be planned in advance and may include team meals, school-paid meals, or a per diem.
 - Coaches are not authorized to independently spend or request reimbursement for food outside of approved procedures.
 - All food purchases must follow district purchasing guidelines.
6. **Return Travel Requirement:**
Upon completion of their scheduled competition (when the team/group is no longer eligible to advance or participate further), programs are required to return home to Preston in a timely manner. No additional lodging will be provided after elimination or completion of the final scheduled event unless approved by administration.
7. **Administrative Approval:**
All lodging, meal, and travel arrangements must follow district procedures and be approved in advance by the Activities Director or designated administrator before anything is booked.
8. **Police Escort Procedures:**
 - Police escorts will only be provided for teams that win a state championship.
 - Escorts are intended to recognize state championship achievement and ensure safe and organized return to the community.

- If an escort is approved, it must be coordinated and requested by the Activities Director, building principal, or designated district personnel.
 - Coaches, parents, or outside groups are not authorized to independently arrange police escorts on behalf of the school or district.
 - All arrangements must follow local law enforcement guidelines and district procedures.
9. Exceptions:
- Any exceptions to this policy must receive prior approval from administration and will be considered on a case-by-case basis.

GENERAL TEAM TRAVEL PROCEDURES

The purpose of this policy is to promote efficient use of district resources, maximize student time in class, and ensure consistency in travel expectations for all athletic programs.

1. Scope:
This policy applies to all in-season and postseason travel, including regular season contests and state competitions.
2. Transportation Guidelines:
 - School buses will not be used when fewer than fourteen (14) student-athletes are traveling and a district van is available.
 - In these situations, teams are expected to utilize district vans or other approved transportation methods.
 - All transportation decisions must align with district transportation procedures and availability.
3. Departure Time Expectations:
 - Teams are expected to remain in school for as much of the academic day as possible.
 - Teams may not be dismissed early unless travel time requires it.
 - Departure times will be determined using Google Maps travel estimates.
 - Teams may depart when necessary to ensure arrival one (1) hour prior to the first scheduled event.
4. Overnight Travel Departure:
 - If traveling the night before a competition, departure time will be determined using Google Maps travel estimates.
 - Teams may depart when necessary to ensure arrival at or after 9:00 p.m. at the destination.
 - Teams may not depart earlier than necessary to meet this arrival time unless approved by the District Athletic Director or designee.
5. Practice Scheduling:
 - All practices should be scheduled outside of the regular school day.
 - Coaches are expected to avoid scheduling practices during instructional time.
 - If scheduling outside the school day is not possible, prior approval must be obtained from the District Athletic Director.
6. Administrative Oversight:
 - All travel plans must be approved through district procedures.
 - Coaches are responsible for adhering to these expectations and ensuring compliance.

7. Exceptions:
 - Any exceptions to this policy must receive prior approval from the District Athletic Director or designated administrator.

SENIOR NIGHT RECOGNITION PROCEDURES

The purpose of this procedure is to provide consistency, equity, and organization in the recognition of senior participants across all programs.

1. Senior Night Timing:
 - Senior Night recognition will be held immediately following the conclusion of the junior varsity (JV) contest or prior to the varsity competition.
 - Coaches are responsible for coordinating with administration to ensure timing aligns with event operations.
2. Recognition Guidelines:
 - Only senior participants involved in the program may be recognized during Senior Night. This includes student-athletes and team managers.
 - No additional recognitions, awards, or presentations will be permitted during this time.
3. Individual Senior Posters:
 - Individual senior posters may be created for Senior Night.
 - Posters may not exceed 18 x 24 inches in size.
 - Posters may only be displayed on the day of Senior Night.
 - Posters must be placed in a designated area approved by school administration.
 - All posters must be removed immediately following the conclusion of the event.
4. Team Banners:
 - Teams are permitted to display one team banner during the season.
 - Team banners must be approved by school administration prior to being displayed.
 - Only full team banners are permitted; individual banners are not allowed outside of Senior Night.
5. Administrative Oversight:
 - All Senior Night activities, displays, and logistics must be approved by school administration.
 - Coaches are responsible for ensuring compliance with these expectations.

UNIFORM AND EQUIPMENT RETURN REQUIREMENT

The purpose of this policy is to ensure accountability for district-issued equipment and maintain the longevity of athletic resources.

1. Requirement for Participation:
 - Student-athletes must return all district-issued uniforms and equipment from a previous sport season before they are eligible to participate in the next sport season.
2. Definition of Return:
 - All items must be returned, cleaned, and in acceptable condition as determined by the

coach.

- Any missing or damaged items must be resolved prior to participation.
- 3. Ineligibility for Non-Compliance:
 - Student-athletes who have not returned issued uniforms or equipment will be considered ineligible for participation, including practices and competitions, until the obligation is met.
- 4. Responsibility:
 - It is the responsibility of the student-athlete to ensure all items are returned on time.
 - Coaches are responsible for verifying that equipment has been returned prior to allowing participation.
- 5. Exceptions:
 - Any exceptions must be approved by the District Athletic Director or designated administrator.

Eligibility Expectations for Any Competitive Team/Club/Activity for Preston High School

1. Grades: 2.0 or higher GPA and no Fs-if you have less than a 2.0 or Fs, work with the teacher where the low grade(s) occurs and contact an administrator when grades go up. This can be in person or through an email. Be prepared to take pictures of your late assignments if the teacher will not have time to grade work before your contest. This can be used as proof of eligibility.
2. Attendance-You will not be permitted to be over 10 hours TOTAL for the week. This includes tardies and absences. Every class period absence will count as 1 hour, and every tardy will count as 15 minutes towards the total 10 hours. This will be enforced strictly in the 26-27 academic year. This means that if you miss one full day of school, it is 7 hours, then if you have 12 total tardies for a total of 3 hours, even if you do NOT have 4 in any one class, you will be ineligible because you are at 10 hours. Please be to class on time, and if you are absent have a parent excuse those hours. (You can only excuse a maximum of 8 days per semester.) You will still be ineligible if absence hours are over 9 OR if you accrue 4 tardies in any ONE class hour. HOURS CARRYOVER FROM SEMESTER 1 to SEMESTER 2

****Parents-Please get in the habit of excusing absences immediately. You can email sarah.curry@psd201.org or call 208-852-0280. Please include those dates and hours your student was absent. Also, get notes for doctor and dentist appointments so they can be coded as Medical.

3. Student-athletes who are on the eligibility list for two (2) consecutive weeks for grades in the same class will be required to sit out of competition for one (1) week, even if eligibility is regained during that time. During this period, the student-athlete may continue to practice if approved by the coach but may not participate in contests or miss school. Following the completion of the one-week sit-out period, the student-athlete may return to competition provided all eligibility requirements are being met. There will be no exceptions to this requirement. There is no limit to the number of times this consequence may be applied within a school year.

KEEP IN MIND: If you end any semester with an F, you will be ineligible for 15% of your next sports season's scheduled dates, and you will be put on an academic contract. If you end with 2 transcript Fs but still pass 5 credits, you will miss 30% of your next season's scheduled dates and be put on an academic contract.

PROGRAM FEE TRANSPARENCY REQUIREMENT

The purpose of this policy is to ensure transparency and accountability for all program fees.

1. Requirement:
 - Any program that charges a participation fee must provide an itemized list detailing how the fee will be used.
2. Approval:
 - The itemized list must be approved by the District Athletic Director or administration prior to collecting any fees.
3. Communication:
 - The approved itemized list must be shared with athletes and parents.
4. Use of Funds:
 - All fees must be used for program-related expenses and follow district financial procedures.
5. Responsibility:
 - Coaches are responsible for ensuring compliance with this requirement.
6. The front office must be notified at least 1 week prior to the collection of any fees.

ATHLETIC BOOSTER CLUB AND HALL OF FAME

The Preston School District supports the efforts of the Athletic Booster Club in enhancing athletic programs and opportunities for student participants.

1. Purpose:
 - The Athletic Booster Club exists to support Preston School District athletic programs through fundraising, community engagement, and program support.
2. Hall of Fame:
 - The Athletic Booster Club will oversee the development and implementation of a Preston High School Hall of Fame to recognize outstanding individuals and contributions to the district's athletic programs.
3. Meetings:
 - Booster Club meetings will be held on the first Monday of each month at 5:30 p.m.
 - Meetings will take place in the Preston Education Foundation Room.
4. Communication and Participation:
 - Individuals interested in participating in or supporting the Booster Club or Hall of Fame are encouraged to contact the District Athletic Director for additional information.

COACH COMMUNICATION PROCEDURES

The purpose of this procedure is to ensure clear, consistent, and appropriate communication between coaches, student-athletes, and parents.

1. Approved Communication Platforms:
 - Coaches are required to use an approved group communication platform for all team communication.
 - Approved platforms include: GroupMe, Remind, Hudl, or Band.
2. Communication Expectations:
 - All team-related communication with student-athletes and parents should take place through one of the approved platforms.
 - Coaches cannot use private messaging outside of these platforms when communicating with student-athletes.
3. Parent and Athlete Access:
 - Coaches are expected to include both student-athletes and parents/guardians in the communication platform to ensure transparency.
4. Administrative Access:
 - Coaches must add the District Athletic Director to their communication group as an admin.
5. 24-Hour Rule:
 - Coaches, parents, and student-athletes are expected to wait a minimum of 24 hours following a contest before addressing concerns related to playing time, strategy, or game decisions.
 - Following the 24-hour period, concerns must first be addressed directly with the coach.
 - This expectation is in place to allow for appropriate reflection and ensure communication remains respectful and productive.
 - Administration will not address concerns related to playing time, strategy, or game decisions, as this is the responsibility and decision of the coach.
6. Professional Responsibility:
 - Coaches are responsible for maintaining appropriate, professional communication at all times and ensuring all communication aligns with district expectations and policies.

Athletic Lettering Procedure

To earn a varsity letter, student-athletes must meet the following minimum criteria:

- Participate in at least 50% of varsity-level scheduled contests/events during the season
- Complete the entire season as a member of the team in good standing
- Meet all team and school expectations

Arrow Award

Head coaches may develop additional program-specific criteria for the Arrow Award with prior administrative approval. The Arrow Award is intended to be a higher level of recognition than a varsity letter and must include participation in varsity athletics and completion of a community

service component. Additional requirements must be communicated to student-athletes prior to the season and approved by the District Athletic Director.

BUS DECORATION PROCEDURES

1. Eligibility:
 - Teams are only permitted to decorate school transportation vehicles when advancing to a state competition.
2. Approval:
 - All decorations must be approved by the Transportation Supervisor prior to decorating the vehicle.
3. Expectations:
 - Decorations must be school appropriate and may not create safety concerns or obstruct visibility.
4. Clean Up:
 - Coaches are responsible for ensuring all decorations are removed and the vehicle is cleaned following the trip.

COACHING APPOINTMENTS

VARSITY HEAD COACHES

1. Varsity Head Coaches shall be hired through a selection process conducted by a committee determined by the District Athletic Director.
2. All Varsity Head Coaches must meet district hiring requirements, district policies, and applicable state regulations prior to being assigned coaching duties.
3. Varsity Head Coaches are responsible for the overall operation, leadership, supervision, and culture of their athletic program.
4. Varsity Head Coaches shall recommend assistant and lower-level coaches in accordance with district policies and procedures.
5. The retention of Varsity Head Coaches shall be based upon performance evaluations, compliance with district and athletic department expectations, and the needs of the district.
6. Coaching assignments are annual appointments and may be modified, discontinued, or not renewed at the discretion of the district.

ASSISTANT AND LOWER-LEVEL COACHES

1. The Varsity Head Coach shall submit a list of recommended assistant and lower-level coaches to the District Athletic Director for approval.
2. All assistant and lower-level coaches must meet district hiring requirements, district policies, and applicable state regulations prior to being assigned coaching duties.
3. To promote fairness, avoid conflicts of interest, and maintain public confidence in district athletic programs, parents or legal guardians of participating student-athletes shall not serve in a coaching capacity during contests in which their son or daughter is participating unless the individual served in the same coaching position during the school

year immediately preceding the student-athlete's entry into high school or preceding the implementation of this procedure.

4. For purposes of this section, serving in a coaching capacity includes occupying the team bench, dugout, sideline coaching area, coaching box, competition area, field of play, court, mat, track infield, or any other restricted area where coaching instruction, direction, or supervision of student-athletes occurs during a contest.
5. Parents serving in approved non-coaching roles may occupy restricted areas when necessary to perform assigned duties. Approved duties may include filming, operating video equipment, spotting, statistics, timing, scorekeeping, technology support, or other administrative and operational functions approved by the District Athletic Director. Individuals serving in these roles shall not provide coaching instruction, direct student-athletes, communicate strategy, participate in coaching decisions, or otherwise engage in game-day coaching activities.
6. Exceptions to the parent-coach restriction may be approved only by the District Athletic Director when all reasonable efforts to recruit and hire a qualified non-parent candidate have been exhausted.
7. The burden of demonstrating that all reasonable recruitment efforts have been exhausted rests with the Varsity Head Coach.
8. Any exception granted under this section shall be approved for one season only and shall not create an expectation of future approval. The program shall continue efforts to recruit and hire a qualified non-parent candidate for the following season.
9. The retention of assistant and lower-level coaches shall be determined jointly by the Varsity Head Coach and the District Athletic Director, provided the coach continues to meet district employment requirements and coaching certifications.
10. All assistant and lower-level coaching positions, including the proposed stipend for each position, must be submitted and approved by the District Athletic Director prior to the first contest of the season.
11. Coaches not submitted and approved prior to the first contest shall not be eligible for a coaching stipend unless approved by the District Athletic Director due to extenuating circumstances.
12. If an assistant or lower-level coach resigns, is removed, or is replaced during the season, the stipend allocated to that position shall not be transferred, divided, reassigned, or made available to a replacement coach during that season.
13. Coaching assignments are annual appointments and may be modified, discontinued, or not renewed at the discretion of the district.

TOURNAMENT ENTRY FEES

1. The district shall pay entry fees for up to four (4) varsity tournaments and four (4) junior varsity tournaments per sport during the regular season.
2. Tournament participation and associated entry fees must receive prior approval from the District Athletic Director or designee before any commitment is made to attend.
3. The district reserves the right to deny payment for tournaments that are determined to be unreasonable in cost or not aligned with the goals of the athletic program.

4. Any regular-season tournament entry fees beyond the four (4) varsity and four (4) junior varsity tournaments covered by the district shall be paid from the team's activity account or other approved program funds.
5. Postseason competitions, including district, regional, play-in, state qualifying, and state tournaments sponsored or sanctioned by the appropriate governing association, shall be funded by the district and shall not count toward the regular-season tournament limits.
6. Coaches are encouraged to consider travel costs, missed instructional time, competitive value, and overall program budget when selecting tournaments for participation.
7. The district athletic director or designee can grant an exception to these rules. Any exception will only be for a one-year basis.

Dear Parents, Guardians, and Students of Preston School District #201,

On behalf of the Preston School Board, the District Superintendent, and the staff at Franklin County High School, we are pleased to welcome you to a new school year. We are excited to support your student's academic journey and look forward to a productive and meaningful year.

Following careful evaluation of student needs and current educational research, we have adopted a *block scheduling* model at Franklin County High School. In this model, students engage in one subject at a time over an intensive three-week period. This structure promotes deeper learning, greater subject mastery, and reduces student stress by limiting the number of concurrent classes.

Block scheduling supports innovative, student-centered instruction. Teachers are able to implement evidence-based teaching strategies, allowing for more personalized and engaging lessons. This approach aligns with Idaho content standards and supports our district's commitment to academic excellence. Research continues to demonstrate that focused instructional time leads to improved student comprehension and increased engagement (Hodges et al., 2020).

Increased teacher-student interaction is another advantage of this model. With fewer transitions and more instructional time, teachers can better build rapport, offer timely feedback, and adapt instruction to meet individual needs—key components shown to improve learning outcomes and student satisfaction (Freeman et al., 2021).

Students, you are the reason we are here. Our staff is dedicated to fostering a positive, supportive learning environment where you can succeed and reach your goals. We encourage you to fully engage in your learning and take advantage of the opportunities this model provides.

Parents and guardians, your partnership is critical to student success. We welcome your involvement and invite you to connect with our staff at any time. By working together—students, families, educators, and the community—we can ensure the highest quality education for every student.

Thank you,

Thomas Schmidt
FCHS Principal

References

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FRANKLIN COUNTY HIGH SCHOOL FACULTY

Thomas Schmidt - Principal

Todd Coburn - Algebra, Geometry, Computer Applications

Kyle Jordan - American Government, U.S. History, World History, Economics/Financial Literacy, Health, Geography

Howard Nelson - Physical Science, Biology, Ecology,
Chemistry, Earth Science Social Studies

Brandon Ormond - English, Health

TBD- Special Education

Marie Russom - Secretary

FRANKLIN COUNTY HIGH SCHOOL VISSION/MISSION STATEMENT

Franklin County High School will foster an environment to nurture individuals academically, socially, and emotionally so that they are equipped to tackle academic challenges and become productive members of society in life after high school.

FRANKLIN COUNTY HIGH SCHOOL BELIEF STATEMENTS

The faculty of Franklin County High School affirms the following belief statements about student learning and learning opportunities:

We believe Franklin County High School provides a safe learning environment that creates opportunities for academic success.

We believe in maintaining classrooms based on positive behavior intervention services that foster learning.

We believe in providing a structured educational environment that promotes self-worth, accountability, educational success, and productive members of society.

We believe there must be informative communication and respect between faculty, parents, students, and community partnerships.

We believe our base curriculum should be aligned with state standards.

We believe in maintaining a licensed, competent staff that displays professional behavior to facilitate student success.

We believe in incorporating the use of current technology in our curriculum, maintaining equipment, and obtaining up-to-date technological equipment.

We believe in developing student understanding and acceptance of the principles and values necessary to become a productive member of society.

FRANKLIN COUNTY HIGH SCHOOL EXIT OUTCOMES

It is our goal that Franklin County High School students will possess the following exit outcomes upon graduation from our school:

Demonstrate responsible attitudes for themselves and toward others.

Demonstrate pride in their education and themselves.

Demonstrate critical thinking skills combined with the ability to apply practical learning skills.

Demonstrate the ability to make choices conducive to achieving their goals.

Demonstrate the ability to accept and respect the rights, beliefs, and ideas of others.

Demonstrate the academic ability to pursue post-secondary education.

ENROLLMENT REQUIREMENTS

Perspective students must be freshman age and under 21 to be considered for enrollment. Each student must fill out a “**Request for Enrollment**” application and meet the following eligibility requirements pertaining to alternative schools (Section 33-1002: 33-1002C; 33-1002F, Idaho Code). **Along with an application, students must bring withdrawal papers from their previous school, a copy of their current transcript, birth certificate, immunization record, attendance record, discipline record, legal guardianship papers (if not living with parents), and a referral form.** After a review and approval of the application by the principal, a meeting will be held with the student and a parent to go over school rules and expectations. Former Franklin County High School students, who have been dropped twice during a school year, must meet with the principal to request re-enrollment.

The Applicant must meet three (3) of the following:

- Repeated at least one grade.
- Absenteeism greater than 10% in the proceeding semester.
- Overall GPA less than 1.5.
- Has failed one or more academic subjects in the last year.
- Behind two (2) or more semester credits per year behind the rate to graduate.
- Is below proficient, based on local criteria or standardized test, or both.
- Has attended three or more schools in the previous two years.

OR

The Applicant must meet one (1) of the following:

- Substance abuse behavior. (must be documented)
- Pregnant or a parent.
- Emancipated student - 18 years of age not living with parent/guardian
(This status must be confirmed by the principal prior to enrollment)
- Previous or current dropout.
- Has serious personal, emotional, or medical issues(s).
- Court or agency referral.
- Demonstrated behavior that is detrimental to their academic progress.

Students will be admitted on probationary status with conditions for remaining at the school determined by the administration.

FRANKLIN COUNTY HIGH SCHOOL WAITING LIST

A student may be placed on the school waiting list due to an excess of student enrollment, disciplinary action, or other related circumstances. A parent/guardian will be notified when a student has this status. Students on the waiting list will be accepted based on the approved set of criteria.

NOTICE OF NON-DISCRIMINATION POLICY STATEMENT

The Preston School District and Franklin County High School do 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 Scouts and other designated youth groups. The superintendent has been designated to handle inquiries regarding the non-discrimination policies.

CREDIT REQUIREMENTS

Franklin County High School offers courses necessary to meet the graduation requirements of Preston School District #201 and the State of Idaho. At present, a student needs forty-seven (47) credits, passes a state standardized test or be approved by the school board for the Alternate Route, and a senior project to graduate. With approval from the principal a student may take correspondence courses to help meet graduation requirements.

A student transferring to Franklin County High School from another school will only receive credit for courses that apply to our district requirements. All necessary forms and papers must accompany a "Request for Enrollment" application. Failure for not having all of these forms will result in denial of enrollment, delay of enrollment, and/or possible placement on the school's waiting list.

Home school, charter school, and unaccredited school credits are accepted only on approval from the superintendent.

Curriculum

- Franklin County High School offers varied classes during the school year. Only four classes are taught in each block, and some are only available once or twice during the school year.
- All teachers will incorporate reading, writing, math, and spelling into each course curriculum.
- The following courses are available at Franklin County High School: U.S. History A & B, American Government A & B, World History, Geography, Economics/Financial Literacy, Chemistry, Health, Physical Science, Biology, Ecology, Earth Science, English, Algebra A & B, Geometry A & B, Computer Applications, Work Study, Study Skills and Speech.
- As part of our curriculum, a student will spend forty-five (45) minutes of class time reading a book (study skills). For every four blocks of reading (study skills), a student shall receive one (1) elective credit.

Credit requirements

- A state minimum of classroom instruction, per course, is required to receive one (1) credit.
- A student must earn 70% or better, per course, to receive one (1) credit. A student shall receive “no credit” if he/she does not earn 70% or better for a course.
- Summer school classes may be held at Franklin County High School for students to earn missed credits. Class availability will be based on student needs.

A student may earn up to four (4) credits during his/her enrollment at Franklin County High School by participating in the work study program. One (1) credit will be given for every one hundred twenty (120) hours the student works. A student must be approved before collecting hours for credit. Applications for this program are available through the secretary.

SCHOOL HOURS

School begins at 8:00 a.m. and concludes at 3:05 p.m. Students will be in school for 7 hours and 5 minutes. (7.08) hours. This includes a Thirty (30) minute lunch break and two eight (8) minute breaks.

All Idaho Public K-12 schools must observe a daily 60-second moment of silence at the start of the school day. During this time, students may reflect, meditate or pray. Teachers are strictly prohibited from instructing students on how to use this time.

The class schedule is as follows:

8:00 a.m. - 11:00 a.m.	Class Time
11:00 a.m. - 11:30 p.m.	Lunch Break
11:30 p.m. - 2:15 p.m.	Class Time
2:15 p.m. - 3:05 p.m.	Study Skills
3:05 p.m.- 3:30 p.m.	Academic Intervention

****When the school has a field trip or other activity, starting and ending times will remain the same unless otherwise notified by a letter from the school.**

Parents/Guardians must notify the school if their student is absent. If a student is on juvenile probation, Franklin County High School has an obligation to report the absence to Juvenile Services.

EXTRA-CURRICULAR ACTIVITIES

Students who wish to participate in district high school extra-curricular activities may do so by meeting these requirements: 1) Earn five (5) credits in the semester previous to the activity (sport), 2) No incomplete or “F” grades in the previous semester or while participating in sport, 3) Must maintain a 2.0 GPA during participation in sport, 4) Must fulfill all other policies of the district, relating to sports participation including drug testing, etc.

PRESCRIPTION MEDICATIONS POLICY

Per District Policy, a student in possession of any prescribed medication should deliver it, upon arrival at school, to the secretary. The Secretary will check for the following information

on the prescription bottle: 1) Name of the student to receive medication, 2) Legal content and correct dosage, 3) Expiration date, and 4) Dosage requirements. The prescription bottle will be returned to the student when appropriate. The school may refer any questions concerning medication to the prescribing doctor or pharmacist.

ATTENDANCE

Alternative school studies show clearly that attendance issues are the major cause of student failure. Because of the short period of time available for a student to attend each block full-time, attendance is a must. Frequent absences and/or tardies detract from regular classroom learning experiences and disrupt the continuity of the educational process. This is particularly true in a block system.

Students and parents must recognize the importance of attendance and punctuality at Franklin County High School. In order to maximize educational benefits and meet state requirements, students must conform to a strict attendance policy.

A student must fulfill the following responsibilities:

1. Attend school every day, except in cases of illness or emergency.
2. Learn behaviors that will be needed in adulthood, such as responsibility, accountability, and punctuality.
3. Make school a priority.
4. Learn to recognize the connection between attendance and learning.

ATTENDANCE POLICIES AND PROCEDURES

1. Attendance policies and procedures

- a.** The first day of each block is a student orientation day. Each student shall be required to attend unless the absence is approved in advance by the principal. No credit for the course will be given if first day is not attended. Doctor, dentist, and other such appointments are not excused absences.
- b.** The final day of the block is a test day. Each student is required to attend or to be dropped from the block unless the absence is approved in advance by the principal. No credit will be given if the student is not in compliance.
- c.** Only one (1) absence for any reason, is allowed each block. All time missed must be made up under the direction of a teacher and/or administrator. Missed time must be made up during student intervention time which is every day after school with his/her teacher. All times must be made up by the last day of the block immediately following the missed time. If a student cannot mathematically make time up for the block missed, they can use the intervention time of, but not exceeding, the next block until the time is made up. No credit will be given for classes that time is not made up.
- d.** Parents/Guardians must call the school if their son/daughter is absent.

- e. Parents/Guardians will be notified by a phone call if the student is absent if the school has not heard from a parent/guardian. Please notify the school if there are any changes to the parents/guardian's phone numbers throughout the school year.
- f. A student issued a citation, a court-ordered subpoena, etc., will be excused from school for the amount of time needed to be in court. To validate time missed, a student must provide written proof from court personnel stating such. Actual court time and a reasonable amount of travel to and from court appointments will be allowed. Students must make up time during student intervention. All time must be made up by the last day of the block immediately following the missed time. No credit will be given for classes that time is not made up.
- g. A student under the age of 16 will be referred to law enforcement for non-attendance. (33-202 Idaho Compulsory Attendance Code)
- h. A student who receives no credit for attendance will be enrolled in a credit recovery class. The student is expected to still attend school during scheduled class times and will have to reinterview with the school administrator before re-entry

2. Tardies

- A. **Only two (2) tardies, of fifteen (15) minutes or less are allowed per block.**
- B. A student who is tardy must sign in with the secretary before going to class.
- C. **A student who comes to school after the fifteen (15) minute tardy limit is considered absent.** Attending the day will allow the student to stay current in class. A minimum of one (1) hour, or any time missed, must be made up during student intervention. All time completed by the last day of the block immediately following the missed time. No credit will be given for classes that time is not made up.
- D. **If a student is tardy three times during a block, he/she will be given an absence for the day.** The student will have to make up a minimum of one (1) hour, or all time missed in order to receive credit. If the student already has an absence for the block, he/she will receive no credit for the class and will be enrolled in a credit recovery class. The student is expected to still attend school during scheduled class times and will have to reinterview with the school administrator before re-entry.
- E. **If a student has accumulated four tardies,** he/she will receive no credit for the class and will be enrolled in a credit recovery class. The student is expected to still attend school during scheduled class times and will have to reinterview with the school administrator before re-entry.

3. Closed Campus

- A. **Upon arrival on campus a student is not allowed to leave the school building, for any reason without permission.** A student who is checking out must have staff permission and parent/guardian approval before leaving.
- B. If a student becomes sick or needs to leave during school hours, he/she must

have staff permission and parent/guardian approval before checking out and leaving.

C. A student who is on juvenile probation must receive approval from their probation officer before leaving the school.

D. Because of the school closed campus policy, a student needs to bring a sack lunch or purchase a meal from the district lunch program. The regular price for lunch is **\$3.85**

4. Block Policies and Procedures

A. **Two (2) “no credit” blocks in one year can result in students’ name being sent to Preston School Board for dismissal from Franklin County High School.**

Also, two (2) “no credit” blocks could render a student ineligible to re-enroll. The student and parent/guardian may request a meeting with the principal consideration. The student’s name may also be sent to the Preston School Board for expulsion from the Preston School District.

B. **A student must petition the administration to receive approval for a leave of absence during a block.**

C. A student may not receive “no credit” more than two (2) blocks during the year for personal or academic reasons.

D. A student who does not successfully complete a block, for whatever reason, will receive “no credit” for the course. He/she will not automatically have a place in a regular class in the following block. The status of the student will be determined by the principal based on each individual situation, enrollment openings, and other academic reasons.

E. Students may return one time to their referring high school from Franklin County High School provided that:

1. Three successful blocks have been completed at FCHS.
2. The student is on track to graduate with his or her class.

Once re-enrolled at the referring high school, students may petition to re-enter FCHS.

5. Petitioning for Re-entry

A. A student who has been suspended or received no credit from a block will need to call the secretary to set up an appointment to petition for re-entry into regular classes. The student will be responsible for arranging the date and time of his/her petition.

B. A student must have a meeting with the administration to be considered

for re-enrollment. Parents may be asked to attend.

- C. A student will be expected to tell why he/she is petitioning for re-entry and what the student will do to ensure his/her success at Franklin County High School.

DISCIPLINE POLICIES AND PROCEDURES

It is not the intent of the School Board of District #201 or the administration of Franklin County High School to proscribe every possible action that would be detrimental to the operation of the school. The following however highlights key areas. Other disciplinary-related issues will be dealt with as they surface and will be addressed with similar intensity as those listed.

1. Due Process and Procedures:

- A. Upon infraction, a student will confer with the administration for corrective instruction. Consequences for an infraction may result in immediate dismissal for the day, suspension being or placed in credit recovery class. If any action is taken the student will be required to make up time in student intervention. A parent/guardian of the student will be notified immediately if the student is dismissed.
- B. If a student is on juvenile probation and dismissed from school, Juvenile Services will be notified immediately.
- C. A dismissed/suspended student who is waiting for transportation to leave school must wait in the office until his/her ride arrives.
- D. A student causing a disturbance, for any reason, will be asked to leave school immediately. If necessary, law enforcement will be called. A parent/guardian will be notified immediately regarding the situation.
- E. A parent/guardian of a suspended student may request a meeting before returning with the principal by calling the school. Parent/teacher meetings are held on the last Thursday of each block.

2. Possession of Unacceptable Items

- A. **No tobacco, vaping devices, drugs, alcohol, weapons, pornographic material, or any other unacceptable materials are allowed at school.** A student in possession of any of these items will be immediately dismissed from school and turned over to law enforcement officials.
- B. **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.*). The 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.

Students are permitted to 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.

3. Tobacco and E-cig Products

- A. A student, parent, or visitor is not allowed to possess any tobacco product or smoking paraphernalia on school property. This includes the school building and parking lot. Possession of tobacco is illegal within 200 feet of a school. Law enforcement will be called to cite violators. A student in violation of this policy will be dismissed immediately from school. This policy applies to any and all school functions or field trips.**

4. Appearance

- A. Clothing, hairstyles, and jewelry must meet acceptable standards set by the administration. A student's dress must model that which will give access to professional employment, community service, and advanced educational achievements. Hairstyles, clothing, etc. that distract from the safety, discipline, and educational goals of the school as determined by the administration are not allowed.**
- B. No students will wear halter tops, tank tops, spaghetti straps, sleeveless shirts, pajama pants, slippers, holes/tears in clothing, see-through clothing, bare midriffs, low v-neck shirts, low-riding pants, leggings, jeggings, tight-tight pants, belly shirts, and gym attire during the school day.**
- C. A student found in violation of an appearance code will be asked to change clothes immediately. A warning will be given to a student for the first infraction. A second infraction will result in dismissal.**
- D. Drug, alcohol, inappropriate language, tobacco logos, and/or drug paraphernalia are not allowed on any clothing. T-shirts that are suggestive, degrading, or that promote illegal activities are not to be worn at school.**

- E. Bizarre and/or multi-colored hairstyles that distract from the learning environment are not acceptable. A student will be dismissed from school and asked to correct the hairstyle before re-admittance to school (may require a meeting before administration).
- F. Tongue rings, brow piercing, tacks/plugs, nose rings, visible body piercing, and/or other extreme body jewelry are not allowed. Gauged piercings are not allowed. A student in violation of this policy will be dismissed immediately. Exemptions will be made on the basis of race, color, religion, national origin, sex, ancestry, disability, age, or any other characteristics protected by the law. Exemption forms can be found at the FCHS office.
- G. If multiple, large, or symbolic earrings, bracelets, and necklaces are found to be unsafe and/or disruptive to the educational process, some or all of the items will be asked to be removed.
- H. No gang-related attire may be worn at school.
- I. Skirts and shorts must be at knee length or longer when the student is seated. Gym attire style shorts are not allowed.
- J. Pants are to be worn at the waist. Baggy pants must have a belt (that fit) and underclothing should not be seen; in addition, sole of feet must be covered at all times during school (i.e. shoe, sandal, no slippers).
- K. Hats are not to be worn inside the school building.
- L. Students shall dress appropriately for the weather conditions.
- M. A student may be sent home for an appearance code violation to make appropriate changes. Any missed class time must be made up as prescribed in the attendance policy or the student shall be counted absent for the day.

The administration will determine acceptable appearance standards. Non-conformance to any of these standards is grounds for dismissal from Franklin County High School.

5. School Behavior and Environment

- A. **A student found in violation of a school behavior or environment policy will be immediately dismissed from school as determined by the administrator. A student who is dismissed from the block shall not receive credit for the course and will have to petition for re-entry. A parent/guardian will be notified of the action taken by the school.**

- B. Disrespect, insubordination, and/or failure to comply with a reasonable request made by a staff member will not be allowed. Violation of this policy can result in immediate dismissal from school as determined by the administration.
- C. Swearing and/or abusive, inappropriate language, verbal, sexual, and/or psychological abuse will not be allowed. Violation of this policy will result in immediate dismissal from school as determined by the administration.
- D. Fighting or any other type of violent act will result in immediate dismissal. Law enforcement may be called.
- E. A student may not sleep in class.
- F. No public or inappropriate display of affection among students will be tolerated.
- G. No personal radios or other electronic devices are allowed at school. If a student violates this policy, the item in violation will be confiscated and returned at the end of the day.
- H. Franklin County High School is a cell phone-free zone. Students are not to possess phones or any other electronic communication devices while in the Franklin County High School building. Students violating this policy may be dismissed from school. The school is not responsible for any cell phones and/or electronic devices that are lost or stolen.
- I. While Idaho Code § 18-3302D permits knives with blades under 2.5 inches to be legally carried in certain public places, FCHS is a knife-free zone. For that reason, all knives—regardless of blade length—must be turned in with cell phones each morning upon arrival to help maintain a safe and respectful learning environment for all students and staff.

6. School Computer Use

- A. A signed “**Request to Use Information Technology Services**” form must be on file for every student in order for a student to use a school computer.
- B. A student may only use the computer as directed by a teacher.
- C. No food or drink is allowed in the computer lab.
- D. A student may not use the computer for personal use such as e-mail, social media, games, pornographic websites, or other Internet activities.
- E. **Violation of a school computer-use policy will result in further disciplinary actions as determined by the administration. The student may not receive credit for the course.**

7. Student Transportation and Parking

- A. No bus service is provided for Franklin County High School. A student or parent/guardian is responsible for transportation to and from school. Accommodations will be made for those students with transportation requirements on their IEP.
- B. It is a privilege to drive to school. Erratic driving and/or speeding in the parking lot will result in dismissal from school.
- C. A student who needs to go to his/her car must receive approval from a staff member. Only one student at a time will be allowed to go to his/her car.

8. Visitors on Campus

- A. All visitors must check in with the secretary upon arrival.
- B. Any person, who is not a parent/guardian, permitted family member, or employer, is not allowed on school property. Violators may be arrested for trespassing.
- C. Any student from Franklin County High School may not visit any other school campus during the course of a normal day from 7 a.m. to 5 p.m. If a student needs to go to another campus, prior approval must be arranged with administrators from both schools. Violators may be cited or arrested for trespassing. An exception to this rule is when the general public is invited to the school.

9. Student Performance

- A. A student must consistently maintain a grade level at 70% or above. When the student's average grade becomes mathematically impossible to pass the class with a 70% or better score, the student will be enrolled in credit recovery. The student will also be placed on academic probation for the next block in which the student is enrolled.
- B. If a student has a final grade below 70%, the student will receive "no credit" for the course and will be placed on academic probation for the next block in which the student is enrolled.
- C. A teacher may require a student to do homework. Homework requirements will be set by the teacher.

10. Violation of Discipline Policies

- A. **A violation of any discipline policy by a student will result in temporary or permanent dismissal from Franklin County High School. The student will not receive credit for the course and will have to petition for re-entry. A parent/guardian will be notified of the**

action taken by the school.

- B.** A student and a parent/guardian will be notified by a school official/staff if he/she has been dismissed for the day or the remainder of the block. If applicable, Juvenile Services will also be notified.

NOTIFICATION OF VIDEO SURVEILLANCE

To promote the safety of students, employees, and visitors, as well as the security of our facilities and equipment, Franklin County High School 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 Franklin County High School 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 the school administration.

SCHOOL ACTIVITIES AND SERVICES

SCHOOL OR CLASS FIELD TRIPS

Franklin County High School participates in field trips. These are a mandatory part of our school curriculum. Each trip is designed to provide students with an opportunity to expand their learning capacity. All students must have a signed permission slip from their parent/guardian before participating in a field trip. A student who does not participate in a school or class field trip will be given an alternative assignment. All attendance policies and procedures will be applied and enforced during field trips.

**** Emancipated students may sign their own forms. (An emancipated student is one who is 18 years or older and does not live with a parent or guardian. This status must be confirmed by the faculty prior to receiving permission to sign for self.)**

School will begin and end at the same time when participating in a field trip or any other activity unless prior notice has been given.

GUEST SPEAKERS

As part of our commitment to providing students with diverse learning opportunities, the school will invite guest speakers to speak throughout the year. Topics may include scholarship information, career opportunities, military programs, college entrance assistance, drug/alcohol awareness, resume' and job applications, interviews, and self-esteem skills. Other topics may be included as needed.

SUBSTITUTE TEACHERS

When a member of the school faculty must be absent a substitute will be called in to take their place. A substitute will receive the same respect each faculty member receives. A substitute will have the same authority as a regular faculty member and will observe and enforce all policies and procedures of the FCHS Student Handbook.

STUDENT INJURIES

Even with the greatest precautions and the closest supervision accidents do happen at school. Such is a fact of life and a part of the growing-up process. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. **Preston School District #201 does not provide medical insurance for students injured at school. This is the responsibility of the parent or legal guardian.**

STUDENT SERVICES

The following services are offered as assistance to students and parents/guardians at Franklin County High School:

- Counseling for post-high school plans
- Filling out college applications and/or scholarships
- Filling out financial aid applications or student loan applications
- Filling out job or work service applications

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 and/or nurse 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 and/or nurse 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 use 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.

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. See your special education case manager or counselor for help with academic planning and specific course selection.

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 special services director.

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:

Dr. 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
gary.thomas@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.

MEDICATIONS (Preston School District Policy #561)

- **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.

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.

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.

Credit Recovery

All FCHS students who are unable to complete a block for credit will be enrolled in credit recovery. Additionally, FCHS students wanting to receive additional credits toward graduation may enroll in credit recovery. In partnership with Preston High School, students at FCHS can take credit recovery classes through the state-approved program called Imagine Edgenuity. To participate in credit recovery students must follow the following rules:

- 1. Attend class on time every Monday, Tuesday, and Wednesday from 3:05 pm to 3:30 pm. Absences must be pre-approved by the instructor.**
- 2. Students can NOT work on credit recovery during the school day in other FCHS classes.**
- 3. For every 3-week block FCHS students are expected to complete at least 20% of the course to continue to make academic progress in a timely manner.**
- 4. The FCHS administrator will select the class the student needs to take based on graduation needs.**

Weather Delay/Cancelation

At times the weather can cause the roads to be unsafe to travel to and/or from school. The Preston School District administration will oversee making the decision if this is the case will post it on the district website homepage and Facebook page. You can also listen to KACH or KVNU radio for updates. In the event that weather has caused the roads to be unsafe for travel district administration can opt to postpone the school start time for two hours or cancel school altogether. If school is postponed the start time would then be 10:00 AM and end at the regularly scheduled time of 3:05 PM. Breakfast will not be served.

FRANKLIN COUNTY HIGH SCHOOL ACCEPTANCE OF ENROLLMENT AGREEMENT

We/I hereby apply to enroll and attend classes at Franklin County High School pursuant to receiving a high school diploma. We/I understand the importance of attending school regularly to obtain the credits necessary for graduation. We/I will follow attendance policies and procedures as written in the Student Handbook. I understand if I do not meet the requirements necessary for a block, We/I will not receive credit for the block. Re-admittance may necessitate a re-enrollment meeting with the administration.

**** A parent/guardian signature is required for applications over the age of 18 still living with parent/guardian.****

We/I agree to enroll my student in Franklin County High School. We/I understand my role in helping my son/daughter attend school regularly. We/I agree to work with the school faculty in helping my son/daughter earn the credits necessary to obtain a high school diploma. **We/I have read, understand, and agree to abide by ALL policies and procedures included in the Franklin County High School Student Handbook.**

Signature of Enrolled Student

Date

Signature of Parent/Guardian

Date

**FRANKLIN COUNTY HIGH SCHOOL
SUBSTITUTE TEACHER COMPLIANCE AGREEMENT**

Franklin County High School is a great place to attend and earn a diploma. Our school has worked hard to be a school of excellence within the community and neighboring schools. We want our reputation to remain the same!

The staff and students are responsible for the image we project to the public. When a faculty member must be absent, a substitute will be called in to take their place. When a substitute leaves our campus, he/she will take with them a good or bad impression of our school. This substitute may share his/her impression with the community. We all need to do whatever we can to preserve the school's reputation and standing in the community. In order to maintain this positive image and school of excellence we need your cooperation!

A substitute teacher visiting our campus will be treated with the same respect and dignity as a regular classroom teacher. Each substitute will have the same authority as a faculty member and be able to enforce all policies and procedures as defined in the Student Handbook.

A student who is disrespectful or insubordinate to a substitute teacher will be disciplined as deemed appropriate by the school administrator. If action is taken against the student, he/she will be given an absence for the day or days. A parent/guardian of the student will be notified immediately if the student is dismissed.

**I have read and understand the above policies
and procedures and agree to abide by them.**

Signature of Enrolled Student

Date

Signature of Parent/Guardian

Date

**FRANKLIN COUNTY HIGH SCHOOL
FIELD TRIP PERMISSION SLIP**

Franklin County High School will provide students with various educational field trips throughout the year. A signed permission slip enables a student to participate in these activities. Field trips are a part of our school curriculum and attendance is mandatory. If a student is unable or chooses not to go on a field trip, he/she will be required to do an alternative assignment. **All attendance school policies and procedures will be applied.

Prior to a field trip information will be sent home for you to review. If you have any questions concerning a field trip feel free to contact the principal at school.

Please sign the bottom portion of this page and return it to the school upon enrollment.

**If a student is emancipated, only his/her signature is required.

Date: _____

Name: _____

has permission to participate in any field trip scheduled for Franklin County High School during the 2025 - 2026 school year.

Parent Signature

Student Signature

Emergency Phone Number

Person to Contact (Relationship to student)

Emergency Phone Number

Person to Contact (Relationship to student)

Please list any allergies or medical concerns applicable to the student:

Medical Concerns

Allergies

****All Student Handbook policies and procedures
will be enforced on every field trip.****

**PRESTON SCHOOL DISTRICT #201
STUDENT NAME/PHOTO RELEASE FORM**

As students participate in various school activities, opportunities arise to provide photos of students in newsworthy events or other school activities. Photos may appear in local newspapers, school publications, websites (including social media such as district/school sponsored Facebook pages, Twitter feeds, etc), and/or brochures or fliers. The goal of the Preston Joint School District is to ensure the privacy and safety of all students. Please read the following release, indicate your level of comfort with the release of your student's photo, and sign the document below.

Conditions of use:

- This form is valid for the 2026-2027 school year. The consent will automatically expire after this time.
- Schools in Preston School District will not re-use any photographs after this time.
- Schools in Preston School District will not include personal email, postal addresses, or telephone numbers of you or your students on our website or in our printed publications.

Please answer the questions below, then sign and date the form:

1. May Preston School District use your student's photograph in printed publications (yearbook, school and local newspaper, brochures, etc)?
Yes No
2. May Preston School District use your student's image on district sponsored websites (including district sponsored social media i.e. Facebook, Twitter, etc)?
Yes No

I have read and understood the conditions of this form:

Student's Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Preston School District #201
Technology Acceptable Use Agreement – Student and Staff

I have read, understand and will follow the guidelines listed in this document. I understand that my use of the electronic services is a privilege, and inappropriate use may result in loss of privileges or disciplinary action up to and including expulsion and/or prosecution. I recognize that I will not be allowed to use the internet until I have read and signed this form.

_____ Printed Name of Student	_____ Signature	_____ Grade	_____ Date
----------------------------------	--------------------	----------------	---------------

_____ Parent/Guardian Name (Please Print)	_____ Signature	_____ Date
--	--------------------	---------------

Preston School District is pleased to offer access to a computer network for electronic information services. We strongly believe in the educational value of electronic services and recognize the potential to support curriculum and learning by facilitating resource sharing, innovation, and communication. Preston School District will make every effort to protect students and staff from any misuse or abuse as a result of their experience with an information service.

1. Acceptable Use – Access to the District’s electronic networks must be (a) for the purpose of education or research and consistent with the educational objectives of the District, or (b) for other appropriate use.
2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The building principal and technology director together will make all decisions regarding whether or not a user has violated these procedures and may suspend access at any time.
3. Network login accounts shall be used only by the authorized owner of the account. No attempt to gain unauthorized access to accounts is permitted. Passwords must be kept private.
4. Never send, or encourage others to send, messages that are impolite or inappropriate. When online, staff and students are representatives of the district and as such must always act in a positive and appropriate manner. Use of vulgarities or any other inappropriate language is unacceptable.
5. Do not send any message that includes personal information, such as home address or phone number, for yourself or any other person without complete knowledge of the requesting entity. Email is not private and district representatives have the right to review your files at any time. Report to your administrator any unknown entity who asks for personal information. Do not read other people’s mail or trespass into other people’s files.
6. The District makes no guarantees of any kind about the accuracy of information found online. Transmission of any material in violation of any law is prohibited. This includes, but is

not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

7. The introduction or use of copywritten material on district machines without the consent of rightful parties is expressly forbidden. This includes, but is not limited to, software from home, videos, downloaded applications, music, software from others even when given the disc, etc.

8. Do not damage, vandalize, or attempt to gain unauthorized access, to any school/district computer system (hardware or software). Never move, delete, modify, or damage any application or files that are not yours.

9. Any person found intentionally introducing a malicious virus into the system will be held accountable for incurred costs. Anyone who interferes with virus checking software on computers will also be held liable. All those using district computers should regularly check to see that the virus checking software icon is visible on the taskbar.

10. Do not load applications onto any computer without the permission of the Preston School District Technology Department. It is more efficient, and less problematic, for those with proper permission to install programs on the school computers.

11. It is forbidden to submit, display, publish, or access questionable material that may be considered locally unacceptable. These include, but are not limited to, obscenity, profanity, or any defamatory, inaccurate, abusive, threatening, racially offensive, sexually oriented, or illegal materials.

12. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages or charges you incur while on this system.

13. Violation of this policy may incur consequences up to and including:

- a. expulsion from school or work
- b. revocation of passwords and user accounts and ban from using computer or network equipment
- c. revocation of teaching certificate in the state of Idaho
- d. notification of law enforcement authorities for possible civil or criminal penalties

District officials reserve the right to review any and all computer use within the scope of district networking, hardware, and software.

FRANKLIN COUNTY HIGH SCHOOL (FCHS)

2026-2027

August 5						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	IN	IN	IN	IN	21	22
23	24 ¹	25 ¹	26 ¹	27 ¹	28	29
30	31 ¹					
September 18						
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13	14 ²	15 ²	16 ²	17 ²	18	19
20	21 ²	22 ²	23 ²	24 ²	25	26
27	28 ²	29 ²	30 ²			
October 17						
				1 ²	½ PD	3
4	5 ³	6 ³	7 ³	8 ³	PD	10
11	12 ³	13 ³	14 ³	15 ³	16	17
18	19 ³	20 ³	21 ³	22 ³	23	24
25	26 ⁴	27 ⁴	28 ⁴	29 ⁴	30	31
November 13						
1	2 ⁴	3 ⁴	4 ⁴	5 ⁴	6	7
8	9 ⁴	10 ⁴	11 ⁴	12 ⁴	PD	14
15	16 ⁵	17 ⁵	18 ⁵	19 ⁵	20	21
22	H	H	H	H	27	28
29	30 ⁵					
December 11						
		1 ⁵	2 ⁵	3 ⁵	4	5
6	7 ⁵	8 ⁵	9 ⁵	10 ⁵	11	12
13	14 ⁶	15 ⁶	16 ⁶	17 ⁶	PD	19
20	H	H	H	H	25	26
27	H	H	H	H		
January 16						
					1	2
3	4 ⁶	5 ⁶	6 ⁶	7 ⁶	8	9
10	11 ⁶	12 ⁶	13 ⁶	14 ⁶	15	16
17	18 ⁷	19 ⁷	20 ⁷	21 ⁷	PD	23
24	25 ⁷	26 ⁷	27 ⁷	28 ⁷	29	30
31						

February 16						
	1 ⁷	2 ⁷	3 ⁷	4 ⁷	5	6
7	8 ⁸	9 ⁸	10 ⁸	11 ⁸	12	13
14	15 ⁸	16 ⁸	17 ⁸	18 ⁸	19	20
21	22 ⁸	23 ⁸	24 ⁸	25 ⁸	26	27
28						
March 16						
	1 ⁹	2 ⁹	3 ⁹	4 ⁹	5	6
7	8 ⁹	9 ⁹	10 ⁹	11 ⁹	PD	13
14	15 ⁹	16 ⁹	17 ⁹	18 ⁹	19	20
21	22 ¹⁰	23 ¹⁰	24 ¹⁰	25 ¹⁰	26	27
28	SB	SB	SB			
April 16						
				SB	2	3
4	5 ¹⁰	6 ¹⁰	7 ¹⁰	8 ¹⁰	9	10
11	12 ¹⁰	13 ¹⁰	14 ¹⁰	15 ¹⁰	16	17
18	19 ¹¹	20 ¹¹	21 ¹¹	22 ¹¹	23	24
25	26 ¹¹	27 ¹¹	28 ¹¹	29 ¹¹	30	
May 16						
						1
2	3 ¹¹	4 ¹¹	5 ¹¹	6 ¹¹	7	8
9	10 ¹²	11 ¹²	12 ¹²	13 ¹²	14	15
16	17 ¹²	18 ¹²	19 ¹²	20 ¹²	21	22
23	24 ¹²	25 ¹²	26 ¹²	27 ¹²	G	29
30	H					
June 19 ss						
		1 ¹³	2 ¹³	3 ¹³	4 ¹³	5
6	7 ¹³	8 ¹³	9 ¹³	10 ¹³	11 ¹ ₃	11
13	14 ¹⁴	15 ¹⁴	16 ¹⁴	17 ¹⁴	18 ¹ ₄	18
20	21 ¹⁴	22 ¹⁴	23 ¹⁴	24 ¹⁴	25 ¹ ₄	26
26	27	28	29	30		

Holiday G – FCHS Graduation

Subscript Numbers – Block in Session

School Hours: 8:00 – 3:00

Summer School Hours (Block 13): 8:00 – 3:30

Summer School Hours (Block 14): 8:00 – 3:00

2026/27 PJH Handbook changes

General updates to dates throughout due to the calendar/date changes

Mission/Vision Statements, pg. 4 – updated to reflect leadership team and faculty decisions

Student Gov. Student updated, pg. 5

Sexual Harassment and Indecent Exposure, pg. 8 – included “de-pantsing”

Grading – pg. 20 – updated to show a change back to traditional grading and reporting

Hall Pass Section, pg. 22 – updated to show use of software to use bathroom/hallway

Student ID cards, pg. 25 – updated to reflect charges

Cafeteria, pg. 26 – updated to reflect changes in school lunch fees

Guidance Counseling/Personnel, pg. 27 – updated to show changes

Fees – pg. 30 – updated

PRIDE – pg. 30 – updated to reflect what we do during our PRIDE time, and state we will have a 1 minute of silence during 1st hour.

Preston Junior High School

2026-27 Student Handbook

PRESTON PRIDE

Prepared, Respectful, Integrity, Determined, Engaged



450 East 800 South
Preston, Idaho 83263
(208) 852-0751

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2026-27 Important Dates

Aug. 24	First Day of School for Students	Jan. 18	Martin L. King Day (No School)
Sept. 7	Labor Day (No School)	Jan. 22	Winter Parent/Teacher Contact
Oct. 1, (2)	Parent/Teacher Conf. (No School)	Feb. 15	Presidents Day (No School)
Oct. 22	Last Day of 1 st Quarter	Mar. 18	Last Day of 3 rd Quarter
Nov. 25, 26	Thanksgiving Break (No School).	Mar. 29-Apr. 1	Spring Break (No School)
Dec. 21 -Jan. 3	Winter Break (No School)	April-May	End-of-Year Testing
Jan. 14	Last Day of 1 st Sem. & 2 nd Qtr.	May 27	* Last Day of School, Early Out

PJH 2026-27 Bell Schedule

A Lunch Schedule			
1st	8:00	9:05	⁶⁵
2nd	9:09	10:06	⁵⁷
3rd	10:10	11:07	⁵⁸
A Lunch	11:07	11:39	³²
4th	11:45	12:42	⁵⁷
5th	12:48	1:43	⁵⁷
6th	1:47	2:44	⁵⁷
7th	2:48	3:45	⁵⁷

B Lunch Schedule			
1st	8:00	9:05	⁶⁵
2nd	9:09	10:06	⁵⁷
3rd	10:10	11:07	⁵⁷
4th	11:11	12:08	⁵⁷
B Lunch	12:08	12:42	³²
5th	12:48	1:43	⁵⁷
6th	1:47	2:44	⁵⁷
7th	2:48	3:45	⁵⁷

* Nutrition Break will happen before school starts in the cafeteria.

* First hour is Home Room and Advisory Time

Mission and Vision Statement

Our Mission: Every student will learn at high levels, and we are collectively responsible for ensuring all students and staff develop the knowledge, skills, and dispositions necessary for success.

Our Vision: We will collaboratively ensure high levels of learning for every student by guaranteeing essential knowledge, skills, and dispositions through effective instruction, timely support, and a culture of collective responsibility and continuous improvement.

Belief Statement & Bill of Rights

We believe --

- That our school's learning environment should be conducive to teaching and learning;
- That there be a variety of opportunities for students to develop a positive self-concept and to achieve;
- That students will demonstrate at least a proficient understanding of the curriculum in accordance with District and Idaho Core Standards;
- That students will show an understanding of correct behavior with a focus on accepting responsibility for choices;
- That students will be given incentives and opportunities to encourage individual student growth and development;
- That students learn in different ways and should be provided with a variety of instructional approaches to support their learning and talents;
- That learning environment is a shared responsibility of the school, the family and community members;
- That students should be taught the concept of life-long learning; and

- That the staff and students will be unified with regards to school policies and practices.

We, the students of Preston Junior High School, hereby adopt the following Bill of Rights, together with their accompanying responsibilities. The Right:

1. to a quality education; teachers should be free to teach and students free to learn without being interrupted by inconsiderate and disruptive students;
2. to express ideas and opinions that are not harmful to others
3. to be respected and treated fairly and kindly;
4. to be recognized and applauded for one's accomplishments and efforts without being compared to others;
5. to have positive experiences and enjoy peers;
6. to learn, be safe, and to remember that our attitude will determine our success.

Student Government Officers

8th Grade

Marcus T.
Lanie F.
Kase S.
Tate S.

7th Grade

Marlie P.
Madelaine E.
Lennox C.
Bailey H.
Graham K.

6th Grade

Ty S.
Ara G.
Kyrie G.
Max M.

Policy Introduction

This 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, Preston 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 (Board Policy 512).

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

Section One: Due Process

A. Discrimination Prohibited

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

Federal law prohibits discrimination on the basis of 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; and Section 504 of the Rehabilitation Act of 1973).

B. 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 and may include the following individuals:

Level 1: A. Student and teacher

Level 1: B. Parent Contact

Level 2: Student and administrator

Level 3: Student, parent(s), school administrator, school resource officer

General Due Process Procedure (may look different depending on severity of behavior)

First Infraction:

- A. Possible parent contact
- B. Possible behavior contract
- C. Due Process Hearing (level 2)
- D. Detention or in-school or out of school suspension
- E. Possible due process (level 3)
- F. Possible referral to law enforcement

Second Infraction:

- A. Due Process Hearing (level 3)
- B. Detention or in-school or out of school Suspension
- C. Possible referral to superintendent for further action
- D. Parent contact
- E. Behavioral contract
- F. Possible referral to law enforcement
- G. Possible referral to superintendent for expulsion hearing

Third Infraction:

- A. Due Process Hearing (level 3)
- B. Detention or In-school or Out of school Suspension
- C. Possible Referral to Superintendent for further action
- D. Parent contact
- E. Behavioral contract
- F. Referral to law enforcement
- G. Referral to superintendent for expulsion hearing

As part of the Due Process, a **behavioral contract** may be developed. A behavioral contract is a written agreement between student, parent/guardians, and administrator designed to modify a student's behavior.

As part of the Due Process, a student may be **suspended**, which is the denial of attendance at school for up to five days by school administration. The superintendent may suspend for up to 10 days. A conference may be held with an administrator, a counselor, the student, and a parent/guardian(s) prior to the student returning to school (Board Policy 553).

Building administration has the right to respond at any due process level on 1st 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 judgment to administer the best possible discipline for the situation and the student. The administrator will be fair and consistent in handling each individual case.

C. Administrative Rights

School Administration reserves the right to override consequences for infractions on an individual basis and based on circumstantial evidence. Written rules cannot cover every possible situation, but similar offenses will warrant similar consequences. Chronic offenders will be treated with more severity.

SEVERE CLAUSE ISSUES: In cases of extremely disruptive behavior or crisis situations; such as vandalism, defiance, or threat of a physical nature, as well as Safe Schools issues, students may be referred directly to an administrator. The above steps may be overridden for severe cases. Students may be suspended (In-School or Out of School) and/or an expulsion may be considered by the School District's Board of Education. In addition, infractions may result in the denial of attendance at school, loss of participation in extra-curricular activities and/or incentive days.

Section Two: Promotion Policy

The State Department of Education in Idaho requires that junior high schools implement a system whereby students earn credits in order to be promoted to the next grade level. The new requirements stipulate that a student must pass 80% of all classes. Students who are in danger of not meeting these requirements will be required to meet with their parents and the Promotion committee to help the student change course. There will be an alternative route for making up lost credits. Students can accomplish this by such means as repeating classes, showing growth or proficiency on ISAT, passing end-of-course assessments, successfully completing summer school, and through IDLA or other online credit recovery options.

The **PJH Promotion Policy** outlines the requirements for students to be **promoted to the next grade level** in accordance with requirements set by the State Department of Education:

- Students shall be required to attain a minimum of 80% of their credits in order to be promoted to the next grade level. PJH students earn 1 credit for each semester class and 0.5 credits for each quarter class (i.e., Technology & PE). Credits are earned by "passing" the class with a learning mark of "Approaching, Proficient, Distinguished". Students receiving a final learning mark of "No Evidence or Not Yet" will receive no credit for the class. In order to be promoted to the next grade level, PJH students **must earn 10 or more credits** (12 possible each school year).
- Students will not be allowed to lose a full year of credit in one area (i.e., a student would not be able to fail a full year of math) and automatically move on to the next grade level. PJH students that fail both semesters in the following areas will have to make up at least 1 credit in each failed area: math, English, science, reading, and social studies. Alternatives to recover lost credits are listed below.
- Students not meeting (or in jeopardy of not meeting) credit requirements will be given an opportunity to **recover credits** or complete an alternate mechanism in order to be eligible for promotion to the next grade level. It is the responsibility of the PJH student and their parents to seek credit recovery for failed classes in order to be promoted to the next grade level. The following are **potential options for recovering lost credits**: online courses (students and parents are responsible to pay the applicable fees) or repetition of a class the next school year. If a student chooses to repeat classes the next year, their elective classes will be replaced by the repeated classes.
- Attendance is a crucial factor in student learning (see Attendance Policy). PJH students must attend 90% of any given class in order to earn the credit in that class. This equates to students being **absent more than 7 days in a semester (credit is lost on the 8th absence)**. For attendance, PE and Technology (or any other quarter classes) will be considered as one semester credit (if the student misses 4 days in PE and 4 days in technology, or any combination for a total of 8 days, then they lose their semester credit).

Section Three: Student Behavior & Dress Code

Harassment, Bullying & Hazing

Harassment includes conduct whether verbal, electronic text or pictures, written, graphic or physical relating to a student's race, nationality, color, disability, or gender. It also includes any act that injures, degrades, or disgraces a student or school district employee. • Hit, kick, push, shove around, or lock him/her inside a room or other area. • Tell lies or spread false rumors about him/her, send mean notes, try to make other students dislike him/her, and/or other similar hurtful things. When we talk about **bullying**, these things happen repeatedly, and it is difficult for the student being bullied to defend him/herself. We also call it bullying when a student is teased repeatedly in a mean and hurtful way. 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 that substantially interfere with a student's educational benefits, opportunities, or performance, and that takes place on school grounds, at any school-sponsored events, on school-provided transportation, and that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm or damaging student's property; or
- Creating a hostile educational environment.

Hazing is any intentional knowing or reckless act occurring by one person alone or in acting with others that endangers the mental or physical health or safety of a student 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 (Board Policy 506, 506.5, 543). Hazing may include: 1) total or substantial nudity on the part of the person; 2) compelled ingestion of any substance by the person; 3) wearing or carrying of any obscene or physically burdensome article by the person; 4) physical assaults upon or offensive physical contact with the person; 5) participation by the person in boxing matches, excessive number of calisthenics, or other physical contests; 6) transportation and abandonment of the person; 7) confinement of the person to unreasonable small, unventilated, unsanitary or unlighted areas; 8) sleep deprivation; 9) assignment of pranks to be performed by the person; or 10) any scenario that demands or harms a person. Students who wish to report a situation need to contact an administrator, a school counselor, or a faculty member. An investigation will be conducted, and due process will occur as outlined later in this section.

Sexual Harassment & Indecent Exposure

Sexual harassment is defined as unwelcome sexual advances, or insults, or requests for favors and other verbal, physical and/or visual contact of a sexual nature, or indecent exposure. Students who wish to report a situation need to contact an administrator, a school counselor, or a faculty member. An investigation will be conducted, and due process will occur as outlined later in this section. Sexual harassment has many forms of variable seriousness. Sexual harassment includes (but is not limited to) the following:

- Insinuate, propose, or demand sexual favors of any kind.
- Invade another person's personal space (e.g. inappropriate touching).
- Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.

- Make obscene comments, jokes, noises, gestures that humiliate or offend someone. This includes pulling someone else's pants down, "de-pantsing"
- Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

Pornography & Inappropriate Writing

Pornographic or otherwise inappropriate materials are not permitted. These may include but are not limited to pictures, photos, drawings, or written material, body, clothing, jewelry. Students who wish to report a situation need to contact an administrator, a school counselor, or a faculty member. An investigation will be conducted, and due process will occur as outlined in this section.

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 classroom presentation and respect of the teacher and fellow students and not violate school and district policies and not violate legal laws. Language, verbal or symbolic speech, which is socially acceptable will be spoken in the halls and in the classrooms at PJHS. The use of inappropriate language, verbal or symbolic speech, vulgarity, profanity, inflammatory statements, obscenities, pornographic material, or personal attack is not allowed. Students will be referred to an administrator (Board Policy 516).

Trespassing/Loitering

Only students enrolled at Preston Junior High School and in good standing are to be on school premises during regular school hours (7:50 - 4:30). Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the moral, health, safety, academic learning, or discipline of the students at any time, or who loiters, may be removed and charged with trespassing. Such persons will be prosecuted to the full extent of the law (Board Policy 934). **Parents must pick up their child without having your child call. School is out at 3:45 and teacher help ends at 4:30 p.m.**

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

Dress Code

It is not possible to foresee and list every possible way one may violate dress standards, especially because everyone holds themselves and their children to a different standard. As a school, the discussion comes down to enforceability. To be enforceable, a policy must be unquestionable. If a strong case can be made against a policy, it should be revisited and revised.

When it comes to the dress code, we had to decide what things were absolutely not acceptable and focus on those things and those things alone. We don't want to micromanage what you wear, or make school shopping a chore. Obviously, there are some things that just aren't acceptable in a school, but whenever possible, we want to leave it up to you.

That said, clothing or appearance which, in the judgment of the administration, draws undue attention or is disruptive and/or distracting to the educational process will not be accepted. As a general rule, keep shorts, skirts, and any rips or exposed skin below mid-thigh (front or back). While on school property all students will wear a shirt that meets dress code standards.

Unacceptable Absolutes

- **Underwear.** As the name suggests, wear it under clothing. If we can see it, you need to cover it up.
- **Private Areas.** This should be obvious, but we don't want to see any part of your chest, breasts, belly, back, privates, or buttocks. No skin above mid-thigh.
- **Weaponizable Apparel.** If you have a spike or chain or anything else that could realistically injure another person, don't wear it at school.
- **References to Gangs, Drugs, Sex, Swearing or Violence.** You can't learn if you don't feel safe. These things make other people not feel safe. Examples include bandanas, inappropriate signs, logos, slang, pictures, etc.
- **Concealed Identity.** Anything that makes it so that we can't readily identify you if needed is a safety hazard. On this ground, the following are **NOT** allowed: hoodies, sunglasses, face paint, or a wide variety of other things. We're responsible for you while you're here, so we need to be able to tell who you are.
- **Hats.** Baseball hats and beanies will be allowed in school. They must comply with the rules stated above; may not conceal your identity and may not cover your ears. If at any point they become a distraction to the learning environment of the classroom, the privilege will be taken away. It is the discretion of each teacher to allow hats or not in their individual classrooms.

Disruptive Behavior/Horseplay

Students' behavior should not disrupt the classroom learning or teaching process (Board Policy 540).

Tardy Policy

Arriving to class late or unprepared is a distraction for everyone else and makes it so you start class behind. If you are late to school more than 10 minutes, sign the tardy clipboard in the office window, notify office staff, and then go to class. At 4 tardies in a single class in a single semester, parents will be contacted, and they will visit with the administration. Tardies will be made up before or after school or during lunch with the classroom teacher. Each tardy equates to 10 minutes of classroom makeup time. Excessive tardiness can be considered part of the Disruptive Behavior/Horseplay Policy. Teachers and administration can excuse tardies, which will not count toward the student's four tardies and make up time. If students do not make up the time for tardies with each teacher, they will be assigned to Friday school. Once a student hits 10 tardies in a single class, each semester, they will be assigned 2 hours Friday school. The 2026/27 calendar has built in ½ day Fridays each month. Students will be assigned a day to make up their time during those days. If a student does not show up for the assigned Friday school, they will spend a day in the Skill Building Room (SBR). Consequences will be at the discretion of the Jr. High administration.

- Preston Jr. High has the option to hold a Friday school for students who are truant or have excessive tardies. If assigned Friday school, attendance is mandatory and will count toward the school's promotion policy.

Skill Building Room (SBR)

The purpose of the SB room is to target and reteach skills which will help students with self-management and social skills and allow them optimal classroom learning. District and School policy regarding students' misbehavior will be followed by classroom teacher and building administration. Students' undesired behaviors will be corrected, retaught, and logged into SWIS for data tracking. Once a student has reached four minor (or major) behaviors in SWIS in any semester, they may be sent to the Skill Building Room (SBR). Teachers will fill out an SBR referral form and turn it into the office. Teachers will notify parents/guardians of their student's behavior and that they are being referred to the SBR. They will spend the following day, or a day determined by the administration, in the SB room until they have met the learning, behavior, and point requirements to return to the regular classroom.

Removal from Class/Holding Class

When a student receives a due process hearing at level 3 for classroom behavior, he/she may be removed from that class for the balance of the semester and placed in a holding class and a behavior contract will be developed. The student may receive an “incomplete” for the course. Students will not be tardy or disruptive in their assigned holding class. A violation of holding class rules will 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

Willful Disobedience, Defiance, Disrespect, & Insubordination

Willful disobedience is defined as a failure to follow verbal instructions and/or reasonable requests during the school day or at any school activity or function made by a school employee (i.e. administration, faculty, and classified staff). Consequences outlined at the top of page 6 of this handbook may be followed.

Verbal or Physical Abuse of School District Employee

Hitting, striking or verbally attacking any school district employee, volunteer or other student employee will result in parent and police notification and suspension the day of the incident with an additional 1-9 days of ISS/OSS. Consequences outlined at the top of page 6 of this handbook may be followed. It may also lead to recommendation for expulsion to the Board of Education.

Displays of Affection

Inappropriate display of affection includes but is not limited to: affectionate hugging or touching (including holding hands), kissing, obscene words, obscene or inappropriate actions or gestures. Students will not engage in inappropriate physical contact. Consequences outlined at the top of page 6 of this handbook may be followed.

Plagiarism & Cheating

Emphasis is placed on academic honesty. Preston Junior High School supports and promotes academic honesty in all endeavors, and academic integrity is part of our focus. Students need to carefully use the internet at all times and properly refer sources obtained from the internet (i.e. AI). If a student merely copies a paper from any source including electronic sources, it is a form of plagiarism, and classroom policies will be enforced. Teachers have policies regarding plagiarism and cheating, and it is the teacher’s responsibility to inform the students of their classroom policy on plagiarism and cheating. The administration will support individual teacher’s written classroom academic policy regarding plagiarism and cheating. Likewise, cheating will not be tolerated. Cheating may include but is not limited to academic dishonesty on quizzes or tests, lending of student’s schoolwork or using someone else’s work as your own, intentional incorrect scoring of papers, copying another person’s work, or copying material from a book without giving credit, forged notes, fraudulent phone calls, etc. Note: *Any* offense will affect eligibility towards the upcoming incentive activity.

Attendance

Attendance is required by state law and crucial for student learning. Any time a student misses’ class except for school testing, counseling, and participation in extracurricular activities or field trips, it is considered an absence. Examples of possible absences include medical reasons, family vacations, attendance of another school’s functions, illnesses, truancies, etc. Being more than 10 minutes late to a class or missing more than 10 minutes during any portion of class will result in an absence. PJH students must attend 90% of any given class (Board Policy 522) in order to earn the credit in that class. Students that are absent 7 or more days in a semester class (3.5 or more absences in a quarter class) will receive “No Credit” in that class. Students who are going to be absent (3 or more days) for extended periods (e.g., bereavement, certain family circumstances, planned surgery, etc.) must have their parent/guardian(s) meet with the principal or assistant principal to make arrangements regarding class work completion in order to have the absences excused. The students are responsible for getting all class assignments **completed to the teachers’ required learning level and** turned in to their respective teachers. Absences for school

events (e.g., sports, musical performances, etc.) will not count against students for their class credits and students will have at least as long as they were gone to make up the work. Recurring absences for medical issues will be evaluated on a case-by-case basis and will require documentation from the healthcare provider.

- **Attendance Notification** - After accumulated absences at the levels listed above, a letter may be sent to the parent/guardian as a notification of the student's attendance status. You will also be alerted via text, email and phone if your student is absent.
- **Excessive Absences** - Parents, guardians and students are responsible for school attendance. In accordance with Preston City and district policy, when a student accrues more than 14 absences, a Court Petition referral may be sent on behalf of the student's best interest. Absent days may be made-up in cases of extraordinary circumstances. A written appeal by the parents/guardians may be made to the building principal.
- **School Excused Absences** - It is expected that for school excused absences (SE), students will still complete all required assignments to the expected learning level. This will include working on Canvas and with each of their teachers to make up all work and learn the material that was missed.
- **Absence for School Event** - Students who will be absent from classes for a school event/activity will be expected to check with their teachers whose class they will miss prior to leaving.
- **Absence Notification** - Parents have a legal right to take their student out of school for any reason, but do not have a legal right to violate Preston City and district mandatory attendance law. Excessive absences or trancies will be referred to the juvenile court.
- **School Closure** - Tune into KACH radio (1340 AM) for notification regarding school closure. Notification will also be placed on the school and district websites, and our text/email system (Alert Solutions) will also push out notification via text, email and phone as long as your information is current in PowerSchool.

Truancy/Sluffing

Truancy is defined as an absence without parental or guardian approval, regardless of which class period or length of time. A student is considered truant if he/she leaves school and does not have a parent sign them out. A student is also in violation if they are out of their assigned area for 10 minutes or more during the school day without permission (Board Policy 522). Trancies must be made up before school, after school, or on a Friday school day.

- Preston Jr. High has the option to hold a Friday school for students who are truant or have excessive tardies. If assigned Friday school, attendance is mandatory and will count toward the school's promotion policy.

Section Four: School Safety

Assault, Battery & Fighting

This 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 (Board Policy 550). School employees are allowed to touch students to break up fights or diffuse a volatile situation. Students are encouraged to seek help from the counselor or principal if there are any problems that could lead to fighting consequences. These terms are defined as:

- **Assault/Threat** – promoting, contributing to, aggressive posturing, 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.

*For continued or severe behavior, students may be recommended for expulsion to the District Board of Education.

Drugs, Alcohol, and Tobacco

The use (on school campus or at school-sponsored activities), sale, distribution (includes sale and/or providing alcohol, tobacco or drugs to another while on school campus or at school sponsored activities), or possession (drugs, alcohol, or tobacco carried by a student while on school campus or at school sponsored activities) of illegal drugs or abuse of prescription drugs, alcohol, or 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 or alcohol will be referred to an administrator for disciplinary action. Smoking and possession of tobacco by students is prohibited (Board Policy 551).

Weapons

This district has no tolerance for students who bring weapons, explosive devices, 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 serious 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 the appropriate law enforcement agency and will be suspended from school until a thorough investigation is made (Board Policy 541, 550).

Due Process for Infraction of Weapon policy

- A. Due Process Hearing (level 3)
- B. Parent notification
- C. Referral to law enforcement.
- D. Suspension from school/referral to superintendent for further action
- E. All infractions will follow district and school policy along with state and federal law

Gun-free Schools Act

The Gun-Free Schools Act provides that all school districts must put in place a policy requiring the expulsion from school of any student who brings a firearm to school. The expulsion is for a period of not less than one year. Receipt of federal funds under the Elementary and Secondary Education Act of 1965 (ESEA) is conditioned upon compliance with the Gun-Free Schools Act. Idaho Code § 18-3302D, added by the Idaho Legislature in 1993, provides that it is unlawful and is a misdemeanor for anyone under the age of 21 “to carry a firearm, dirk knife, bowie knife, dagger, metal knuckles or other deadly or dangerous weapons concealed on or about his person while on the property of a public or private elementary or secondary school. . .” The District Board of Trustees may expel any student who violates this section. The School District Board of Trustees may also deny attendance through the expulsion proceedings to any student that is continuously disruptive of school discipline or whose presence is detrimental to the health and safety of other students. Idaho Code § 33-205.

Search and Seizures

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 is necessary to preserve, the good order and discipline of the school, and reasonable suspicion exists for such a search. Search of a student’s person or possession (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 and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items. The school district may open and 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 offices, any contraband items or evidence found in a school locker. 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).

Gangs

All gang and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge symbol, sign, gestures, 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).

Acceptable Use Policy (Electronic Devices)

Definitions

Electronic device means a device that is used for audio, video/camera, or text communication or any other type of computer or computer-like instrument. Examples include, but are not limited to, the following: cellular phone, smart phone, iPod, smart or electronic watch, tablet, gaming system, wireless headphones (ear pods, etc.), or virtual reality device.

Device Use

Electronic devices are only allowed before and after school. Exceptions to this policy for special circumstances, health-related reasons, current and valid IEP/504, and emergencies, can be made through contacting school administration.

Students shall be personally and solely responsible for the security of privately-owned devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized use of an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Prohibitions

Electronic devices, active or inactive, are not to be used in the classroom nor in assemblies without the explicit permission of the supervising authority who may allow device use for a curricular purpose. During times electronic devices are allowed (before and after school), they shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Additionally, any use of electronic devices that would cause invasions of reasonable expectations of student and employee privacy are prohibited. Camera or audio recording functions of electronic devices that may pose threats to the personal privacy of individuals, be used to exploit personal information, and/or compromise the integrity of educational programs are prohibited. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises. Unless written permission is given from an administrator, disciplinary action will be taken.

Electronic devices may not be used during assessments unless specifically allowed by law, student IEP/504, or assessment directions.

Confiscation

If a student violates this policy, electronic devices shall be confiscated. When an employee confiscates an electronic device under this policy, they shall take reasonable measures to label and secure the device. Confiscated electronic devices will be returned to either the student or a parent/guardian of the student. A student that breaks this policy repeatedly will have their electronic device secured in the office for a parent to pick up after a meeting with

administration and is also subject to compliance with disciplinary consequences. A student who refuses to relinquish an electronic device to an adult when asked will be referred directly to the administration and additional consequences will be considered.

Due Process for Infraction of Electronic Devices Policy

Warning = student is issued a warning and given an opportunity to correct their behavior

1st Offense = device is confiscated; student may pick up the device from that teacher at the end of the school day

2nd Offense = device confiscated; parent notified by confiscating teacher; parent/guardian may pick up the device from the office, citizenship grade reduced to "N"

3rd offense = device confiscated; administration and parent/guardian notified by office; parent/guardian may pick up the device from the office after a meeting with administration, detention assigned, and citizenship grade reduced to "U"

4th offense = device confiscated; administration and parent/guardian notified by office; parent/guardian may pick up the device from the office after a meeting with administration, detention assigned, citizenship grade reduced to "U," student may be placed on a behavior contract and searched daily for an electronic device by administration before school starts

Subsequent Violation of this policy can result in discipline up to and including detention, suspension, and notification of law enforcement authorities. A student who violates this policy may be prohibited from possession of both privately-owned and district-owned electronic devices at school or school-related events.

Theft & Vandalism

Theft: taking items that belong to another person or is school property.

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 discipline 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.

Vandalism: Willfully or intentionally causing damage, defacement, or destruction of property owned or under the lawful control of another without that person's consent.

Vandalism should be reported immediately to the office or teacher or other school personnel. The student and his/her parent or guardian will be held for restitution to the full extent of the laws for any damage to school district property or to individual property (Board Policy 548).

Criminal Activity at School or at a School Activity

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

First Infraction (& Subsequent Infractions)

- A. Due Process hearing (level 2 or possible level 3)
- B. Referral to law enforcement.
- C. May be suspended for up to 5 days.
- D. Possible Referral to Superintendent for further action.
- E. Parent Notification

False Fire Alarms & Building Threats

Sounding the building fire alarm system without cause or participating in building threats is illegal.

Due Process for Infraction of Fire Alarm or Building Threats Policy

First Infraction

- A. Due Process hearing (level 2)
- B. Referral to law enforcement for violation of state fire code.
- C. Possible suspension up to 5 days.
- D. Restitution
- E. Parent notification

Second Infraction or explosive devices and/or weapons

- A. Due Process hearing (level 3)
- B. Referral to law enforcement for violation of state fire code.
- C. Referral to superintendent for further action
- D. Restitution
- E. Parent notification

Evacuation Plan & Emergency Drills

Evacuation & emergency drills will be conducted on a regular basis. 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 administration will give direction when it is safe to return to the classroom.

In the event of a fire or emergency, the students and staff will:

- (1) 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 attendance book.
- (2) Go directly to student's Home Room (1st hour) teacher's assigned area. Do not stop at lockers or restrooms.
- (3) Remain in the assigned area until the "all clear" signal is given. Students and staff members should then return to their classrooms. (Board Policy 514).

Bicycles/Scooters/Skateboarding, Etc.

Bicycles may be ridden to and from school, but may not be ridden on school grounds between 7:30 a.m. and 4:00 p.m. (Once they are on campus, they must be walked). Bicycles are to be secured in the bike rack to the west of the junior high building. No loitering is allowed around the bike rack. Skateboards are to be picked up and carried once on school property and put away. Riding Skateboards on any school district property is prohibited. Rollerblades, scooters, or any other skating devices are prohibited from all school property at any time. (School Board 934)

- **First Infraction:** Confiscated and kept at the office
- **Second Infraction:** Confiscated and meeting with Administrator to pick up the board
- **Third Infraction:** Confiscated and written up for willful disobedience

Outside Behavior at Breaks & Lunch

Obey lunch supervisors, stay in designated play areas, and maintain proper behavior for school.

Specifically, do not play tackle anything, wrestle, give back or shoulder rides, or other contact sports, do not go into or go behind softball dugouts, into faculty parking area, or other places where you are not able to be observed. During winter weather, avoid potentially harmful activities like king of the hill, climbing on snow hills, sliding on ice, throwing/kicking snow, etc. If students are allowed to stay in the cafeteria during lunch, please remain seated in designated areas, and keep noise level appropriate, as other students are still in class. If lunchroom rules are not followed, student will be asked to go outside for the remainder of the lunch break.

Consequences may include lunch detention, ISS, OSS, parent notification and possible law enforcement notification.

Student Rights Regarding Restroom/Locker Room Use

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.

Parking/Driving

Due to limited parking facilities, parents are encouraged to be mindful, respectful and courteous while parking and picking up their student(s). Due to no student parking and age of students, students of Preston Junior High are not allowed to drive and park at the junior high before, during and after school operating hours.

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).

Section Five: School Procedures

Accidents

Accidents are to be reported immediately to the office so that we can attend to the student and get the assistance necessary for the injury. An accident form is to be filled out and returned to the administration as soon as possible. Parents will be notified. All students are required to have on file an emergency phone number where a parent or another adult can be reached at all times.

Advertisement, Flyers, etc.

Distribution of these items must be pre-approved by the administration.

Assemblies

Assemblies are planned for students' educational value and entertainment. Courteous and cooperative behavior is expected. If a student is asked to leave an assembly due to poor behavior, he/she will forfeit attendance at other designated assemblies and/or incentive days during the year. Unacceptable behavior would include uncalled for clapping, booing, boisterousness, talking during a program, or a general lack of respect for assembly participants. All school policies will apply during assemblies - electronic devices are not permitted. Also, assemblies are part of the instructional day; therefore, attendance is required. Should a student become disruptive as to interfere with other students, he/she will be removed from the assembly and referred to an administrator for possible loss of the assembly, incentive days and detention. Assemblies can be changed or canceled at the discretion of the administration.

Backpacks

Backpacks are to be used for carrying books and school supplies. They are not to be left in the halls, outside, or cafeteria. Students need to keep them in their locker. School personnel are not responsible for any lost items.

Book Fines

A lost text- or library book requires the replacement cost to be paid by the student. Incentive activities may be forfeited, and/or yearbooks may be held, if fines are not paid.

Check-In & Out

School starts at 8:00 am. Signing in at the office window is required for all students who enter the school after the tardy bell rings at 8:00 a.m. Any student who leaves the school grounds between 8:00 a.m. and 3:45 p.m. must be checked out at the office by a parent or have a parent permission note to leave to give to the secretaries, or a phone call must be made to the office by the parent. Check-out should be with the teacher's knowledge if the student is checking out during a class period. Students may be excused during the school day for family emergencies, medical appointments or sickness. Parents may only check out their student from school (parents may not check out a student of which they are not the legal guardian without written consent and/or a phone call to the office).

Classroom Guidelines

Each classroom teacher will conduct an orientation relative to their specific classroom rules, expectations, and the student handbook. General guidelines are as follows:

- Students are expected to be in their assigned classroom and IN THEIR SEATS ready for class when the tardy bell rings.
- Laptop, Textbook, pencil or pen, and a notebook are expected each class unless otherwise instructed.
- Assignments, projects, and other written work are to be handed in on the due date so the teacher can check for understanding, provide feedback, and return the work to the student to revise and re-turn-in. This process will be followed until the student can demonstrate proficient understanding.
- Student and teachers need to work together to decide on a time for makeup work and makeup tests
- At the end of the hour the teacher will dismiss the class, not the bell.
- Students are to take responsibility for keeping their desktops clean.
- Students will not be allowed to leave the classroom unless an emergency exists. Students in the hall during class time must use a hallway pass.
- Student may be issued a textbook which should be covered. Lost or damaged books will have to be replaced by the student.
- Candy, food, and drink are not allowed in the classroom, halls, or Labs.

Closed Campus

Students are not to leave campus after arriving on the bus in the morning or before boarding the bus in the afternoon. This includes going to Ransoms, Bomgaars, and The Polar Bear. Closed campus also means that students are not to leave the school grounds during the school day without a note from parents and clearance from the office. Students are not to go home for lunch unless they are cleared by their parent and administration and there is sufficient time to return to school without being tardy to class. A note from parents excusing their student to go to Ransoms or uptown to eat or for errands will not be honored. If a parent wants to pick up their child for lunch, it is allowed, but the parent must sign the student out at the office. Students entering or leaving the school during the school day are to sign in/out at the office or they will be marked truant.

Consequences: possible parent notification, possible truancy, lunch detention, ISS/OSS.

Computers & Technology Acceptable Use

Each student is required to sign a Technology Use and Internet Safety Policy before access to computers in the school. All students will be required to participate in a Digital Citizenship course. 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. Student's access to, and use of, the school's technology system may be

suspended (Board Policy 689). Student assigned computers are not allowed to go home with students at the end of the day. If a student needs to take a computer home, one may be checked out from the check-out lab and returned the following day.

Dances

Preston Junior High may have dances throughout the school year. These are a privilege and can be canceled at any time. Only Preston Junior High students are allowed to participate at PJH dances. No inappropriate behavior will be allowed such as roughhousing, mashing, slam dancing or other forms deemed inappropriate by school personnel, perceivably dangerous stunting, or any other behavior that endangers the safety of any student or adult. Misbehavior in the regular school setting may result in ineligibility for dances and referral to administration for applicable consequences. The school dress code remains in force at these activities.

Discipline Policy

Students are responsible along with the administration, faculty, and staff for maintaining a school environment in which educational programs can flourish and extracurricular programs can be conducted for the benefit of all participants. The teacher-student relationship is the center of all educational activity. It is at this level that most discipline problems should be resolved. Teachers with their professional training and experience provide an atmosphere of mutual respect in which students learn and grow. Administration and counselor may provide additional resources for consultation and information. Students who do not respond to the best efforts of staff members are to be referred to the school administration. The faculty and staff of Preston Junior High School expect full cooperation from all students and will act fairly, quickly, and decisively in dealing with those students who disrupt the educational process. The staff of Preston Junior High School will help you achieve success at school. We will help you solve problems and protect your right to learn. The following policy has been established to help all students achieve self-discipline:

- Classroom rules are posted, explained to students, and are reviewed frequently.
- If a student breaks one or more rules:
 - A staff intervention is always used.
 - Appropriate classroom consequences are applied.
 - Parent or guardian contact is made for repeated and/or serious infractions.
 - A school counselor may be involved with behavior modification or discussion
 - The student may be referred to the Principal/Assistant Principal.
 - The student may be assigned In-school or out of school suspension.
 - Students may be referred to Law Enforcement.
 - Students may be placed on a Behavior contract.

Field Trips

Students who attend any field trip must return permission slips for the field trip to their teacher, 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).

- "Field trips" are for the purpose of enhancing student education beyond what can be provided in the classroom setting.
- "Incentive activities" are not considered field trips but are still an important part of enhancing student behavior, which in turn, positivity impacts student learning. Parents/guardians will be given a minimum of 48 hours notice when there will be an incentive activity. Permission slips will be sent home to inform parents/guardians of the incentive, sign and return to the school. Parents/guardians can still opt their students out of incentive activities.

- Various activities, such as assemblies, school visits, plays, etc., happen throughout the year where Jr. High students visit another school campus, i.e. the high school, or elementary school. This is still considered to be “on campus” as they are on school district property. The Jr. High will notify parents/guardians at minimum, the day before the activity.

Grading -

At Preston Jr. High student learning is at the center and the focus of all we do. At each grade level, and throughout the year, there are content or “essential” standards and learning targets student must know to progress in their understanding and achievement. The faculty is dedicated and determined to ensure student learning and help each student grow. Because of this focus on learning academic achievement and academic and social behavior has been separated, and each will be reported to parents/guardians for their student(s). The purpose of a “grade” is to communicate a student’s level of learning, as measured by the teacher for each content standard.

Each department, and grade-level within each department, at the Jr High has followed Idaho Department of Education to determine the curriculum. Essential content standards and learning targets, that every student must learn, builds their foundation of knowledge and be successful at the next level, or grade. Rubrics, which outline exact skills, and the learning objectives students must know, have been created by departments and grade-level collaborative teams. Student learning will continue to be reported in the traditional style (A-F) and will also have descriptive learning remarks to show where students are in their progress of learning those objectives and developing those skills outlined in the rubrics.

We place great emphasis on students trying their hardest the first time, and then on supporting students from there. To that end, it’s important that students give their work real effort, so teachers know what they understand, have learned, and how to best help improve. A few important distinctions: A **due date** is the date when a teacher expects work to be completed and collected so that they can begin assessing that work for student learning, provide feedback, and allow the student to rework and enhance their learning. A **deadline** is the last day that work can be completed, reworked, or improved for that term to allow the teacher time to finalize descriptive learning marks.

Teachers will assign **due dates** for each assignment or assessment to communicate when work should be completed. The purpose of a learning mark is to reflect on what has been learned, thus there is no penalty to the academic grade for work turned in after the due date or on a subsequent attempt, although the teacher may require additional work prior to allowing another attempt. However, citizenship grades in each class will communicate a student’s consistency in turning work in on time and will contribute to an overall citizenship grade for the class. The **deadline** for work to be submitted for all classes is one week prior to the end of each quarter. Grades will not drop the last week of any given term. Any work done that week will either help their grade or go on the following term’s grades.

When absent, it is a student’s responsibility to work with their teachers to come up with a plan to learn what was missed and demonstrate that learning through missed work. When an assessment of learning does not show proficiency, a teacher may require additional work to be completed prior to a student attempting that assessment again.

We ask parents to continue to support their students and their teachers and encourage them to contact the teachers if they have questions on learning marks and/or behavior. Teachers are encouraged to make every effort to contact parents when concerns with a student’s academic performance and learning marks occur. Whenever students are considering extra-curricular activities, it is advisable that parents become closely involved with monitoring their student’s educational program. Students have full responsibility for their behavior and academic progress.

Traditional grade reporting on student learning will be marked as follows:

A (-) : The student is proficient and demonstrates a deeper level of leaning or an advanced application and transfer of concepts, skills, and/or processes of the standard.

B (+, -) : The student demonstrates consistent understanding of concepts, skills, and/or processes of the standard.

C (+, -) : The student demonstrates partial understanding of concepts, skills, and/or processes of the standard but still has errors or gaps.

D (+, -) : The student demonstrates minimal understanding of concepts, skills, and/or processes of the standard and requires support to complete tasks.

F : The student has not submitted work or sufficient evidence that allows for evaluation of learning.

Citizenship

The purpose of citizenship grades are to communicate a student's social and academic behavioral skills as a citizen of our school community that are not reflected in the traditional academic grade. Citizenship grades may be used to determine student participation in assemblies, dances, and school incentives. The following rubric outlines the core skills make up the citizenship grade:

Preston Jr. High Citizenship					
Academic Behaviors Work Skills and Habits	Rating	(H) Honorable	(S) Satisfactory	(N) Needs Improvement	(U) Unsatisfactory
	How it's Scored	All of these statements apply	All of these statements apply	ANY of these statements apply	ANY of these statements apply
	On time work completion	I consistently turn in work on time and give my best effort	I consistently turn in work on time	I usually turn in my work on time	I rarely turn in work on time
	Academic Integrity	My work is always my own work, and is my best work	My work is always my own work	There are instances of cheating on assignments	There are instances of cheating on assessments
	Readiness to Learn	I always come prepared to class and help others come prepared or get prepared	I am always prepared with necessary materials, distractions put away, and laptop charged	I occasionally come to class unprepared with necessary materials, distractions put away, and laptop charged	I regular come to class unprepared with necessary materials, distractions put away, and a laptop charged
Social Behaviors Human Interactions	Rating	(H) Honorable	(S) Satisfactory	(N) Needs Improvement	(U) Unsatisfactory
	How it's Scored	All of these statements apply	All of these statements apply	ANY of these statements apply	ANY of these statements apply
	Respect of Adults	I follow all rules and go out of my way to be helpful and kind to adults	I consistently follow classroom rules and directions from adults	I argue about classroom rules and directions from adults	I refuse to follow classroom rules and directions from adults
	Respect of Peers	I am proactively inclusive of peers from all social groups	I am consistently polite, kind, and supportive of other students	I am occasionally critical of other students, exclude them, or otherwise negatively affect them	I am consistently unkind, have inappropriately touched another student, or participated in bullying
	General School Behavior (dress code, language, etc.)	I actively participate in spreading positive, kind behavior, follow the student handbook and classroom rules, and help others do the same	I always follow the student handbook and classroom rules	There are instances where I do not follow student handbook and classroom rules	I regular break student handbook and classroom rules

Academic and social behavior play a big role in student learning, for the individual student as well as other students affected by the behavior of peers. PJH will have many incentives and activities though each semester and year. Participation in those incentive and activities will be based on citizenship scores. Some activities will be put on the calendar and announced, and some will be at random to catch students doing good things. Students who do not have good citizenship scores will be placed in a study hall setting where they can work on classroom assignments.

Each student will start each semester with an S (satisfactory) in each class. This will change according to their academic and social behaviors, both of which have a direct correlation to how well a student will learn in the classroom setting. Citizenship grades will be updated on a minimum interval of two weeks, or more frequently if needed. Parents and students will be notified by their teacher if/when their citizenship grade has changed. If students receive an N or a U, teachers will explain exactly why the grade was changed. There is no “death bed repentance” for citizenship grades. If a citizenship grade changes the day of an incentive or activity to exclude a student, that will be immediately reported to the student’s parents/guardians. Administration reserves the right to override citizenship grades and decide on participation in incentive activities.

Hall Passes

All students, when out of class during class time, will log in and out of their classes on their laptops (or one provided to the entire class). A report, containing the time a student has been out of class for all reasons will be sent to parents/guardians weekly. **Students will still need a hall passes when in the halls during class time, even when called to the office or to the counselor’s office.**

Immunizations

Idaho Department of Health and Welfare has specific requirements for incoming 7th graders. In addition to the school entry requirements, a student must receive the following immunizations prior to admission into 7th grade:

- One dose of Tdap booster
- One dose of Meningococcal

Please make arrangements for your child to receive these immunizations if your child is within this age group. For more information on the changes to Idaho’s school immunization requirements, please visit the DHW immunization website at <http://www.immunizeidahoschools.com>.

Incentive Activities

PJH will hold frequent incentive activities throughout the year to promote good behavior and reward those who are learning and contributing to a positive school and classroom environment. The intent of incentive activities is to put in place rewards for those students who choose to excel in academics, attendance, and citizenship standards. Students will be notified of the specific requirements for each activity. Specific requirements for each activity will be determined by administration and communicated to school faculty and student body. If an eligible student decides not to participate in the activity, they are still required to attend classes during that school day since it is counted as a regular day of school. Students not eligible will be assigned an alternate location. Even after students have qualified for an incentive, the privilege can be revoked by administration due to inappropriate behavior.

Insurance

Insurance is an individual concern and is not carried or sponsored by the school district. Information regarding purchasing insurance for your child will be shared at registration and available at the office. Students involved in athletics must have insurance coverage.

Lockers

Lockers will be assigned at registration time. Combinations should be kept confidential at all times since combinations cannot be changed during the school year. Lockers should be kept locked at all times and valuables should be kept with the student or left home. The school is not responsible for any loss or destruction of personal property.

All students are responsible for the lockers assigned to them. Jammed lockers must be reported to the school office or custodian. Unnecessary damage, vandalism, etc., as well as writing on the lockers are the responsibility of the student and he/she will be financially responsible. Magnets can be used to display acceptable images inside the lockers. The outside of lockers can only be decorated on special occasions designated by the administration, following fire codes, and no decoration can be permanent.

During the last week of school, students should clean their lockers and take all personal items home. Students will be asked to clean their locker if it is dirty. The school maintains control and right of inspection of lockers.

Students are not to change lockers once they are assigned. Students who move to another locker without permission may lose their locker use privileges.

Students will also receive a P.E. locker while registered for Physical Education classes. P.E. Lockers must be cleaned out at the end of the class block.

Lost and Found

Lost and found items will be kept in the office and designated location. Unclaimed items will be discarded at the end of each quarter/semester. Please keep your possessions, coats, etc. in your locker. Do not leave them in a teacher's room or lying by your locker.

Lunch, Food & Drink

Lunch is directed by the district and may change at any time. Lunches are paid for in the cafeteria. The office does not handle lunch money. A plus balance must be kept in the account. Lunches can be paid for daily during lunch if change is not required. Prices can change at any time. Students are not allowed to charge meals. Inappropriate behavior in the lunchroom will not be tolerated and violators will be referred to the office and may lose lunchroom privileges as well as help clean up. Students are to clean up after themselves and all food and drinks are to remain in designated eating areas. Food and drinks are not to be taken outside the cafeteria. Drinks of any type are not to be taken on the carpeted areas of the school or stored in lockers and will be confiscated. In addition, students will be responsible for cleaning up any mess caused by food or drink brought by them outside the cafeteria. Students found stealing lunches from others will lose the privilege of eating in the lunchroom, and parents and law enforcement may be notified. Restitution will be expected. Any drinks outside the cafeteria need to have a lid on the container.

Media Center (Library)

The library will be open 7:30 a.m. until 4:30 P.M. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform personnel about his/her particular needs. Most books can be checked out for two weeks. Books become the responsibility of the student and the student will be assessed for any damage or loss. Overdue books will be

charged 5 cents per day and report cards will be held if fines have not been paid and possible loss of incentive activities. Because of limited supervision, the media center will not be open for student use during lunch time.

Medication & Illness

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.

Illness

If a student becomes ill during the school day, they are to call a parent, be signed out by a parent and go home. Students with health concerns of which the school needs to be aware should meet with their parents and administration to develop a written health care plan that will be kept on file at the school. Even though students have medical notes from doctor visits, it is still counted as an absence.

Schedule Changes

Typically, schedule changes will be made only when a student has been placed in the wrong class. Changes will not be made to adjust lunch periods and only in extreme cases will changes be allowed after school begins. If a student is having an academic problem in a class, parents should request a parent/teacher conference in an effort to share input in their child's academic program or receive assistance with their student. Requests for parent conferences may be made anytime during the school year. If there are continuing problems in a particular class, a parent conference with the student, teacher, and an administrator will be held to consider resolution. Administration will make the final decision on the request.

School Counseling and Psychology Services

Preston Junior High School provides school counseling and psychology services available to all students. School counseling services include individual and small group skills training (for issues, such as anxiety, depression, problem solving, grief, stress, etc.), crisis intervention, suicide intervention, career guidance, and academic assistance. Psychology services entail primarily assessments to determine placement and eligibility for resource, special education, and other interventions available in the school. The purpose of counseling and psychology services at PJHS are to help students improve their emotional, social, behavioral, and intellectual well-being in the school environment. Similar to academic achievement, it is expected that parents/guardians will collaborate with the school counselor in a team approach to assist their students. If the team determines that

the student's issues exceed the severity of issues that can be addressed at school, the school counselor will assist the parents/guardians in locating appropriate community resources.

While counseling and psychology services at PJHS are free to students, paying fees for community services are the sole responsibility of the parents/guardians. Interactions between students, parents/guardians, and the school counselor are protected by confidentiality. Personal information revealed during these interactions will not be shared by the school counselor without the parents/guardians' and student's permission unless there is a threat to the safety of the student.

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 record's secretary will record, up-date, maintain and store records and transcripts (Board Policy 680.5).

School Telephones

Students have access to a student phone in the office window that may only be used before/after school and during lunch. The office phone is not to be used by students during passing time. Students and parents are encouraged to make plans before the student leaves for school so that students can concentrate on class work rather than worrying about receiving forgotten items or where to go after school. Additionally, we encourage students to make a responsible effort to bring items such as PE clothes, lunch money, homework/projects, etc. so that their day will be free from the anxiety of not being prepared. Teachers' classroom phones are to be used only with teacher permission. Instructional time will not be interrupted for phone calls. Students will not be called out of their instructional program or given messages unless it is an emergency.

If you need to speak directly with a teacher, call the main office. Teachers are available during their prep hour or before and after school.

Student ID Cards

Students ID cards can be purchased in the office for \$20.00. If ID cards are lost, the cost is still \$5.00 for a replacement. Student ID cards will get students into all PJH activities and may offer various school district activities at a discounted rate.

Suicide Intervention

If you or someone you know is struggling with thoughts of suicide, there is help available. Twenty-one Preston School District personnel are certified in ASIST (Applied Suicide Intervention Skills Training). ASIST is an evidenced-based program developed in 1983 to provide caregivers effective skills to intervene with a person at risk of suicide. ASIST-trained personnel also know how to link the person at risk with long-term resources in the local community and region. Any students and patrons of Preston School District with concerns for themselves and/or others about suicide are encouraged to make contact with an employee of the school district.

Visitors

Parents are an integral part of their child's education. Parents and visitors are always welcome to the school but must report to the office in an effort to ensure student safety. Students are not to bring cousins, friends, brothers, sisters, etc. to school who are not enrolled. Special considerations are given if guest is participating in an assembly, presentation or other event and is given prior administration approval.

Yearbook

Preston Junior High School publishes a yearbook every year. Students may order a yearbook at the office beginning in August. Students are to pay for their yearbook by the designated ordering day to assure that they

will have a yearbook reserved. Yearbook availability will be based on the number ordered. Yearbooks are distributed the last day of school.

Section Six: School Services and School Closure

Bus Transportation

- Riding the bus is a privilege. Disorderly behavior will result in withdrawal of bus privileges. The driver is in charge and must have full cooperation from all students. Repeated failure to observe rules will result in a referral to Administration over transportation and possible loss of bus use.
- Students should be off the pavement as the bus approaches.
- Students should enter the bus in an orderly manner and be seated. They should not be standing while the bus is in motion.
- Riders should not place objects or body parts out the windows of the bus.
- No horseplay or harassment of students or the driver should take place. Students shall be courteous to driver and fellow passengers.
- Eating and drinking on the bus are not allowed.
- Littering and vandalism are not allowed.
- The emergency door or window shall be opened only in cases of emergency. Operating emergency exits at any other time will result in automatic bus suspension.
- For everyone's safety, no item shall be carried on the bus that could create a hazard to any passenger.
- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.
- Only regularly scheduled bus students are to ride the buses.
- The buses will wait eight (8) minutes after school is dismissed before they leave at 3:53. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.
- Junior High students are to board the bus at the Junior High School.
- The Junior High School campus is a closed campus. Students are not to leave campus before boarding the bus in the afternoon or after arriving on the bus in the morning including going to Ransoms.
- Bus rules and regulations apply to all students who are being transported for any school sponsored activity.

SEVERE CLAUSE: In the case of disorderly conduct, assault, arson, or other endangering behavior, the driver may stop and call the parents for them to meet the bus and take the student home. If they are unavailable or unwilling to come, the local police will be called to take the student off the bus. In the event there is a problem that threatens the immediate safety of students on the bus, the individual student involved will be removed and/or suspended from the bus and district administration will be contacted.

Cafeteria

Preston Junior High School offers excellent lunch selections in the cafeteria. We encourage all students to eat lunch at school. Breakfast is also served in the cafeteria before school. Please keep in mind the following:

- Deposit all lunch litter 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.

Student breakfast - \$3.00

Student lunch - \$3.85

Adult breakfast - \$4.00

Adult lunch - \$5.30

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 correct any 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): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and 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.

Guidance Counseling/Personnel

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. The counselors are willing to meet with students and parents when necessary. 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.

Preston School District #201 Board of Trustees and Administration

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Title IX Representative

Shannon Page - Coordinator, State and Northwest Accreditation slpage@sde.idaho.gov (208) 332-6942

Parent Contact

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

School Closure/Late Start

Preston school district may choose to cancel for the whole day or delay the start of school by two hours in case of bad weather or other emergencies.

The district will send a notification of a late start or school cancellation through PowerSchool alerts to all individuals who signed up to receive text messages or emails through the school's mass notification system.

If you are unsure of whether a storm has warranted full-day closure, a late start delay, or no change to the schedule, please check the homepage of the district website and Facebook page, where notice will be placed in a prominent place. You can also listen to **KACH** (AM 1340 / 105.5 FM) or **KVNU Radio** (610 AM / 102.1 FM), or **Kix96** (96.7 FM) for updated information regarding the status of the school day. If a notice has not been posted by 6:00 am, schools and bus routes will likely operate on the standard schedule.

In the event of a late start here at Preston Jr. High, the school day will start at 10:00 am and end at the regular 3:45 pm. The time for each class period will be adjusted accordingly. Breakfast will not be served, but lunch will be served according to the adjusted class period schedule.

Remote learning: Preston School District may decide to go to a remote learning option for various reasons. Remote learning will include working on Canvas and with each of their teachers to make up all work and learn the material that was missed. It is expected that for each school excused absence, students will work for a minimum of four (4) hours outside of the regular school day.

Self-Disclosure

Students who are seeking help and/or assistance for drug or alcohol use may refer themselves to a counselor without fear of discipline 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 discipline measures.

Wellness Policy

In compliance with the federal law, Preston School District #201 has completed a staff guide for wellness practices and healthy life-style choices (School Board Policy #359). It is the goal of the district that students and staff members shall possess the knowledge and skills necessary to make nutritious food choices and healthy life-style choices. In addition, all school staffs 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 life-styles and activities that include:

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

Section Seven: School Activities

Eligibility and Participation in Extracurricular Activities (including band, choir, orchestra, plays, etc)

Preston Jr. High Student Government Officers have a significant responsibility to commit to the highest standards of excellence in representing the students, faculty, and administration of PJH. Officers are expected to attend many activities, and support faculty, students, and administration when called upon. Officer duties should be a priority during the officers' tenure. Officers must maintain a minimum GPA of 3.0 and must not receive any N's or U's.

Athletics Eligibility

- No N's or U's on citizenship
- Students must attend school the day of the event
- No failing academic learning marks (Fs)
- Administrators will check eligibility and inform students regarding student eligibility status the day before an event. (Students take responsibility of their own learning and should be aware of their learning marks at all times.)
- Students must be considered eligible prior to the day of the event. Students have the responsibility to check with their teachers and coaches to determine if eligibility is met.
- All students are eligible the first week of any new grading period
- If convicted of a crime by local officials, suspension and ineligibility will result
- Based upon the coach's approval, an ineligible student may be allowed to try out for a team and practice with the team if she/he makes the team. The ineligible student will not be allowed to participate, travel, or sit on the bench with the team until eligibility is achieved
- Coaches have the right to add additional rules and requirements for their sport with the administration's approval and followed by written student notification
- A physical examination, proof of insurance coverage, a concussion acknowledgement form, are required before participation is permitted
- A \$50 fee is assessed for each sport and must be paid to the office prior to the student traveling or participating in competitions

Other Activities – band, choir, orchestra, plays, etc.

- Students will be required to participate in concerts and performances as outlined by the teacher's syllabus
- Students who do not meet the above outlined requirements for participation and eligibility may not travel on field trips, competitions, etc. that are held off school district campus.

National Junior Honor Society

NJHS is an organization that encourages scholarship, citizenship, and service. Any full-time student may qualify if he/she meets the following requirements:

- Must be in the 8th grade.
- Membership will be by invitation at the beginning of the school year.
- Must have all 1st Learning marks of "Proficient" or higher

- No major discipline problems or Unsatisfactory or Needs Improvement in Citizenship Marks in any class.

*Pay a \$10 membership fee upon nomination.

Office Resources

The office staff is at school to assist you and your parents in anything that you need. The office welcomes any student who would like to sign in and out of school, pay fees, give attendance notes, etc. Office hours are from 7:30 a.m. to 4:30 p.m. Monday through Thursday.

PJH Clubs & Activities

- Athletics
- National Junior Honors Society
- Student Government
- Yearbook

School Fees

Fees are due as students receive their schedule. Fees are as follow:

\$50	Athletics (Volleyball and Wrestling)
\$15	Laptop Protection – Optional
\$8	P.E. Lock – Optional - Jr. High always has the combo for student help
\$20	Student ID card – Optional –students will get into PJH athletics w/purchase
\$27	Yearbook – Optional

PRIDE (Home Room/Advisory)

We set out to find ways to help students in areas that are not formally part of any other class – things like character education, career and college planning, having an adult advocate and strong support system, and having someone checking in on your grades every month. PRIDE Time will be held during the last couple minutes of 1st hour. Student home rooms will be their first hour classes. Preston Jr. High is implementing Schoolwide Positive Behavioral Interventions and Supports (SWPBIS). We will also observe the one minute of silence during 1st hour. As a district we will be focusing on the following characteristics to improve our school culture and community environment:

Prepared	properly expectant, organized, or equipped; ready
Respectful	to show regard or consideration for
Integrity	adherence to moral and ethical principles; soundness of moral character, honesty
Determined	decided; settled; resolved
Engaged	involved

Preston Jr High TITLE I Statement

Preston Jr. High 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. PJH recognizes that for students to demonstrate academic success, the school needs to advocate for the involvement of parents and families in their children's education. PJH 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, such as a PJH PTA will be held in which parents can contribute ideas to make the school a better place. Look on Facebook and search for Preston Jr. High in Preston or go to the Facebook site (<https://www.facebook.com/prestonjuniorhigh>) or go to the PJH website at (www.prestonidahoschools.org) for dates and times of those meetings that will help build dynamic home school partnerships. Parents are also welcomed 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.

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.

Preston Jr High TITLE IX Statement

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:

Dr. 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
gary.thomas@psd201.org

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

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.

Closing Statement

The policies and procedures contained in this handbook are the results of a concerted effort on the part of parents, staff and the administration. This information has been carefully prepared so that it will be of value in helping students adjust to our school and to become an integral part of the school. The ultimate purpose of education is to help each student become an effective citizen in a democracy. The development and acceptance of the responsibilities and obligations of good citizenship will assist students as they participate in the world of tomorrow.

We encourage students to participate in activities offered at Preston Junior High School, thus broadening their experiences in preparation for high school. Their success will be directly proportional to their commitments and efforts. It is the policy of the Preston School District not to discriminate in any educational programs or activities or in employment practices. Federal Law prohibits discrimination on the basis of 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 and Section 504 of the Rehabilitation Act of 1973).

Inquiries regarding compliance with this nondiscriminatory policy must be directed to Lance Harrison, Superintendent, 115 East 2nd South, Preston, Idaho 83263, (208) 852-0283, or to the Director of Office of Civil Rights, Department of Education, Washington, D.C.

Students and Parents- Please review the contents contained in the student handbook. It is located on the PJH school website for your convenience. Thanks for your support in making our school a better place.

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

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

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) 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.

MOMENT OF SILENCE

Idaho's new moment of silence law—House Bill 623—was signed by Governor Brad Little and officially went into effect on July 1, 2026.

Codified as Idaho Code Section 33-1639, the law requires all Idaho public schools to implement a mandatory daily period of silent reflection. Here is a breakdown of exactly what the statute dictates and how it impacts public school classrooms:

Core Requirements

- **Daily Mandate:** Every public-school classroom (across all K–12 grades) must provide a brief period of silence lasting a minimum of 60 seconds.
- **Timing:** The moment of silence must occur "at or near the beginning" of each school day.
- **Full Participation:** Every student in the classroom must participate by remaining silent and refraining from any distracting displays. During this minute, no other classroom activities are allowed to take place.

Allowed Activities & Student Autonomy

Students are free to use the 60 seconds however they choose, provided they do not disrupt or distract their peers. Permitted individual choices include:

- Silent reflection or meditation
- Silent prayer
- Any other completely silent, non-disruptive activity

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) 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

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

(208)-852-0283 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.

Moment of Silence

Idaho law requires all public K-12 schools to observe a daily, 60-second moment of silence at the start of the day. Students may use the time to quietly pray, meditate, or reflect without distracting their peers. Please visit with your child and give them guidance on what you would like them to do during the moment of silence.

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

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) 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

Gary Thomas, Superintendent

105 East 2nd South Preston, Idaho 83263 208-852-0283 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.

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

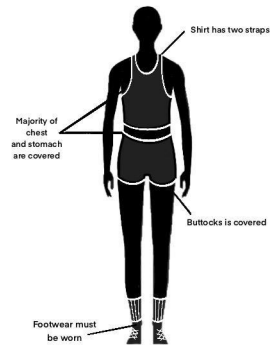
Second Infraction

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

Under House Bill 623, all Idaho public K-12 schools must observe a daily 60-second moment of silence at the start of the school day.

During this time, students may reflect, meditate, or pray. Teachers are strictly prohibited from instructing students on how to use this time.

8:00	1	9:00
9:05	2	10:05
10:10	3	11:10
11:15	4	12:15
12:15	L	12:45
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
Patriece 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 7th 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.**

PRESTON SCHOOL DISTRICT

EMPLOYEE HANDBOOK

>>>

2026-2027



Updated to match the Portrait of a Graduate district goal.



KNOWLEDGE



SKILLS



DISPOSITIONS

EMPOWERING STUDENTS WITH THE KNOWLEDGE,
SKILLS, AND DISPOSITIONS **FOR LIFE**

Preston School District Staff:

Included in this document are select policies and practices of Preston School District.

This information will serve as a guide as we strive to empower students with the knowledge, skills, and dispositions for life. Updated to match the Portrait of a Graduate district goal.

All PSD policies can be found on the district website and should be reviewed.

“The Idaho Code of Ethics for Professional Educators” (also found in PSD Policy) must be read annually and adhered to by all employees.

Guidelines about “Employee Observations & Evaluations” are found in PSD Policy & the associated Addendum to that policy.

If throughout the year you have any questions after reviewing the handbook and policies, we encourage you to first meet with your direct supervisor as they can advise you on the proper channels to follow.

We are looking forward to another great school year and are grateful for all each of you do to make Preston School District the amazing district it is!

Please note that the formatting and organization of the document was changed. Unless highlighted, the information in the paragraph didn't change.

Additionally, due to the policy updates, all referencing policy numbers were removed. Anywhere previously referring to a policy number now simply states to refer to district policy.

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General Employment Information

School Day

Teacher contract hours are from 7:30 a.m. to 4:30 p.m., during which teachers are expected to be in their classrooms. An educator should inform the building administrator or school office in advance of those occasions when the employee is not able to be in the classroom by 7:30 a.m. or able to stay in the room after school until 4:30 p.m. Students in the classroom before school begins or after class ends should be supervised by the teacher. Teachers are afforded a 30-minute duty-free lunch and recess, and others will be asked to supervise students during those times.

Children in the Workplace

New Section

To maintain a safe, professional, and productive work environment, employees are expected to make appropriate childcare arrangements during their scheduled work hours. Employees should not bring their children to work or allow them to remain at the workplace while the employee is on duty.

Exceptions may be approved in advance by the Superintendent or designee for District sponsored extracurricular activities when the child's presence is appropriate.

Children who are approved to be on District property under an approved exception must remain under the direct supervision of the parent or guardian at all times and may not interfere with the employee's work responsibilities, the educational environment, or District operations.

Employees who have their children with them in District buildings outside of the student day are responsible for ensuring they are appropriately supervised at all times. Children should not be left unattended in classrooms, hallways, offices, or other areas of the building. Additionally, children are not permitted in areas where confidential student or employee information is stored, discussed, or otherwise accessible. Employees are responsible for ensuring their children's presence does not disrupt District operations or interfere with the employee's assigned duties.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records to a third party unless the eligible student has provided written consent.

Faculty and staff should never share student names, academic, or behavioral information with anyone except authorized school personnel. Such school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

There are emergency circumstances in which the school administrator could override this benefit. If the administrator deems it necessary because of unavoidable or unforeseen circumstances, it can 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 within a calendar school year.

Contracts - Certificated Personnel

Contracts with certified personnel shall be in writing and shall state the length of time the contract is in force, the total compensation for the contract period, and the employee's full-time equivalent status together with the scheduled periodic payments. Such written contracts shall be in the form approved by the State Board of Education, conditioned upon a valid certificate held by such personnel at the time of entering the duties there under. (See Idaho Code 33-513, 33-514, 33-515)

All professional employees shall be properly certificated prior to the beginning of each contract or be authorized as required by statutory enactment of the State Department of Education. (I.C. 33-1201 and 33-1207)

If an employee does not have proper certification or approved alternate route by September, the employee's paycheck may be held until proper certification or alternate route is on file.

Issue of Contracts

The School District will send to all certified staff members contracts as soon as possible after the board ratification of the upcoming school year salary schedule. The employee must sign or reject the contract within ten (10) calendar days of the date received.

Resignation Timeline

To assist in hiring a suitable replacement for a staff member leaving the school district, the board requests that certified staff who intend to retire or leave submit their resignation letter by April 1st. A staff member may terminate his/her contract by written resignation, which must be on file with the Superintendent on or before July 1st prior to the end of the present contract date.

Should any certified employee desire release from his/her current contract, the Board will evaluate this request based on the following principles:

1. The validity and necessity of the request

2. The availability of a suitable replacement

Should the Board deny the request and the employee subsequently breaks the contract, the Board will refer the matter to the Idaho State Professional Standards Commission.

Teacher Certification

See Idaho Teacher Certification for official information. For instance, out-of-state applicants will be required to take the Teaching for Mathematical Thinking Course and take the Idaho Comprehensive Literacy Assessment/Course before receiving a regular certificate.

Additionally, elementary or otherwise assigned educators will be required to take at least one credit of professional development in identifying the characteristics of dyslexia and understanding pedagogy and intervention for students with dyslexia to recertify.

Credits taken for recertification must be educationally related to the professional development of the applicant, and

1. Credits must be specifically tied to content areas and/or an area of any other endorsement; and/or
2. Credits must be specific to pedagogical best practices or for administrative/teacher leadership; and/or
3. Credits must be tied to a specific area of need designated by district administration.

Employment Requirements - Certified Personnel

At the beginning of employment or the advancement in degree (Example: BA to MA), the following should be filed with the district office:

Current procedure, added in the handbook for clarification

1. Teaching certificate. (NO CERTIFICATE=NO PAYCHECK **beginning in September**).
2. Unofficial transcripts and a copy of your diploma OR official transcripts issued by the university.
3. A copy of the signed contract

A teaching certificate is valid for five (5) years. At the completion of the five-year period, State law requires that each certificate holder apply for a new credential. Since the issuance of the last certificate, the applicant must have completed six (6) semester hours of credit. Three (3) of the required six (6) semester hours MUST be college credit as shown on a college transcript. ALL six (6) hours can be college credit. In-service credit hours may be used for three (3) credits. Employees are responsible for tracking their inservice credits.

It is the policy of the Preston School District that claims for the in-service credit must be made on standard District-State forms and signed by the building administrator. These forms will be filed in the employee personnel file at the district office.

Teachers must request the transcript from the university where they completed the work. Three (3) semester hours may be earned through validated in-service credit. Fifteen (15) clock hours of approved in-service credit are equivalent to one (1) semester credit; thus, forty-five (45) clock hours of in-service credit may be used for re-certification purposes during the five-year life of each certificate.)

In addition to the completion of the credit work, an application must be completed. The state does not require teachers to submit official transcripts with the renewal form, but the teacher must have official transcripts on file at the district office. Certificated staff may be audited at the state's discretion. A payment of \$75.00 to **the state of Idaho** is required for the issuance of the certificate. After the 13th year working in Preston School District, the district covers the **recertification fee**.

Previously, this sentence stated that the amount was \$75. Removed as it felt redundant.

Current procedure, added in the handbook for clarification

Professional and Advanced Professional Endorsements

Professional and Advanced Professional Endorsements move qualified individuals onto the Professional and Advanced Professional rungs of the Career Ladder. For an individual to be placed on the 'P' rung of the Career Ladder, they must be recommended for and receive a Professional Endorsement. For an individual to be placed on the 'AP' rung of the Career Ladder, they must be recommended for and receive an Advanced Professional Endorsement. Professional and Advanced Professional Endorsements are not listed on an individual's certificate.

Please see the Idaho State Department of Education website for specific criteria for your circumstance. Know that an educator will need to complete an Idaho Professional Learning Plan (IPLP), spend a certain number of years teaching, receive successful marks on the teacher evaluation, and have students achieve their individual goal. For the Advanced Professional Endorsement, and educator must also serve in a leadership position.

Advanced Professional Endorsement Leadership Positions

A certified staff member shall be considered a leader for the Advanced Professional Endorsement if she/he meets any of the following criteria:

1. Serves on a district leadership committee or other committee providing valuable guidance to the district, department, program, or school building.
2. Received National Board Certification.
3. Serves in a leadership position in a professional association related to public education.
4. Serves on a community or state workgroup that works to benefit public education.
5. Serves as an instructional specialist/instructional coach.

6. Mentors a teacher that is new to the profession or a teacher that has been identified by administration as needing additional instructional coaching.
7. Serves on Curriculum or Assessment Committees.
8. Serves as a Data Specialist.
9. Serves in another leadership position approved by administration.

PE AND APE REQUIREMENTS AT A GLANCE

PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

District or Charter Recommendation	Yes
Years of Certificated Teaching in Idaho	3 years or more
Meet PE Performance Criteria: - Overall rating of Proficient - No components rated Unsatisfactory - Majority of students have met student achievement/success targets	2 of the 3 previous years, or the 3 rd year
Individualized Professional Learning Plan	Yes

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

District or Charter Recommendation	Yes
Years of Certificated Teaching in Idaho	8 years or more
Hold Professional Endorsement	5 years or more
Meet PE Performance Criteria: - Overall rating of Proficient - No components rated Unsatisfactory - Majority of students have met student achievement/success targets	4 of the 5 previous years, or the 3 rd , 4 th and 5 th years.
Meet APE Performance Criteria: - Overall rating of Proficient - No components rated Unsatisfactory or Basic - Overall rating of Distinguished in Domain II or Domain III, or equivalent for Pupil Service staff 75% + of students have met student achievement/success targets	3 of the 5 previous years
Served in an additional building or district leadership role	3 of the 5 previous years
Individualized Professional Learning Plan	Yes

PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

District or Charter Recommendation	Yes
Held a certificate in a compact member jurisdiction	Requirement met through proof of out of state certification for 3 years or more
Years of certificated teaching in a compact member jurisdiction	Requirement met by proof of out of state employment for 3 years or more

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

District or Charter Recommendation	Yes
Held a certificate in a compact member state	Requirement met through proof of out of state certification for 9 years or more
Years of certificated teaching in a compact member state	Requirement met by proof of out of state employment for 9 years or more

PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE/OUT OF STATE

Years of Certificated Teaching	IPLP	Meet PE Criteria	District/Charter Recommendation	Out of State Certification & Employment Docs
0 years in state, 3-8 years out of state	USE OUT OF STATE PE FORM			
1 year in state, 2-7 years out of state	Yes	1 of 1 year	Yes	Yes
2 years in state, 1-6 years out of state	Yes	2 of 2 years or the second year	Yes	Yes
3+ years in state 0-5 years out of state	USE IN STATE PE FORM			

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE/OUT OF STATE

Years of Certificated Teaching	IPLP	Meet PE Criteria	Meet APE Criteria	Leadership Position	District/Charter Recommendation	Out of State Certification & Employment Docs
0+ years in state, 9+ years out of state	USE OUT OF STATE APE FORM					
1 year in state, 8 years out of state	Yes	1 of 1 year	1 of 1 year	1 of 1 year	Yes	Yes
2 years in state, and 7-8 years out of state	Yes	2 of 2 years	2 of 2 years	2 of 2 years	Yes	Yes
3 years in state, and 6-8 years out of state	Yes	3 of 3 years	3 of 3 years	3 of 3 years	Yes	Yes
4 years in state, and 5-8 years out of state	Yes	3 of 4 years, including 4 th year	3 of 4 years	3 of 4 years	Yes	Yes
5 years in state, and 4-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
6 years in state, and 3-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
7 years in state, and 2-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
8+ years in state, 1-8 years out of state	USE IN STATE APE FORM					

New paragraph, this will also be stated in their agreement but having it in the handbook ensures that we are sharing this information until we get the agreements out.

Employment Requirements-Classified Personnel

Unless otherwise provided by law or an individual employment agreement, classified employees are employed on an at-will basis. This means that either the employee or the District may terminate the employment relationship at any time, with or without notice and with or without cause, subject to applicable law. Nothing in this handbook is intended to create a contract of employment or alter the at-will employment relationship.

Classified employees will receive a classified employment agreement specifying the number of days and hours worked along with the hourly wage, and overtime eligibility. Employees who work under 20 hours a week will complete a timesheet and submit the signed timesheet no later than 3 days prior to the specified pay day, listed in this handbook. If a time sheet is submitted after the designated deadline, the district reserves the right to process and issue payment on the following scheduled payday.

Any overtime hours must be approved by the superintendent or designee in advance of completing the work. The approval should be obtained in writing and turned in with the timesheet. Working unauthorized overtime may result in disciplinary action, up to and including termination. However, all hours will be compensated in compliance with wage laws.

Employee Leave

Leave Requests

Employees desiring to take any type of leave must submit a request in Red Rover. All types of leave should be submitted based on the employee's workday (**Example:** if your workday is 6 hours and you plan to take 6 hours off, you should enter **1 full day** and not **0.6 days**).

Preston School District Observed Holidays

The following holidays are observed by Preston School District and do not require that an employee submit time off for the absence. Any days not listed below will need to have an accompanying leave request if you plan to be absent, including Spring Break or Christmas Break for 208+ day employees.

Labor Day (9/7/2026)

Updated dates

Day Before Thanksgiving (11/25/2026)

Thanksgiving (11/26/2026)

Christmas Eve (12/23/2026)

Christmas Day (12/24/2026)

New Year's Eve (12/30/2026)

New Year's Day (12/31/2026)

Martin Luther King Day (1/18/2027)

President Day (2/15/2027)

Memorial Day (5/31/2027)

Independence Day (7/5/2027)

Birth/Adoption Leave

Based on the negotiated agreement

The district will provide **two weeks (eight workdays)** of paid leave in connection with a qualifying birth or adoption of a child. This leave is intended for employees who are becoming legal parents or primary caregivers through birth, adoption, or foster placement. This leave is available beginning the first year of employment with the district **but must be used within eight (8) calendar weeks of qualifying event**. The purpose of this leave is to enable the employee to care for and bond with a newborn or newly adopted child.

Based on
the
negotiated
agreement

Paid parental leave shall run concurrently with leave under the Family and Medical Leave Act (FMLA), as applicable. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child, will be counted toward the 12 weeks of available FMLA leave. Parental leave must be used within 12 months of the birth or adoption of a child.

Family and Medical Leave Act (FMLA)

All eligible employees of this district may take leave as provided by the FMLA. The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons. An eligible employee is defined as an individual who:

1. Has been employed by the school district for at least twelve (12) months; **and**
2. Has been employed for at least one thousand two hundred fifty (1,250) hours of service during the twelve-month (12-month) period immediately preceding the commencement of the leave; and
3. Is employed at a worksite where fifty (50) or more employees are employed by the school district within seventy-five (75) miles of the worksite.

Special rules may apply regarding the taking of intermittent leave on a reduced leave schedule or leave near the end of an academic term by instructional employee.

Previously
said
allowable

Qualifying reasons for FMLA

Unpaid leave must be granted for any of the following reasons:

1. To care for the employee's child after birth or placement for adoption or foster care.
2. To care for the employee's spouse, **son or daughter under 18 years of age, disabled children over 18 years of age, or parent, who has a serious health condition;** or for a serious health condition that makes the employee unable to perform the employee's job

Removed
grandparents
and specified
child age to
align with the
law

Paid leave will be substituted for unpaid leave if the employee has accumulated sick leave. While on FMLA, you will be expected to be in frequent communication with the District HR Manager and your supervisor. If you are unable to reach out, an appropriate party should reach out in your place. Employees are expected to maintain reasonable communication with the district regarding their leave status unless prevented from doing so by their medical condition or other circumstances beyond their control. Failure to communicate without a reasonable explanation may result in disciplinary action, up to and including termination.

Sick and Personal Leave

Sick and Personal Leave (eligibility begins at 20+ hours)		
Contract Days	Sick Leave	Personal Leave
142	10	4
145	10	4
156	14	4
181	14	5
208+	14	5

Previously 142 days weren't listed. However, there are some CN employees who work 142 days but get leave. Added hours, so that it was clearly stated that not all 142-day employees get leave.

Current policy and procedure, added in the handbook for clarification

Sick leave is intended for absences due to illness, injury, or medical appointments involving the employee, their spouse or partner, child, or parent. Abuse of the sick leave policy, such as calling in sick when you are not ill, or submitting sick leave for personal time, may be considered sufficient cause for probationary status or disciplinary action. The district reserves the right to request a doctor's note for any sick leave request.

After 3 consecutive sick days, a notification is sent to the District HR Manager from Red Rover. At that time, a doctor's note will be requested, and further arrangements can be made if additional time is needed, such as the use of FMLA.

Sick Leave accumulated in other Idaho school districts may be transferred into the district according to the provision of the Idaho Code. (33-1217).

Based on the negotiated agreement

Employees have until June 23rd 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.

Employees requesting personal leave must submit the request through Red Rover 24 hours in advance of the requested personal day. If the district is unable to secure an appropriate substitute, the request can be denied.

Professional Leave

Professional Leave refers to approved time away from regular work responsibilities to participate in district-supported conferences, workshops, training sessions, or other professional development opportunities that are directly related to the employee's role and aligned with the mission and goals of the district. This leave is not intended for activities involving union representation, extracurricular or athletic events outside of scheduled competitions or required conferences, athletic activity attendance not specifically

assigned to you by the district, or personal matters such as testing or obtaining certification required for employment.

Professional leave must be approved by the school principal who will then seek approval from the superintendent of schools. Failure to secure approval in advance will result in the leave being treated as personal leave.

Bereavement Leave

Current policy and procedure, added in the handbook for clarification

Bereavement leave will be granted in the following manner. Up to five (5) days are allowed for the loss of a spouse or a child. Up to three (3) days are allowed for the loss of a parent or parent-in-law, daughter-in-law, or son-in-law. One (1) day of leave will be granted for the loss of 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.

Vacation Leave

Employees working 208. contract days will be given ten (10) vacation days per fiscal year. Unused vacation days for eligible classified staff are not carried over from one fiscal year to the next and will not be paid out upon separation from employment for any reason.

The old sentence was confusing, reworked for clarification.

Military Leave

Preston School District will grant up to ten (10) paid days per year for military leave.

New Section Unpaid Leave

Employees who accumulate eight (8) or more unpaid leave days during a fiscal year, excluding protected leave, may be subject to a review of their employment status, including disciplinary action, up to and including termination of employment.

Jury Duty

While on jury duty, an employee will receive full pay, however, documentation for the service may be requested. (Idaho Code 33-1216, 1217, 1217A, 1218 and HB 4)

District Substitute Procedures

1. In the event of “planned” absences (personal day, planned doctor’s appointment, sporting event, professional development training, etc.), the absence should be entered into Red Rover for a substitute to be arranged.
2. If you get sick with no advance notice of needing to be absent, the absence should still be entered into Red Rover. However, you should contact the administrative assistant as soon as you know you will not be able to go into school, but please don’t call after 10:00 pm the night before the absence or before 6:00 am the morning of the absence.

Removed #3 that was redundant and contradictory to district policy and procedure.

Reimbursement of Substitutes

Substitute employees will be compensated at an hourly rate of \$12.50. Certified staff members who are requested to cover a class during their scheduled preparation period will be reimbursed at the same hourly rate. The administrative assistant is responsible for submitting the appropriate documentation for payment, either by entering the time into Red Rover or by completing a timesheet, as applicable.

Specific times to report to work and responsibilities for the substitutes will be reviewed at the building level, and those changes should be entered into Red Rover by the administrative assistant.

Payroll Items

Payroll Schedule

Referring to Preston Board of Education Policy, the district pays employees once a month on the 26th, or the last working day prior to the 26th.

2026- 2027 Payroll schedule is as follows:

Updated dates

July	Thursday, 23 rd	January	Tuesday, 26 th
August	Wednesday, 26 th	February	Thursday, 25 th
September	Thursday, 24 th	March	Thursday, 25 th
October	Monday, 26 th	April	Monday, 26 th
November	Tuesday, 24 th	May	Wednesday, 26 th
December	Thursday, 17 th	June	Thursday, 24 th

Direct Deposit

We strongly encourage employees to enroll in direct deposit for timely and secure wage distribution. However, we understand that certain circumstances may require the issuance of a paper check.

In such cases, employees must submit a request form found on the district office website for a paper check payment. This can be found under the Finance/Payroll then Payroll section. If approved, the paper check will be issued and available for pickup by the employee or approved designee at the District Office during regular business hours. Paper checks will **not be mailed** unless other circumstances have been approved.

Salary Schedules

Instructional and Pupil Service Staffing Salary Schedule

Approved by Preston School District Board of Trustees June 2026

Updated to match
negotiated
agreement

	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

Classified Staffing Salary Schedule

Updated to match amount
agreed during the budget
hearing

Approved by Preston School District Board of Trustees June 2026.

	Category																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Step	P-1	P-2	P-3	O-1	O-2	O-3	MC-1	MC-2	MC-3	MC-4	CN-1	CN-2	CN-3	B-1	B-2	B-3	T-1	T-2	T-3	BP-1	N-1
1	12.68	12.93	13.18	15.84	16.79	19.90	12.68	14.07	20.28	26.87	12.68	14.70	20.03	20.07	23.68	26.69	20.07	24.08	28.30	14.86	28.94
2	12.93	13.18	13.45	16.16	17.13	20.31	12.93	14.35	20.68	27.41	12.93	15.00	20.43	20.47	24.16	27.23	20.47	24.57	28.87	15.16	29.52
3	13.18	13.45	13.71	16.49	17.47	20.72	13.18	14.64	21.10	27.96	13.18	15.29	20.84	20.88	24.64	27.77	20.88	25.05	29.44	15.46	30.11
4	13.45	13.72	13.98	16.82	17.82	21.14	13.45	14.94	21.53	28.52	13.45	15.60	21.25	21.29	25.13	28.33	21.29	25.56	30.03	15.77	30.71
5	13.72	14.00	14.27	17.15	18.18	21.58	13.72	15.23	21.95	29.09	13.72	15.92	21.67	21.73	25.64	28.89	21.73	26.07	30.63	16.08	31.32
6	14.00	14.27	14.56	17.49	18.54	22.02	14.00	15.54	22.39	29.67	14.00	16.23	22.11	22.16	26.14	29.47	22.16	26.59	31.24	16.41	31.95
7	14.27	14.56	14.84	17.84	18.92	22.47	14.27	15.84	22.84	30.26	14.27	16.56	22.55	22.60	26.67	30.06	22.60	27.12	31.87	16.73	32.59
8	14.56	14.85	15.15	18.20	19.29	22.92	14.56	16.16	23.29	30.86	14.56	16.89	23.01	23.06	27.20	30.66	23.06	27.66	32.5	17.07	33.24
9	14.85	15.15	15.44	18.56	19.68	23.39	14.85	16.49	23.77	31.49	14.85	17.23	23.46	23.51	27.75	31.28	23.51	28.21	33.16	17.41	33.91
10	15.15	15.45	15.75	18.94	20.07	23.87	15.15	16.82	24.24	32.11	15.15	17.58	23.93	23.99	28.30	31.90	23.99	28.78	33.82	17.76	34.58
11	15.45	15.76	16.07	19.31	20.47	24.36	15.45	17.15	24.72	32.75	15.45	17.92	24.41	24.46	28.87	32.53	24.46	29.35	34.50	18.11	35.27
12	15.76	16.08	16.39	19.70	20.88	24.85	15.76	17.49	25.21	33.41	15.76	18.28	24.90	24.95	29.45	33.19	24.95	29.95	35.18	18.48	35.98
13	16.08	16.39	16.72	20.09	21.30	25.36	16.08	17.84	25.72	34.08	16.08	18.64	25.40	25.46	30.03	33.85	25.46	30.55	35.89	18.85	36.70
14	16.39	16.72	17.06	20.49	21.73	25.88	16.39	18.20	26.24	34.75	16.39	19.02	25.91	25.96	30.63	34.53	25.96	31.15	36.61	19.22	37.43
15	16.72	17.06	17.41	20.90	22.16	26.41	16.72	18.57	26.76	35.45	16.72	19.40	26.43	26.48	31.24	35.22	26.48	31.77	37.34	19.61	38.18

Please Note: Employee progression on classified staffing pay scale is not dependent solely on years of experience, but will be based on employee evaluation data, availability of funding from State and/or local sources, and Board approval of classified staffing pay scale.

P-1 Paraprofessional I: Noninstructional, Playground, Crossing Guard, Interpreter

P-2 Paraprofessional II: Classroom Instructional, Special Ed, Title I

P-3 Paraprofessional III: K-8 Librarian, Computer Lab, College and Career Center, OT/PT Assistant, Elementary Rotation

O-1 Administrative Assistant I: Alternative School Administrative Assistant, Medicaid Billing Specialist

O-2 Administrative Assistant II: Head Administrative Assistant & Co- Administrative Assistant

O-3 Administrative Assistant III: District Administrative Assistant

MC-1 Maintenance I: Cleaning Staff, Seasonal Cleaning and Grounds

MC-2 Maintenance II: K-8 Custodial Supervisor, Alternative Custodian

MC-3 Maintenance III: Skilled Maintenance Technician, High School Custodial Supervisor

MC-4 Maintenance III: Director

CN-1 Child Nutrition I: Nutrition Staff

CN-2 Child Nutrition II: Kitchen Supervisor

CN-3 Child Nutrition III: Director

B-1 Transportation I: Route Driver, Trip Driver

B-2 Transportation II: Transportation Mechanic

B-3 Transportation III: Director

T-1 Technology I: Help Desk Support

T-2 Technology II: Certified Technician, A+, Network+, Security+, CompTIA

T-3 Technology III: Director

BP-1 Behavior Paraprofessional:

N-1 Nurse/Health Professional: Nurse or licensed health professional

Calculating Years of Experience

Preston School District values both loyalty and years of experience in your profession. To be fair and consistent, the following administrative policy is used when calculating classified wage placement. This calculation does not apply to certified personnel or stipends.

A new applicant with no prior experience will be placed on the first step of the appropriate pay column. An applicant with prior experience in the same profession will be credited for half of their years gained from other places of work and placed on the corresponding step. If the applicant has prior experience in a similar field or environment, they will be credited for a quarter of their years completed. The prior experience will be verified based on the submitted resume by the applicant, with the option of contacting prior employers if necessary.

An applicant who previously was employed by Preston School District and has decided to return to the same profession will be placed in the same step as when their resignation of employment was turned in, if returning within 3 years of the last day of employment, regardless of additional experience gained within those years. If an applicant returns to Preston School District in a different position, then when the employment ended, they will be treated as a new applicant but moved up one additional step for returning to the district.

Once placed on the pay scale, the standard expectation is for a classified employee to move one step for every year completed. For example, you start on step one and once that year has been completed, you will be moved on to step two. If there are changes in title or jobs duties, your supervisor can submit a written request to have an employee moved either to a higher paid step or a different column. In the case of an economic downturn or a budget cut, the Superintendent may change the standard at their discretion.

Insurance Information

Employees who are employed full-time (30 or more hours per week, per District Policy) are eligible to receive the district's full insurance package. Detailed information is available in the Employee Benefits Booklet provided by Health Plan Partners (HPP). The information below provides a summary of the district's insurance benefits.

Medical Insurance

Updated to match the amount
listed in law

Preston School District has the Blue Cross Trust Plan. There are two options, a traditional PPO with a \$350 deductible, and an HSA PPO with a \$3,400 deductible. The exact terms of the insurance and the amount of contribution by the district and employees are outlined in the Preston School District Employee Benefits Handbook. Employees can call HPP for assistance: (877) 734-5932.

Dental Insurance

The district will cover the premiums for dental insurance from MetLife Dental.

Vision Insurance

The district will pay the vision premium for the offered plan selected by the employee. Coverage is provided by VSP through Blue Cross, coverage is based on medical insurance enrollment.

Life Insurance

All employees who work more than 20 hours per week are eligible for insurance through the district group policy. Life insurance premiums for employees and dependents benefit coverage are paid for by the district.

Death Benefit	\$50,000	USAble (Life insurance coverage)
AD&D	\$50,000	
Dependent Life	\$10,000	Spouse and all children

A beneficiary must be on file. If you've added voluntary coverage to the amount listed above, call Health Plan Partners (HPP) to complete an additional beneficiary form. In the event of an employee or dependent passing, the school district office or HPP needs to be contacted to start the death claim process. The district will need an official death certificate to attach to the claim form.

Safety and Security

Workers' Compensation

Any employee who is injured in the line of duty is eligible for such compensation and expenses as are prescribed by the Workmen's Compensation Law of the State of Idaho. Following any accident or injury, we encourage employees to complete the employees' notice of the accident form and return it to the District Office within 48 hours. However, in accordance with Idaho code 72-701, employees have up to 60 days from the date of the accident to report the injury.

Employee Responsibility with Accidents or Injury

In case an accident occurs in the classroom or on school premises which cause injury to a student, the teacher shall implement the following procedure:

1. Attend to the injured student and determine the extent of the injury.
2. Send a responsible student to the office to get help.
3. Clear the area.
4. Make sure that protective gloves are worn if an injured person is bleeding.
5. If you have any doubt, call the ambulance and notify parents.
6. Fill out and submit the accident report **by the end of the school day** on which the accident occurred.

Preston School District Safety

Preston School District is vigilant to ensure the safety and well-being of its employees and students. Each principal and supervisor have the responsibility to ensure that all safety procedures and guidelines are followed. To ensure the safety of all employees, students and guests, each supervisor must adhere to the following guidelines.

1. Correct any hazardous conditions immediately
2. Investigate thoroughly and correct any hazardous conditions reported by staff, students, or patrons
3. Ensure that employees are properly trained in the use of chemicals
4. Educate staff on MSDS information sheets
5. Have a school first aid kit and notify staff of its location
6. Encourage staff to receive first aid training
7. Encourage staff to be trained in CPR
8. Organize a school safety committee which meets regularly to review safety procedures and practices

9. Investigate all accidents, make a written report, and correct any conditions which may have caused the accident
10. Determine that all equipment and machinery is operated according to acceptable safety practices
11. Provide information to all employees regarding workman's comp claims.
12. Complete workman's comp reports on all accidents within 48 hours
13. Be familiar with the District Emergency Response Plan including the duties of the evacuation coordination, perimeter security, the accounting for each student, the student's needs, communications, transportation, and emergency student management
14. Establish a procedure for securing the buildings each night
15. Provide a process for checking the buildings during winter breaks and summer recesses
16. Establish a process for appropriate property maintenance
17. Follow all OSHA rules and procedures
18. Monitor the use of personal protective equipment
19. Follow all safety procedures to ensure fire prevention
20. Establish a Threat Assessment Safety Team at each school
21. Practice drills and simulations using the four Idaho standard command response protocols for schools: Evacuation, Reverse Evacuation, Hall Check, and Lockdown
22. Be trained in the "Move - Secure - Defend" active shooter protocol
23. Evaluate and establish entry access control measures to keep threats out.

Drug Free Workplace Policy

It is the policy of the School District that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. It is a condition of employment with the School District that employees abide with this policy.

Employees cannot be under the influence of an illegal substance, alcohol, or controlled substance during their work hours. Violations of this policy will result in disciplinary action, up to and including dismissal.

Violations of Criminal Drug Statutes Convictions

As required by Federal Law, employees must notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after the employee is convicted.

Abuse Reporting Requirements

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare (see district policy).

Employee Resources

Employee Pass and Extra Curricular Duties

All employees are granted complimentary admission to Preston High School regular season home athletic events upon presentation of a valid photo staff identification badge. Additionally, the pass provides admission to one performance of the high school musical. This benefit applies to the employee only and does not include additional guests.

Employees assigned duties at school functions, i.e., athletic events, musical performances, drama, dance, etc. will be reimbursed at a rate established annually. All teachers will have equal opportunity for this duty.

Lifetime Pass

Upon retirement with 20 years' employment, retiree will be given a lifetime pass to Preston School District activities. (This pass will not admit the holder to District or State events and is only good for home activities.)

Preston School District Mentoring Program

Preston School District is committed to providing caring, competent, and qualified teachers in every classroom and, as such, will provide on-going support for teachers in their first two (2) years in the profession. The support program will provide services in the areas of administrative and supervisory support, mentoring, peer assistance and professional development. (33-512.17)

Program Goal

The goal of the support program is to empower teachers to control their own professional development by providing choices where appropriate, to focus on teacher standards for potential programs, to study state and national best practices and options, to provide mentoring along with evaluative measures, and to provide opportunities for career development.

Program Eligibility

Teachers who are new to the profession and have only been in the profession for two (2) years. The program applies to both new hires and current employees. Additionally, if the district employs teachers with more than two years in the profession who are currently on Category 1 or 2 contracts and have not yet had the opportunity to participate in the district's support program, those employees will be offered an opportunity to participate in the support program.

The mentoring aspect of the new teacher's support will continue for an additional year. As outlined in the employee's Individual Professional Learning Plan (IPLP), any instructional staff or any pupil service staff employee will receive mentoring during the initial three years of holding a certificate. (33-1201A)

Classroom Supply & Continuing Education Reimbursement

Preston School District will reimburse certified educators up to \$300 per FTE for classroom supplies and \$100 for continuing education, using 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 in May 1st

All classroom supplies need to be approved by the school administration before purchase is made.

Timely Reimbursements

Preston School District relies on timely and accurate reporting of finances. In order to execute timely finances, we have implemented the following administrative policy. Any reimbursements for items such as mileage, hotel costs, food, supplies, etc. must be turned into the district office no later than 90 calendar days from the first date of sale.

Preston School District follows the fiscal year outlined by the State of Idaho, beginning on July 1st and ending on June 30th of the succeeding year. All reimbursements and payments for services must be paid out in the year they were incurred. If the 90 calendar days end in another fiscal year, you will be obligated to turn in the expense no later than June 15th.

Technology and Communication

Expectations for Video/Media Use in Classrooms

If a movie is shown at school, teachers must adhere to all the following guidelines:

1. The movie should be shown for educational purpose.
2. The movie should be an integral part of lesson plan.
3. Teacher needs to evaluate all movies and clips for appropriateness, age level, and good taste. (Teacher should watch entire clip, movie, etc. prior to showing movie, clip, etc. to students)
4. A list of full-length movies used will be available to the parent for review upon request. (Teachers do not need to provide a list of clips, but should, upon request, be prepared to share with parents any clips shown to students.)
5. Students will be excused from a movie and given an equivalent alternate assignment or activity upon request from the student or parent.
6. If a teacher (or group) desires to show a movie for entertainment, incentive, or reward, the movie must have prior approval of the building principal for each showing, and the school must have the public performance licensing to show the movie.
7. Teachers will follow all applicable copyright laws and terms of any streaming services.

General Guidelines for Appropriateness

1. If it is G, TV-Y, TV-Y7, TV-G follow all guidelines listed above to show the movie.
2. If it is PG or TV-PG, in addition to following the district guidelines listed above, send a note home to parents informing them of both the title and the PG rating of the movie to be shown. This gives parents a heads-up about the movie which provides them with the opportunity to guide their child in viewing it or not.
3. If it is PG-13 or TV-14, follow district guidelines and send a permission note home to parents which the parents sign and return allowing or denying permission for their child to watch the movie. (PG-13 is not appropriate at the elementary level.) The note should include the name and PG-13 rating of the movie and state that teachers have reviewed the movie for appropriateness. It should also state the educational purpose for which the movie will be shown. Additionally, parents need to be informed of the equivalent alternate assignment or activity available to students should they choose not to participate in the movie.
4. If it is R or TV-MA (or any rating that is more restrictive) it will not be shown.
5. If it is Unrated, especial care must be taken by the teacher to review the movie or clip for age level appropriateness and cultural sensitivity.

Teachers who would like to use films/clips that do not meet the criteria listed above can request a variance from the district superintendent. When requesting variance teachers should be prepared to discuss the following:

1. Why this particular clip or film is essential for enhancing students' learning.
2. Does the building principal approve and support the showing of the movie or clip.
3. What aspects were responsible for the rating listed and whether those aspects will be included in what students see.
4. How an alternative assignment will be made for those who choose not to participate.
5. Why that alternative assignment is not appropriate for teaching the desired concept for all learners.

Phone Usage

The telephones in the classrooms are intended to be for school use. Students may use the phone at the discretion of the teacher. The school offices will send phone calls to classrooms when appropriate and will do their best not to interrupt teaching time.

Cell phone use has the potential to be disruptive to the educational process. Personnel are required to limit their use of electronic communication and entertainment devices to emergencies or during authorized breaks or the employee's personal preparation time. (See district policy).

Social Media and Communication with Students

Social Media Definition: websites and applications that enable users to create and share content or to participate in social networking

Preston School District and each school within the district will maintain an official webpage. This page will be managed under the direction of the principals and superintendent. Staff members wishing to access or publish posts on the official website or Facebook page should communicate with the school principal, superintendent, or designee (i.e., building social media manager). Under the direction of the school principal, other social media platforms may be used.

In an effort to maintain professional relationships and to avoid compromising situations, district personnel should not engage in social networking communications with students. If a student initiates communication with district personnel, the employee should immediately report to their building principal.

In the event that there is a legitimate educational or extra-curricular reason for communication with students outside of school hours, the employee should use the

district approved communication apps and/or platforms. The current approved apps or platforms are: Preston School District, Huddle, Band, Remind, GroupMe, PowerSchool, Google Classroom, and Canvas.

Updated to match
board approved list

Public Notices

Title IX Notice

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 any district administrator or the Title IX Coordinator for the investigation and resolution of such complaints.

Inquiries regarding compliance with this non-discriminatory policy may be directed to:

Dr. Brady Garner
Title IX Cord.
525 S 4 E
Preston, ID 83263
208-852-2233

Mr. Gary Thomas
Superintendent
105 E 2 S
Preston, ID 83263
208-852-0283

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

Civil Rights Notice

Federal law prohibits discrimination on the basis of 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; and Section 504 of the Rehabilitation Act of 1973.)

It is the policy of Preston School District #201 not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this non-discriminatory policy may be directed to:

Dr. Brady Garner
Title IX Cord.
525 S 4 E
Preston, ID 83263
208-852-2233

Mr. Gary Thomas
Superintendent
105 E 2 S
Preston, ID 83263
208-852-0283

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

Code of Ethics for Idaho Professional Educators

The professional educator accepts the responsibility to practice the profession according to the highest ethical principles. The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct. Below is a summary of the ten (10) principles found in the Idaho Code of Ethics. Please see the complete document for details.

Principle I - Professional Conduct. A professional educator abides by all federal, state, and local education laws and statutes. Unethical conduct shall include the conviction of any felony or misdemeanor offense set forth in Section 33-1208, Idaho Code.

Principle II - Educator/Student Relationship. A professional educator maintains a professional relationship with all students, both inside and outside the physical and virtual classroom.

Principle III - Alcohol and Drugs Use or Possession. A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.

Principle IV - Professional Integrity. A professional educator exemplifies honesty and integrity in the course of professional practice.

Principle V - Funds and Property. A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility.

Principle VI - Compensation. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.

Principle VII - Confidentiality. A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law.

Principle VIII - Breach of Contract or Abandonment of Employment. A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract.

Principle IX - Duty to Report. A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code.

Principle X - Professionalism. A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles.



Policy 5310 – Tobacco Free Policy

The District maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds, or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Limitations or prohibitions on tobacco use are applicable to all hours.

Definition

For the purposes of this policy, tobacco use shall be defined as the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Legal References:

Legal References	Description
IC § 39-5501 et seq.	Clean Indoor Air Act

Adopted:

Revised:

Reviewed:



Policy 5320- Drug and Alcohol Free Workplace

Purpose

The **Preston School District #201** is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

The use of alcohol and illegal drugs, and the misuse of prescription drugs is unacceptable. All District workplaces are hereby declared to be drug- and alcohol-free workplaces. A copy of this policy will be provided to each employee with materials describing the dangers of drug use in the workplace and information on any drug counseling, rehabilitation, or employee assistance programs available.

All employees are prohibited from:

1. Unlawful manufacturing, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia, while on District premises, while performing work for the District, or in attendance at District-approved or school-related functions;
2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or odor from alcohol while on District premises, while performing work for the District, or in attendance at school-approved or school-related functions; and
3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her Superintendent of his or her conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription drugs, or over-the-counter drugs for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.



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Definitions as Used in This Policy

"Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision of a licensed health care professional.

"Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 Idaho Code.

"Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

Controlled Substance" means any drug or substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

"Substance Abuse" is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

Records that pertain to the District's employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the Superintendent or his or her designee in a secure fashion to ensure confidentiality and privacy and be disclosed only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Idaho law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Pre-Employment Testing



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Applicants being considered for employment positions ~~may~~ **shall** be required to submit to a urinalysis test for the detection of the illegal use of drugs. Applicants shall be given a copy of this policy in advance of employment. Applicants must acknowledge having read or had this policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Superintendent or ~~his or her~~ designee.

An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the District, and such will be considered as a withdrawal of the individual's application for employment. If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the Superintendent or ~~his or her~~ designee. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its authorized designee, and/or the Superintendent, reasonably suspect that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the District's Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath, saliva, urine, and/or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Superintendent.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board policy and State law.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and State law.

The District's ~~Superintendent or authorized~~ designee, ~~or the Superintendent~~ are the only individuals in the District authorized to make the determination that reasonable suspicion or cause exists to order a drug screen. ~~and They~~ are the only individuals who may order an employee to submit to a drug screen, **which will be at the District's expense.**

Two types of cases for which reasonable suspicion procedures may be invoked are:



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1. Chronic cases: Deteriorating job performance or changes in personal traits or characteristics where the use of alcohol or drugs may be reasonably suspected as the cause; and
2. Acute case: Appearing to be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause in a specific incident or observation.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol, and/or the illegal use or sale of prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury; and
5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in District property, or at District-approved or school-related functions.

Post-Accident Testing

Drivers while on school business or operating a school vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for a moving violation to the District employee ~~may~~**will** be tested for alcohol misuse and controlled substance abuse.

The driver will contact the District at the time of the accident unless he or she is physically impaired as a result of the accident. The District will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be done for alcohol.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results



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provided by the District testing laboratory will be accepted.

Failure of an employee to submit to testing for either alcohol or a controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight (8) hours of the time of the accident. Testing for controlled substances must be done within 32 hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight hours following the accident or until he or she submits to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Opportunity to Contest or Explain Test Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Superintendent or his or her designee within **five** (5) working days after the Superintendent or designee contacts the employee or job applicant and shows him or her the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol shall, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Superintendent or **his-or-her** designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Superintendent or **his-or-her** designee is to review the conditions of continued employment with the employee prior to the employee returning to work. Any such condition for continued employment shall be given to the employee in writing. This agreement must be signed by the employee before the employee is allowed to return to the job. Prior to the employee coming back on the job, the employee must complete a drug and/or alcohol test which shows negative results.

The Superintendent or **his-or-her** designee may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Superintendent or **his-or-her** designee more than one (1) time within a 72 hour period. In the event of positive test results, the Superintendent or **his-or-her** designee will work out disciplinary procedures, if any, in accordance with Board policy and State law.



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Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination in accordance with Board policy and State law.

Inspections

Employees may be assigned District-owned offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of the District and personnel. Employees have no expectation of privacy in any of these locations or any personal belongings which they may place in such areas.

Whenever the ~~Board~~ Superintendent or designee has a reasonable suspicion ~~reasonably suspects~~ that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has sold, purchased, used, or possessed alcohol, drugs, or drug paraphernalia on District premises, the ~~Board~~ Superintendent or designee may search the employee and the employee's locker, desk, or other District property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable State laws.

District Action Upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program. The fact that an employee has been referred for assistance and his or her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

Should the District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent or ~~his or her~~ designee shall notify the appropriate State or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

In determining whether and to what extent an employee will be disciplined or discharged in regard to violating this policy, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the District's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the District's operations; the nature of the criminal offense; the nature of the employee's job with the



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District; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the District.

An employee can be discharged for work-related misconduct as provided in IC 72-1366, for the following reasons:

1. A confirmed positive drug and/or alcohol test, with a test result of not less than .02 BAC;
2. The employee refusing to provide a sample for testing purposes;
3. The employee altering or attempting to alter a test sample by adding a foreign substance; or
4. The employee submitted a sample that is not his or her own.

Within 30 days after receiving notice of a conviction, the District will take appropriate disciplinary action

Legal References:

Legal References	Description
29 CFR § 94.205	What Must I Include in my Drug-free Workplace Statement?
34 CFR Subpart B	Requirements for [Financial Assistance] Recipients Other Than Individuals
41 USC § 81	The Drug-Free Workplace Act of 1988
IC § 72-1701, et seq.	Idaho Employer Alcohol and Drug-Free Workplace Act

Adopted:

Revised:

Reviewed:



PERSONNEL

5320F1

Drug and Alcohol Abuse Testing Acknowledgment

I have read and been informed about the content, procedures, and expectations of the Drug and Alcohol Abuse Testing Policy and Procedures. I have received a copy of the policy and procedures and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy and Procedures, I will consult the Superintendent or his or her designee.

I understand that refusal to sign this document constitutes a refusal to test and the Superintendent will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and State law.

Employee Signature

Employee Printed Name

Date



PERSONNEL

5320F2

Drug and Alcohol Abuse Testing Agreement

I agree to be tested according to the drug and alcohol testing policy and procedures.

I understand that agreeing to be tested according to the drug and alcohol testing policy and procedures is a condition of employment and continuing employment by the District.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy and Procedures, I will consult the Superintendent or his or her designee.

I understand that refusal to sign this document constitutes a refusal to test and the Superintendent will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and State law.

Employee Signature

Employee Printed Name

Date



Policy 5320-P(1) – Drug and Alcohol Free Workplace – Drug and Alcohol Abuse Testing Program and Procedures

Drug and Alcohol Abuse Testing Program

Purpose: The purpose of this procedure is to establish guidelines to be followed in the drug and alcohol testing of applicants for positions with the District as well as current District employees.

Program Responsibility: The Superintendent or his or her designee has the overall responsibility for this program and will be responsible for reviewing the results of drug tests; reviewing and interpreting each confirmed positive test to determine if there is an alternative medical explanation for the positive result; conducting an interview with the individual testing positive to determine if the positive result was caused by legally prescribed medication; requiring a retest of the original specimen if the Superintendent or designee deems it necessary; and verifying that the laboratory report and the specimen are correct.

If the Superintendent or designee determines that there is a legitimate medical explanation for the positive test other than the use of a prohibited drug, the Superintendent or designee will conclude that the test is negative and will not take any further action.

Any employee or prospective employee who has a positive test result may request that the same sample be retested by a laboratory mutually agreed upon by the employee and the District.

Designation of Laboratory: [REDACTED] has been selected to perform the testing on specimens submitted. [REDACTED] will be responsible for performing the required drug test. [REDACTED] will also be responsible for properly handling specimens for alcohol testing. [REDACTED] is a certified lab approved for drug testing. A breath analysis test will be performed by a certified Breath Alcohol Technician.

Collection Site: [REDACTED], is the designated collection site for collecting urine specimens.

Authorization for Testing: When the person reports to the collection site, the drug and/or alcohol screening procedure will be explained and the person will be asked to assist in completing any necessary forms. All persons subject to testing for any reason shall be asked to sign the necessary authorization forms which will allow the test to be performed and for the information to be provided to the Superintendent about the required drug and/or alcohol test.



Refusal to Test: The following constitutes refusal to test:

1. Refusing to sign any of the following forms:
 - A. Statement that a copy of the alcohol and drug testing procedures and policy has been given and explained; or
 - B. Agreement to be tested according to the alcohol and drug testing procedures and policy.

The following constitutes alcohol testing refusals:

1. Refusal by any employee to complete and sign the breath alcohol testing form;
2. Failure to provide adequate breath without a valid medical explanation in writing;
or
3. Failure of an employee to remain readily available for testing for eight (8) hours following an accident that requires testing.

The following constitutes drug testing refusals:

1. Failure to provide a urine sample within four hours, without a valid medical explanation in writing; or
2. Conduct that clearly obstructs testing procedures; or
3. Failure of employee to remain readily available for testing for 32 hours following an accident requiring testing

Specimen Retention: The retention of specimens for possible future analysis is the responsibility of [REDACTED]. [REDACTED] will retain all specimens for a minimum period of one week. At such time, negative specimens will be discarded. Positive specimens will be resealed and retained in a separate and secure area for a minimum of one year. Within this one-year period, the person tested or the Superintendent or his or her designee can request in writing that the laboratory retain the sample for an additional reasonable period specified in the request. If no proper written request is received within the one-year period, the sample may be discarded.

Notification and Administrative Processing of Positive Results: All analytical results, negative and positive, will be reported by the laboratory to the Superintendent within an average of five days after receiving the specimens. The Superintendent or his or her designee will interview the person to determine if there is any satisfactory explanation for the positive result. The Superintendent or designee may conduct an additional medical interview with the individual and may require the original specimen to



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be reanalyzed if necessary.

Record Retention: Confidential records of drug tests results are recognized to be private and sensitive records, which will be maintained in a secure fashion to ensure confidentiality. Records showing an employee passed a drug test will be kept for at least one year. Records showing that an employee failed a drug test, the type of test (e.g., reasonable suspicion), the illegal drug(s) used by the employee, and the disposition of each employee will be kept for at least five (5) years. These records, or any of them, may be maintained by the Superintendent or his or her designee's discretion for an indefinite period of time beyond the above specified minimums.

Information regarding an individual's drug testing results is confidential and will be released by the Superintendent or designee only upon the written consent of the individual, except that results may be released and relied upon by the District in any administrative or court action by the employee involving the drug test or any discipline resulting from a violation of this policy, including employment and court proceedings.

Collection of Specimens: At least 30 ml of urine will be required to complete the test, or the test will be rejected and must be re-performed. The designated collection site shall have an enclosure within which private urination can occur, a toilet for completion of urination, and a source of water for washing hands. Procedures for collecting urine specimens shall allow individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen. Examples of reasonable cause to believe a specimen will be altered or substituted include the presentation of a urine specimen that falls outside the normal temperature range (90.0 deg. F - 100.0 deg. F) and presentation of a specimen with a specific gravity of less than 1.0003.

Changes to Procedures: This procedure may be amended from time to time to facilitate changes in the District's Drug Free Workplace Substance Abuse Policy as necessary.

Drug and Alcohol Abuse Testing Procedures for Job Applicants

~~All applicants will be furnished a copy of the Drug Free Workplace Substance Abuse Policy in advance of the drug testing and alcohol testing and will have the screening procedure explained to them.~~

~~Applicants will be asked to sign an authorization for the tests which will release the Superintendent to disclose the results of the drug and alcohol test. In the event an applicant refuses to execute the appropriate authorization or to submit to the drug and alcohol tests, the Superintendent will suspend the procedures at that point.~~

~~The Superintendent or his or her designee will review the analytical results of the drug and alcohol tests, and interview the applicant, either by phone or in person, to~~



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~~determine whether there is any satisfactory explanation for a positive result.~~

~~The Superintendent or designee may require the original specimen to be reanalyzed if necessary.~~

~~The Superintendent or designee will advise the applicant that he or she has tested positive and, if requested, will allow the applicant a reasonable period, not to exceed three days, to provide additional medical evidence of a proper prescription for the drug(s) which caused the positive test. Nothing herein shall be construed as requiring the Superintendent or designee to disclose to the applicant the drug(s) for which the applicant tested positive. Rather, it is the duty of the applicant to disclose to the Superintendent or designee and, upon request, to provide the Superintendent or designee with evidence of all drugs taken by prescription.~~

Drug and Alcohol Testing of Current Employees Reasonably Suspected of Drug or Alcohol Abuse

Once the determination has been made that an employee is to be tested based upon reasonable suspicion, the Superintendent or his or her designee should then transport the employee to the collection site or make other appropriate arrangements for transportation. The collection site personnel should be notified that the reason for testing is reasonable suspicion.

Upon arriving at the collection site, the employee will be asked to sign a release for testing and to assist in completing the necessary forms for testing. After the employee has signed the necessary releases for testing, then the standard procedures for drug and alcohol testing should be followed by the collection site personnel.

Once the procedure has been completed, the employee should be transported back to the Superintendent's office where the employee will be placed on administrative leave with pay until the results of the tests are available.

If the employee refuses to sign the release or refuses to be tested **by within two (2) hours**, the employee should be advised that refusal under Board Policy is insubordination. ~~If the employee continues to refuse, the employee should be transported back to the Superintendent's office.~~ The Superintendent or designee will place the employee on administrative leave with pay with instructions to call his or her office before the normal reporting time for that employee on the following workday.

If the Superintendent or designee feels that the employee is in no condition to operate a vehicle, then the employee should be transported home. Under no circumstances should the employee be allowed to drive. If the employee insists, the Superintendent or designee should tell the employee that if he or she gets in a vehicle to drive that he or she will call the police or the Sheriff's Department. ~~and give them the location, license~~



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~~plate number, etc.~~

In the event of positive test results, the Superintendent or designee will review other records of the employee and work out proper disciplinary procedures, if any, in accordance with Board policy and State law.

Once the employee has been scheduled for testing, if the employee refuses to be tested, the employee will be considered insubordinate and subject to disciplinary procedures. If an employee has been notified to go for testing and fails to show up for the test, this will be considered the same as refusal to test unless a medical emergency or accident prevents the employee from testing, in which case credible documentation will be required that substantiates the reason for being absent from the testing. If, at the sole discretion of the Superintendent, the employee is allowed to be tested at a later date, the above procedure will be repeated. In no case will an employee be allowed more than one opportunity to be rescheduled for testing.

Employees who refuse to be tested or who do not appear for testing and do not have a documented credible reason for being absent from the testing time will be subject to disciplinary procedures. ~~and will cease to be considered a viable candidate for the current position and for any future position openings in this classification until the employee has signed a release for drug testing at the time of submitting any future applications for this classification.~~ The collection site personnel should notify the Superintendent in the event an employee refuses to test or does not arrive for testing. In the event of positive test results, the Superintendent will then review other records of the employee work out proper disciplinary procedures, if any, in accordance with Board policy and State law.

Legal References:

Legal References	Description
29 CFR § 94.205	What Must I Include in my Drug-free Workplace Statement?
34 CFR Subpart B	Requirements for [Financial Assistance] Recipients Other Than Individuals
41 USC § 81	The Drug-Free Workplace Act of 1988
IC § 72-1701, et seq.	Idaho Employer Alcohol and Drug-Free Workplace Act

Adopted:

Revised:



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Reviewed:



Policy 5330 – Employee Electronic Mail and Online Services Usage

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

Staff may, consistent with the computer use policies of the District and the District's educational goals, use approved internet sites throughout the curriculum.

The District email and internet systems are provided for educational purposes only. The District's electronic network is part of the curriculum and is not a public forum for general use.

Uses

[CHOOSE ONE OF THE FOLLOWING OPTIONS]

[Option 1] Use for other informal or personal purposes is permissible within reasonable limits provided it does not interfere with work duties and complies with District policy. All email and internet records are considered District records and should be transmitted only to individuals who have a need to receive them and only relating to educational purposes. Staff has no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

[Option 2] All use of the District's electronic network must be:

- 1. In support of education and/or research, and in furtherance of the District's stated educational goals; or**
- 2. For a legitimate school business purpose.**

Use for informal or personal purposes is not permissible and shall be considered a violation of District policy and may result in disciplinary action. Staff has no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages

Unacceptable Uses of Network



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The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

1. Uses that violate the law or encourage others to violate the law including local, State, or federal law; accessing information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
2. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation; employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading or sharing another person's communications or personal information; or otherwise using their access to the network or the internet;
3. Uploading a worm, virus, other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or other information. Staff will immediately notify the school's system administrator if they have identified a possible security problem;
4. Downloading the TikTok app or visiting the TikTok website;
5. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying (defined as using a computer, computer system, or computer network to convey a message in any format that is intended to harm another individual);
6. Uses that jeopardize the security of access and of the computer network or other networks on the internet; uses that waste District resources;
7. Uses that are commercial transactions, including commercial or private advertising;
8. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District;
9. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, materials that depict the sexual exploitation of minors, or other



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inappropriate materials;

10. Sharing one's password with others or allowing them to use one's account;
11. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee;
12. Posting or sending messages anonymously or using a name other than one's own;
13. Attempting to access the internet using means other than the District network while on campus or using District property;
14. Sending unsolicited messages such as advertisements, chain letters, junk mail, and jokes;
15. Sending emails that are libelous, defamatory, offensive, or obscene;
16. Notifying patrons or the public of the occurrence of a school election by providing anything other than factual information associated with the election – such as location, purpose, etc. Such factual information shall not promote one position over another;
17. Forwarding or redistributing the private message of an email sender to third parties or giving the sender's email address to third parties without the permission of the sender; and/or
18. Downloading or disseminating copyrighted or otherwise protected works without permission or license to do so.

~~**OPTIONAL] The Internet Safety Coordinator will hear staff claims that the District internet filtering system has denied access to internet material that is not inappropriate or within the prohibitions of District policy. The Internet Safety Coordinator will determine whether these materials should be unblocked, and direct them to be unblocked when appropriate. If a staff member disagrees with the decision of the Internet Safety Coordinator, they may appeal the decision to the Superintendent**~~

Records



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District records, including email and internet records may be subject to public records requests, disclosure to law enforcement or government officials, or to other third parties through subpoena or other processes. The Superintendent or their designee may review any and all email of any employee, at any time, with or without cause. Consequently, employees should always ensure that all information contained in email and internet messages is accurate, appropriate, and lawful. When sending student records or other confidential information by email, staff shall be aware of the security risks involved and shall take all steps directed by the Internet Safety Coordinator to reduce such risks.

~~The Internet Safety Coordinator shall provide direction to staff on how to send student records or other confidential information by email in a secure manner.~~

When communicating with students and parents by email, employees should use their District email rather than a personal email account. Email and internet messages by employees may not necessarily reflect the views of the District. Abuse of the email or internet systems, through excessive and/or inappropriate personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

Privacy

While the District does not intend to regularly review employees' email and internet records, employees have no right or expectation of privacy in their use of email or the internet via devices or internet access provided by the District, and the District may review any and all email of any employee, at any time, with or without cause. Depending upon content, email and internet communications may potentially be disclosed to any member of the public through a public records request.

Internet Access Conduct Agreements

Each staff member will be required to sign the Procedure 5330F Employee Electronic Mail and Online Services Use Policy Acknowledgment upon the adoption of this policy or upon hiring.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its



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provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its Trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Violations

If any staff member violates this policy, they may be subject to disciplinary action. The system administrator ~~and/or the Internet Safety Coordinator and/or~~ the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

Legal References:

531 P.2d 588 (1975)	Board of County Commissioners v. Idaho Health Fac. Auth.
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
Idaho Executive Order	2022-06

Other References

Description

Idaho Attorney General	<u>Opinion No. 95-07 ("What are the limitations on loaning and/or sharing State of Idaho employees or facilities to or with private charitable foundations?")</u>
ISBA Policy Services	<u>https://www.idsba.org/member-services/policy/</u>

Cross References

Code	Description
1405	<u>School Board Use of Email and Social Media</u>
5290	<u>Political Activity - Staff Participation</u>
5325	<u>Employee Use of Social Media Sites, Including Personal</u>



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Code	Description
	<u>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>
5335	<u>Employee Use of Electronic Communications Devices (Alternatives)</u>
5335-F(1)	<u>Employee Use of Electronic Communications Devices (Alternatives) - MOBILE COMPUTING DEVICE AGREEMENT</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:

{{Full_District_Heading}}

PERSONNEL

5330F

Employee Electronic Mail and Online Services Use Policy Acknowledgment

I have read and been informed about the content, procedures, and expectations of the Employee Electronic Mail and Online Services Use Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

Employee Signature

Employee Printed Name

Date



Policy 5340 - Evaluation of Certificated Personnel

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development, in achieving District goals, and to assist with decisions regarding personnel actions. This policy applies to certificated personnel, but the District shall differentiate between non-instructional and pupil instructional personnel. The Superintendent is hereby directed to create procedures that differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the *Charlotte Danielson Framework for Teaching Second Edition* to the extent possible and aligns to the pupil service staff's applicable national standards.

Each certificated staff member shall receive at least one written evaluation to be completed by no later than June 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching Second Edition* domains and components. The evaluation of certificated personnel shall annually include a minimum of two (2) documented observations, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Objectives

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting them know that the supervisor is interested in their job progress and personal development;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities and to align to District goals;
6. Provide an opportunity for each employee to discuss job problems and interests with their supervisor; and



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

Responsibility

The Superintendent or their designee shall have the overall responsibility for the administration and monitoring of the performance evaluation System and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;
2. Ensuring completed evaluations are returned for filing by a specified date;
3. Reviewing evaluations for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluations;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;
7. Creating a plan for ongoing review of the District's performance evaluation system that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties;
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and
9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of four (4) ratings used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; proficient being equal to a rating of 3; and distinguished being equal to a rating of 4.

The Immediate Supervisor is the employee's evaluator and is responsible for:



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1. Continuously observing and evaluating an employee's job performance including a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluations as required; and

The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five years of conducting any evaluations.

Written Evaluation

A written summative evaluation will be completed for each certificated employee by June 1st. A copy will be given to the employee. The record of the evaluation will be kept in the employee's personnel file. The evaluation should be reviewed annually and used to assist in the development of annual goals and objectives. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

Evaluation Measures

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two (2) documented observations annually for certificated personnel, one (1) of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation will include at least one (1) of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios. The District has chosen **Portfolios** as its measure(s) to inform the Professional Practice portion. **[Optional: Parental/guardian and/or student input forms will be made available**



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~~on the main District webpage.] The Board shall determine the manner and weight of parental input, student input, and/or portfolios on the evaluation.~~

Student Achievement: Instructional staff evaluation ratings must, in part, be based on measurable student achievement as defined in Section 33-1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one or both years' data. Growth in student achievement may be considered as an optional measure for all other school-based and District-based staff, as determined by the Board.

Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition* and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based.

Individuals who hold a Professional or Advanced Professional Endorsement will be evaluated annually.

ALTERNATIVE 1: The District shall evaluate these employees on the basis of all of the domains.

OR

~~**ALTERNATIVE 2:** The District shall evaluate these employees on the basis of the following domains:~~

- ~~1. [LIST AT LEAST TWO DOMAINS. EITHER DOMAIN 2 OR DOMAIN 3 MUST BE INCLUDED.]~~

All other instructional or pupil service staff employees must **also** be evaluated across all domains.

1. Planning and Preparation
 - A. Demonstrating Knowledge of Content and Pedagogy;
 - B. Demonstrating Knowledge of Students;
 - C. Setting Instructional Outcomes;
 - D. Demonstrating Knowledge of Resources;
 - E. Designing Coherent Instruction; and



F. Designing Student Assessments.

2. Classroom Learning Environment

- A. Creating an Environment of Respect and Rapport;
- B. Establishing a Culture for Learning;
- C. Managing Classroom Procedures;
- D. Managing Student Behavior; and
- E. Organizing Physical Space.

3. Instruction and Use of Assessment

- A. Communicating with Students;
- B. Using Questioning and Discussion Techniques;
- C. Engaging Students in Learning;
- D. Using Assessment in Instruction; and
- E. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

- A. Reflecting on Teaching;
- B. Maintaining Accurate Records;
- C. Communicating with Families;
- D. Participating in a Professional Community;
- E. Growing and Developing Professionally; and
- F. Showing Professionalism.

Meeting with the Employee

Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how they have performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties, progress on



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goals, and attendance. ~~A memorandum for record will be prepared following each counseling session and maintained by the supervisor.~~

Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments they desire. Inform the employee that they may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that they have been given a copy and initial after supervisor's comments.

No earlier than seven days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the evaluation in a confidential manner to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

Individualized Professional Learning Plan

Each certificated staff member shall have an individualized professional development plan based on the Idaho framework for teaching evaluation outlined in IDAPA 08.02.02.120 and developed by the staff member and their evaluator. This plan shall include interventions based on the individual's strengths and areas the staff member and their evaluator seek to emphasize of needed growth.

Rebuttals/Appeal

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

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the



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supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee then the amended copy of the evaluation will be provided to, and signed by, the employee. The amended evaluation will then be forwarded to the Superintendent, or the designee, for review. ~~in a sealed envelope, marked Personnel-Evaluation.~~ The ~~supervisor~~ District will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review. ~~in a sealed envelope, marked Personnel-Evaluation.~~ The ~~supervisor~~ District will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Action

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

Records

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

Reporting

Any subsequent changes to the District's evaluation system shall be resubmitted to the State Department of Education for approval. The District shall report annually to the State Department of Education:

1. The summative ratings;
2. The number of components rated as unsatisfactory;



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3. The percentage of the certificated personnel's students who met their measurable student achievement or growth targets or student success indicators;
4. The measures that were used; and
5. Whether an individualized professional learning plan is in place for all certificated personnel evaluations.

Legal References:

Legal References	Description
IC § 33-1001	Foundation Program — State Aid —Apportionment – Definitions
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-518	Employee Personnel Files
IDAPA 08.02.02.120	Local District Evaluation Policy

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

Cross References

Code	Description
5105	<u>Certificated Personnel Employment</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:



Policy 5350 – Certified Personnel Resignation (Release from contract)

Applicants for teaching positions with **Preston School District #201** who are issued a contract and employees who are on contract should recognize that their contract with the District carries responsibilities. Certified personnel will generally be expected to fulfill the terms of their contract unless:

1. There are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and
2. Until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Employees, including those employees who have just signed their first contract, will not be released from contract during the school year or within 45 days of the start of the school year unless a suitable replacement can be found. The Board may make exceptions to this rule for serious health problems or if a replacement can be found to fill the position being vacated.

The employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the District offices so that a search for a suitable replacement can be initiated. The request for release will be submitted to the Board at the time specified by the employee. If finding a replacement is not imminent, the District offices will advise the person submitting the request that the administration will recommend to the Board that the request be denied. The District offices will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would then be submitted to the Board. If no time is specified for the request to be submitted to the Board, it will be submitted when the administration feels that finding a suitable replacement is imminent. The person making the request will be advised of that action.

A determination of availability of a suitable replacement, approved by the building principal as per Idaho Code, will be made by the administration before recommendation will be made to the Board that the employee be released from contract. If, in the judgment of the administration, there is not a suitable replacement, and/or if retention of a new employee is not approved by the building principal, recommendation will be made that the Board NOT release the employee from contract.

Should any certificated employee abandon the contract of employment with the District



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without the prior written release from the contract by the Board, the Board of Trustees will report such event to the Professional Standards Commission, alleging that the certificated employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators.

[OPTIONAL]: In addition, should any certificated employee abandon a contract of employment with the District without the prior written release from the contract by the Board, the District and/or Board may, in its discretion, pursue any and all available legal remedies, including damages to recoup all losses caused by such breach of contract, including without limitation costs for substitutes, recruiting, loss of State funding, and legal fees.

Classified Personnel

Classified employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

[OPTIONAL]: Any classified personnel who, without approval or without taking leave, does not show up for work for more than **three (3)** consecutive days will be considered to have abandoned his or her position, and shall be deemed to have resigned.

Legal References:

Legal References	Description
IC § 33-524	Principals to Determine New Staffing
IC § 72-1366	Employment Security Law - Personal Eligibility Conditions
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators

Adopted:

Revised:

Reviewed:



Policy 5360 – Staff Dress and Appearance

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

This policy shall be in effect ~~[SELECT ONE: during any work period when students or parents/guardians are present and on professional development days OR during any work day or when the employee is participating in any work-related activity].~~

Employee dress shall be professional, consistent with their work environment, and within prevailing expectations for dress in such environments. ~~This may include such items as collared shirts, blouses, dresses, skirts, and slacks.~~

~~The Superintendent or building principal or their designees may draft different dress and appearance standards for employees whose work warrants a different standard, such as cafeteria or custodial staff and staff who provide instruction, assistance, or coaching for physical activities. Such standards shall be gender neutral. The Superintendent or building principal may also grant exceptions to this policy for such reasons as field trips, special activity days, or to accommodate the religious, cultural, medical, or other needs of employees. Employees may seek such an exception by discussing the matter with their supervisor, who shall refer the request to the building principal or Superintendent who supervises them.~~

Attire must not pose a hazard to the employee or others, in light of the employee's duties, and must not be disruptive to the educational environment.

~~The following are some of the types of clothing that are prohibited unless otherwise permitted by a dress code more specific to the employee's position or unless an exception is made as described above: [INCLUDE ANY APPLICABLE ITEMS, WHICH MAY INCLUDE SUCH ITEMS AS:~~

- ~~1. Hats;~~
- ~~2. T-shirts or tank tops;~~
- ~~3. Athletic pants;~~
- ~~4. Jeans;~~
- ~~5. Sneakers;~~
- ~~6. Other clothing that exposes parts of the body typically covered by professional attire;~~
- ~~7. OTHER].]~~

~~Staff must wear clothing made of opaque material that covers their torso [OPTIONAL: from the armpits down] on all sides of the body, and which covers at least down to~~



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~~mid-thigh. The shirt or other garment covering the torso must have sleeves or straps. Shirts or other garments that expose the midriff are not permitted.~~ All requirements for student dress set out in District policy ~~3255~~ shall also apply to staff.

Violation of this policy may result in disciplinary action. The Superintendent or building principal or their designee shall determine whether a violation of this policy has occurred.

Legal References:

Adopted:

Revised:

Reviewed:



Policy 5370 – Nonschool Employment by Professional Staff Members

A staff member's outside work or self-employment is of concern to the Board insofar as it may:

1. Prevent the employee from performing assigned responsibilities in an effective manner;
2. Be prejudicial to proper effectiveness in the position or compromise the District;
or
3. Raise a question of conflict of interest – for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.

Therefore a regular, full-time employee's position in the District shall take precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District assigned duties.

In addition, an employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Except by prior written authorization from the Superintendent, school buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.

[Optional]

A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's own classes with the exception of music students with permission of the Board.

The principal shall provide safeguards to assure that equal protection and equal



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opportunity are provided each student in every music department where a teacher may be involved in tutoring or private lessons.

Legal References:

Adopted:

Revised:

Reviewed:



Policy 5380 – Professional Research and Publishing

The Board considers that the school system has proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board also recognizes the importance of encouraging its professionals' writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the school system will have sole rights in matters of publication or reproduction; however, the identity of the employee(s) who created the materials will be clearly recognized and noted.

In situations where the proprietary rights to material is in doubt—as, for example, when original instructional materials have been developed partially during working time or as part of a paid assignment, and partially during the staff member's own time—arrangements will be made for the appropriate assignment of rights and any profits.

However, a staff member may use his or her background knowledge of programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent school system policy will be cleared by the Superintendent who may, if the subject warrants, seek Board approval before they are released.

Legal References:

Other References		Description
ISBA Policy Services		https://www.idsba.org/member-services/policy/
Cross References		
Code	Description	
4250	Educational Research in District Schools	

Adopted:

Revised:

Reviewed:



Policy 5390 – Employment Referrals and Prevention of Sexual Abuse

All employees, contractors, and agents of the District are prohibited from providing any recommendation for employment or otherwise helping an employee, contractor, or agent of the District in obtaining a job if they know or have probable cause to believe the individual has engaged in sexual misconduct with a student or minor in violation of the law.

This prohibition does not include following routine procedures regarding the transmission of administrative or personnel files.

These prohibitions shall not apply to cases in which the alleged misconduct was properly reported to law enforcement and any other authorities required by federal, state, or local law; and

1. The matter was officially closed;
2. The prosecutor or police with jurisdiction over the case investigated the allegations and notified District officials that there is insufficient information to establish probable cause that individual engaged in sexual misconduct with a minor or student in violation of the law;
3. The individual alleged to have engaged in sexual misconduct with a student or minor has been charged with and acquitted or otherwise exonerated of the sexual misconduct; or
4. The case or investigation has remained open and no indictment or other charges have been brought within four years of the date on which the information was provided to law enforcement

Legal References:

Legal References	Description
20 USC § 7926	Prohibition on Aiding and Abetting Sexual Abuse

Adopted:

Revised:

Reviewed:



Policy 5395 – Whistleblowing

The Board of Trustees expects employees of the District to be trustworthy and to conduct themselves in an honorable manner, abiding by all District policies and procedures and by all applicable State and federal laws and administrative rules.

When District employees know or have reasonable cause to believe that **serious** wrongful conduct has occurred, they should report such wrongful conduct to the Superintendent or **his or her** designee.

For the purposes of this policy, the term “wrongful conduct” shall mean:

1. Theft or misuse of District funds, property, or resources;
2. Fraud;
3. Violation of federal and state laws or administrative rules; and/or
4. Material violation of District policy or procedure aimed at protecting the health and safety of staff and students.

Disclosure and Investigation

Employees who know or have reasonable cause to believe that wrongful conduct has occurred shall report such activity to the Superintendent or **his or her** designee. Upon receiving a report of wrongful conduct, the Superintendent or designee shall take immediate steps to conduct an investigation.

If the person alleged to have committed the wrongful conduct is the designee, the Superintendent shall conduct the investigation. If the person alleged to have committed the wrongful conduct is the Superintendent, the investigation shall be addressed in accordance with **District policy. Policy 4120.**

The Superintendent or designee shall maintain a written record of the allegation; conduct an investigation, refer the matter to law enforcement or other appropriate authorities, if applicable; and notify the Board of the allegation and of the results of the investigation.

The Superintendent or designee shall attempt to protect the identity of a whistleblower, provided that doing so does not interfere with the investigation of the allegations or with the taking corrective action.

Complaints of Retaliation



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The District shall not take adverse employment action against an employee who has notified the District of wrongdoing, allowing the District the opportunity to investigate and correct the misconduct. The District shall not take adverse action against an employee who has reported misconduct to another government agency or who has cooperated with an investigation of wrongful conduct. Likewise, District employees are prohibited from retaliating against an individual for these actions.

There shall be no adverse employment action or retaliation against an individual who refuses to carry out a directive which he or she believes constitutes a violation of state or federal law or administrative rule.

An employee who alleges they have been subject to retaliation in the form of adverse employment action may contest the action as specified in the appropriate employee grievance policy. The District shall investigate any complaints of such retaliation and take immediate steps to stop any retaliation.

District employees who have engaged in retaliation shall be subject to discipline, which may include dismissal.

These protections do not apply to cases in which an employee knew or reasonably ought to have known that the report is malicious, false or frivolous.

Nothing in this policy is intended to interfere with legitimate employment decisions.

The Superintendent **or designee** shall establish any procedures necessary to implement this policy.

This policy and any related procedures may be published in employee handbooks, posted in employee lounges, and/or given to all employees on an annual basis.

Legal References:

Legal References	Description
IC § 6-2101, et seq.	Protection of Public Employees

Cross References

Code	Description
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Code	Description
5250	<u>Certificated Staff Grievances</u>
5800	<u>Classified Employment, Assignment, and Grievance</u>
5800-P(1)	<u>Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure</u>
7225	<u>Financial Fraud and Theft Prevention</u>

Adopted:

Revised:

Reviewed:



Policy 5405 – Proof of Illness for Sick Leave

The ~~Board of Trustees Superintendent~~ or a designee ~~of the Board of Trustees~~ may require proof of illness in a form adequate to protect the District from any employee abusing sick leave through such actions as malingering or false claims of illness.

If the ~~Board Superintendent~~ or a designee ~~of the Board~~ makes such a request of any employee, the employee shall provide written documentation from a provider of the healing arts as to the illness and/or necessity of the employee to be absent from work to the District's Administrative Office.

Legal References:

Legal References	Description
IC § 33-1216, et seq.	Teachers - Sick and Other Leave

Adopted:

Revised:

Reviewed:



Policy 5412 – Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the **Preston School District #201** supports this important role in our society. Upon receipt of the initial official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the District office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his or her assignment ~~for the remainder of~~ the **next** regular workday.

Jury duty leave is paid for up to ~~ten~~ **twelve (12)** workdays. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.

Legal References:

Adopted:

Revised:

Reviewed:



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Policy 5413 – Witness for Court Appearance Leave

Preston School District #201 employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the workday, of days required, for their appearance as a witness. Employees are required to receive prior approval ~~of the Superintendent and from their immediate supervisor.~~, ~~such as the maintenance, school lunch, or bus supervisor or principal.~~ The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the District office as soon as possible.

Legal References:

Adopted:

Revised:

Reviewed:



Policy 5420-P(1)- Long- Term Illness/Temporary Disability Procedure

The following procedures will be used when an employee has a long-term illness or temporary disability.

1. When any illness or temporarily disabling condition is “prolonged”, an employee will be asked by the administration to produce a written statement from a physician stating that the employee is temporarily disabled and is unable to perform the duties of his or her position, but at some point in the future will be able to return to work.
2. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician unless complications develop which are further certified by a physician.
3. Maternity leave will be treated as any other disability. As a disabling condition, maternity leave is not available to fathers.

Legal References:

Legal References	Description
29 CFR § 1604.10	Pregnancy Discrimination Act Employment Policies Relating to Pregnancy and Childbirth
29 CFR Part 825	Implementing the Family Medical Leave Act of 1993
Pub. L. 103–3	Family Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181	National Defense Authorization Act (NDAA) for FY 2008

Adopted:

Revised:

Reviewed:



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Policy 5430 - Insurance Benefits for Employees/Trustees

Newly hired ~~certificated~~ **certified** employees will be eligible for insurance benefits offered by the District consistent with the terms of the current ~~collective bargaining negotiated~~ agreement, if applicable.

Classified employees who work ~~20~~ **30** hours or more per week shall be entitled to the same group health insurance benefits applicable to ~~certificated~~ **certified** personnel.

Trustees will not be allowed to participate in the District's group health insurance program.

[[OR]

~~[OPTIONAL] Trustees will be allowed to participate in the District's group health insurance program provided that any Trustee who desires to participate in such program shall pay the monthly premium to the District ____ days in advance of the District's premium payments to the insurance carrier. Should any Trustee fail to make premium payments as set forth herein, his or her insurance coverage will be automatically cancelled.~~

Legal References:

Legal References	Description
IC § 33-517A	School Districts – Non-Certificated Employees – Group Health Insurance
IC § 67-5763	Governmental Body Authorized to Make Contracts for Group Insurance for Officers and Employees

Adopted:

Revised:

Reviewed:



Policy 5460 – Worker’s Compensation Benefits

All employees and volunteers of the District are covered by Workers’ Compensation benefits pursuant to, and in accordance with, the terms of the District’s Worker’s Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District’s Worker’s Compensation insurance policy.

[OPTIONAL 1: Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should communicate with the school’s Human Relations Director with regard to seeking out medical attention at one of the designated Occupational Health Clinics.

[OPTIONAL 2: Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should obtain medical attention at the District’s Designated Occupational Health Clinics: _____ (Identify such designated clinics)]

2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.
3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the District’s Worker’s Compensation report of injury forms with the District’s Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee’s medical condition, in which case the forms shall be completed as soon as the employee’s medical condition reasonably allows).
5. On behalf of the employee, the District’s Human Resources Department shall immediately report the injury and claim to the District’s Worker’s Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho’s Worker’s Compensation Law.



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6. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the District's Worker's Compensation insurance policy.

The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.

An employee who is injured in an accident may be eligible for Workers' Compensation benefits.

Upon receipt of a report of an accident, the District shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and
2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the District's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Legal References:

Legal References	Description
IC § 72-101, et seq.	Workers' Compensation Act

Adopted:

Revised:

Reviewed:



Policy 5470 – Leaves of Absence – Military Leave

All District employees, other than those who are employed on a temporary basis who are not qualifying temporary employees, are entitled to military leave of absence when:

1. Ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces; or
2. Ordered by the governor, adjutant general, or other lawful authority to active duty, training, or other duty as members of the National Guard/State-recognized militia of the State of Idaho or any other state.

Employees shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

The District shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) or under IC 33-527 of their rights, benefits, and obligations under USERRA and under IC 33-527 and those of the District.

Notice to District

All employees should provide either written or oral notice of upcoming military leave to the District as soon as reasonably practical. The employee or an appropriate officer of the branch of the military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders or other official documentation from the appropriate military authority to the Superintendent. Notice of leave for military training shall include date of departure and date of return for purposes of military service 90 days prior to the date of departure. The Superintendent shall authorize the employee's military leave when the employee submits a copy of this documentation. Such leave shall begin on the date of departure indicated on the documentation.

Military Leave for Training or Short Term Duty

Employees who are required to attend active duty, inactive-duty training, funeral honors duty, or field or coast defense training as a Reserve of the armed forces or member of the National Guard shall not suffer any loss of salary, seniority, or efficiency rating during the first 15 work days of such absence in any fiscal year. Leave will be without loss of benefits.

In the case of a part-time employee, military leave for training or short-term duty shall accrue at a rate of 15 days per year multiplied by a percentage determined by dividing by 40 the number of hours in the regularly scheduled workweek of that employee during



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that fiscal year. Unused leave shall accumulate until it totals 15 days.

Completion of Military Training

Upon completion of military training, the employee shall immediately give evidence of their satisfactory completion of such training. The employee shall be restored to their previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. The employee shall continue to accrue seniority during such period of absence.

Benefits for Uniformed Service Personnel on Active Duty

Compensation

Any employee who is a member of the uniformed services, the reserve components, or the National Guard/State-recognized militia of this state or any other state, and who is ordered to active duty, training, or other performance of duty requiring absence from work shall be entitled to **ten (10)** days of paid military leave each school year.

Any employee with available annual or vacation leave may take this leave concurrently with any unpaid military leave.

Pension and Retirement Plans

Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for 90 days or fewer. If the employee has been absent for military service for 91 days or more, the District may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance

Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 24 months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the District for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. The District's obligation to provide health benefits ends once an employee's military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had they not been absent for military service.



Reporting to District Once Military Leave is Complete

The standard military service length and reporting times are:

1 to 30 Days of Military Service: The employee reports to the District by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.

31 to 180 Days of Military Service: The employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when the District's offices are not open or available to accept a reemployment application, the time extends to the next business day.

181 Days or More of Military Service: The employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.

Cases of Disability: Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.

Disqualification From Returning to Work

There are four conditions that disqualify an employee from exercising their right to reemployment after military service:

1. A dishonorable or bad conduct discharge;
2. Separation from the service under "other than honorable conditions";
3. A commissioned officer's dismissal via court martial or by order of the President;
and
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and will be



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entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and
2. They must report to claim reinstatement within the timelines specified under "Reporting to District Once Military Leave is Complete" above.

After an employee has been absent for 31 days or more of military service, the District may ask the employee or the employee's military unit for documentation showing that:

1. The employee submitted a timely application for reemployment;
2. The employee's length of military service has not exceeded the five year limitation; and
3. The employee's separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held, or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the District will make reasonable efforts to accommodate the disability.

Legal References:

Legal References	Description
38 USC §§ 4301–35	Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
5 USC § 6323	Military Leave; Reserves and National Guardsmen
IC § 33-527	Military Leave
IC § 46-224	Militia and Military Affairs/Entitled to Restoration of Position After Leave of Absence for Military Training
IC § 46-225	Militia and Military Affairs/Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave
IC § 46-407	Militia and Military Affairs/Reemployment Rights

Adopted:



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Revised:

Reviewed:



Policy 5500 – Personnel Records

The District maintains a complete personnel record for every employee, certificated and classified. Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, principal, supervisor, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho Code for hiring.

~~A log of those persons other than the Superintendent, principal, or other administrative staff will be kept indicating the date and time of inspection; name of person requesting access; description of the records copied, if any; and the initials of the person providing the access and/or copies requested. [OPTIONAL: All documents contained in the personnel file will be noted on the log and sequentially numbered.]~~

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4260 Records Available to the Public.

In accordance with state law, not later than 20 days after receiving a request from another Idaho public school, the District shall release information regarding job performance or job related conduct, as defined by Idaho Code, to school districts requesting such information for hiring purposes. The District shall also release materials as required by IC 33-145. See Policy 5100 Hiring Process and Criteria and Procedure 5100P Procedures for Obtaining Personnel Records for Applicants.

The District shall maintain official District files for employees.

An employee's official file shall be kept in the District administrative office. It should, at a minimum, contain the following records:

1. Application materials;
2. Contracts of employment;
3. Communications from the administration;
4. Performance evaluations;
5. Rebuttals to performance evaluations;
- ~~6. Parental input materials;~~



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7. Written reprimands, directives, commendations, or awards;
8. Original statements and releases to and from hiring school districts;
9. A copy of the employee's job description signed by the employee;
10. A signed acknowledgment that the employee has received a copy of the District's sexual harassment policy;
11. A signed acknowledgment that the employee has received a copy of the District's email and internet use policy;
12. Documentation of additional training received, course work completed, in-services attended, etc.;
13. Documentation of fingerprints and background checks;
14. Documentation of record and reference checks pursuant to Idaho Code 33-1210;
15. Rebuttal documents;
16. Copies of certifications from the Office of the Superintendent of Public Instruction;
17. Transcripts of credits earned for credit review purposes;
18. Salary schedule placement; and
19. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Superintendent or a separate, sealed portion of the personnel file. Personal notes of supervisors should be placed in the personnel file, if they are relevant to the evaluation of the employee.

~~Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have 21 days from the date of written notice of placement to attach a statement or notification of rebuttal.~~

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file, with the exception of letters of recommendation, and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time; name of the person requesting access; description of the records copied, if any; and the initials of the person providing the access and/or copies requested.

Other Files upon Separation

Idaho law recognizes that other files may be kept about employees, such as



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investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten (10) days of placement in the personnel file and written notice of their inclusion in the file shall be provided by sending such to the employee's last known address via certified mail, return receipt requested. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:

- A. Name in full (same name as used for Social Security);
- B. Employee's home address, including zip code;
- C. Date of birth if under the age of 19;
- D. Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.);
- E. Time of day and day of week on which the employee's work week begins;
- F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
- G. Any payment made which is not counted as part of the "regular rate";
- H. Total wages paid each pay period; and
- I. I-9.

2. Additional records required for non-exempt employees:

- A. Regular hourly rate of pay during any week when overtime is worked;
- B. Hours worked in any work day, meaning a consecutive 24 hour period;
- C. Hours worked in any work week, or work period in case of 207[k]);
- D. Total daily or weekly straight-time earnings, including payment for hours in excess of 40 per week, but excluding premium pay for overtime;
- E. Total overtime premium pay for a work week;
- F. Date of payment and the pay period covered;
- G. Total deductions from or additions to wages each pay period;
- H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;



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- I. Number of hours of compensatory time earned each pay period;
- J. Number of hours of compensatory time used each pay period;
- K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments;

In no case will attorney communications be placed in the employee file or produced to the employee.

Legal References:

Adopted:

Revised:

Reviewed:



**Policy 5500 P(1) – Personnel records – Procedures for Releasing Personnel
Records to Hiring Districts**

1. No later than 20 days after receiving a request from a hiring school district under the provisions of I. C. § 33-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. *[NOTE: The District may provide records in electronic format.]*

Pursuant to State law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:

- A. All annual evaluations;
- B. Letters of reprimand;
- C. Letters of direction;
- D. Letters of commendation or award;
- E. Disciplinary actions and documentation of disciplinary investigations;
- F. Recommendations for probation;
- G. Notices of probation and notices of removal from probation;
- H. Recommendations for termination or nonrenewal;
- I. Notices of termination or nonrenewal;
- J. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
- K. Any rebuttal documentation filed by the employee relative to any of the above documents.

In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a request for documentation under I.C. § 33-1210. Names of students or fellow employee complainants, other than the employee's administrative evaluator or other administrative authors of communication to the employee, shall be redacted from information provided in response to a request.

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.



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3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee's personnel file relating to alleged verbal or physical abuse or sexual misconduct that has not been substantiated.
4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee or former employee's file as well as any medical documentation.
5. No District employee who, in good faith, discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Legal References:

Adopted:

Revised:

Reviewed:



Policy 5600 – Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The District may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a 30 day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time, and temporary part-time drivers, shall be required to have a satisfactory medical examination prior to employment.

Contagious or Infectious Diseases

If a staff person has a contagious or infectious disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the ~~building administrator school nurse or other responsible person designated by the District~~ that he or she has a contagious or infectious disease which could be life threatening to an immune compromised person. The ~~building administrator and superintendent or designee school nurse or other designated person~~ must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and



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safety.

An employee with a contagious or infectious disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a contagious or infectious disease capable of being readily transmitted in the school setting (i.e. airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

Confidentiality

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know, such as those persons with a direct responsibility for the care of or for determining workplace accommodation for the staff person, will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal References:

Legal References	Description
29 CFR §1630.14(c)	Medical Examinations and Inquiries Specifically Permitted - Examination of Employees
29 USC § 794	Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination under Federal Grants and Programs
42 USC §§ 12101, et seq., & 12131, et seq.	The Americans with Disabilities Act of 1990

Adopted:

Revised:



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Reviewed:



Policy 5610 – Prevention of Disease Transmission

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff, and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

Legal References:

Adopted:

Revised:

Reviewed:



Policy 5620 – Safety Management Program and District Personnel

It is the policy of this district to promote a safe work environment for all employees and to take reasonable preventative measures to avoid accidents or injuries to employees. To that end, this policy directs the Board to create and adopt a detailed Safety Management Program compliant with the material requirements of the Occupational Safety and Health Act of 1970 (OSHA). District personnel are required, as a condition of their employment, to read, understand, and abide by all provisions of the District's Safety Management Program.

While the District will take steps reasonably necessary to implement the Safety Management Program, the Board recognizes that the employees are the "first line of defense" against safety violations, and requires them to use their best judgement to prevent the kinds of avoidable or reasonably foreseeable accidents contemplated by the Safety Management Policy.

Finally, the Board (by way of this policy and ~~Safety Program Policy 9400~~) shall interpret any violation of the Safety Management Policy by any employee as necessarily and categorically outside the course and scope of the violating employee's employment with the District.

All District Employees

Inclusive of the provisions of the Safety Management Program, all District employees are required to use reasonable caution and analyze all work assignments and the work environment for potential hazards. Employees shall:

1. Follow specific safety instructions described in the District Safety Management Program;
2. Utilize their best judgement when evaluating potential safety concerns posed by any instructions that may be given to them by their supervisor;
3. Act safely in daily activities and at no time do anything they reasonably expect could result in an accident or injury to themselves or others;
4. Be responsible for their own safe conduct and do everything reasonably possible to safeguard others, unless doing so would unreasonably place the employee in peril;
5. Be alert to any potentially ~~or actually~~ unsafe conditions and report them immediately to their supervisor, ~~or the building principal.~~, ~~or~~ **[OTHER]**;
6. Use all articles of safety equipment provided in a way that strictly complies with the manufacturers' instructions, suggested uses, and/or established industry best practices;



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7. Take good care of any tools, equipment, or vehicles and report any needed repair or replacement necessary for safe use;
8. Not attempt to operate, repair, or otherwise use tools, equipment, machinery, vehicles without specific authorization, and not attempt any of the same without the requisite expertise and training necessary for competent use of that article or tool;
9. Not tamper with, attempt to tamper with, or alter any tool, equipment, vehicle, or other piece of machinery in a way contrary to or likely to be contrary to its intended use.

Maintenance and Food Service Employees

All maintenance, transportation, and food service employees shall comply with the following, additional safety standards as well as any others outlined in the District Safety Program:

1. Dress appropriately for the job, for instance, by wearing closed toe, non-slip shoes and refraining from wearing loose fitting clothing or jewelry;
2. Wear appropriate personal protection equipment as instructed;
3. When handling or moving heavy objects, take precautions to avoid injury, including but not limited to using proper lifting techniques;
4. Use chemicals and other products in strict compliance with manufacturer's instructions;
5. Comply with state and federal requirements regarding food safety.

Supervisors

Supervisors are required to provide a safe work environment for employees and to enforce standards as set forth in this policy. Supervisors shall:

1. Ensure that all employees understand and observe safe work practices and procedures;
2. Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them;
3. Inspect work areas; observe employees performing daily tasks; and determine unsafe work habits, conditions, and general housekeeping in the work area;
4. Report immediately to the administration any unsafe conditions beyond their ability to correct or cure, or which they suspect could develop into an unsafe condition beyond their ability to correct or cure;
5. Investigate and submit a complete report of any accident or injury within 24-hours;



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6. Determine the cause of each accident and take corrective action;
7. Evaluate employee performance for the ability to correct workplace safety issues.

Disciplinary Action

Supervisors shall take necessary disciplinary measures to ensure safety rules and safe work practices and procedures are not violated. In any situation constituting a potential or foreseeable threat to health and safety, or comprising an actual violation of the District's building safety policy, any employee responsible shall be made aware that the District will not tolerate nor be held liable for unsafe conduct by an employee. Situations necessitating supervisor intervention under this policy section may include, but are not limited to:

1. Accidents resulting from failure to abide by the provisions of the District Safety Program;
2. Failure to use available personal protective equipment;
3. Failure to use proper lifting techniques;
4. Failure to observe hazardous footing conditions; and
5. Misuse of equipment.

In situations where there is a willful, reckless, or negligent disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action will be undertaken, up to and including termination of employment.

Legal References:

Legal References	Description
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-512	District Trustees - Governance of Schools
Occupational Safety and Health Act	Occupational Safety and Health Act
Cross References	
Code	Description
9400	<u>Safety Program</u>

Adopted:

Revised:



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Reviewed:



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Policy 5700 – Substitutes

The term “substitute teacher” as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one day or more during a school year.

The State Department of Education shall maintain a statewide list of substitute teachers.

To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years.

The Board authorizes the use of substitutes ~~teachers~~ as necessary to replace teachers and classified employees who are temporarily absent. The ~~principal employee shall use the district approved time off system to arrange for a substitute. shall arrange for the substitute to work for the absent teacher.~~ Under no condition is a ~~teacher employee~~ to select or arrange for a private substitute.

The Board annually establishes a ~~daily hourly~~ rate of pay for substitute teachers. ~~Subject to the terms of a current collective bargaining agreement,~~ No fringe benefits are given to substitute teachers.

Substitutes ~~for classified positions~~ will be paid by the hour.

Legal References:

Legal References		Description
IC § 33-130		Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512(15)		Governance of Schools – Background Checks
Cross References		
Code	Description	
5110	<u>Criminal History/Background Checks</u>	

Adopted:

Revised:

Reviewed:



Policy 5710 - Paraprofessionals, Teachers' Aides, and Para-Educators

Teachers' aides and paraeducators, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Under federal law, a paraprofessional, also known as a "paraeducator," an "education assistant" or an "instructional assistant," is defined as an individual who is employed in a preschool, elementary school, or secondary school under the supervision of a certificated or licensed teacher, and includes persons employed in language instruction educational programs, special education programs, and migrant education programs.

Paraeducators are employed by the District mainly to assist the teacher. A paraeducator is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and is responsible for the control and welfare of the students.

In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties that are newly hired in a Title I school-wide program to have a high school diploma or general equivalency diploma (GED) **and**:

1. Demonstrate through a state approved academic assessment knowledge of and the ability to assist in instructing or preparing students to be instructed as applicable to the academic areas they are providing support in; or
2. Have completed at least two years of study at an accredited postsecondary educational institution; or
3. Obtained an associate degree or higher level degree;

It is the responsibility of each principal and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first 30 days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraeducator to assist in reading, writing, and mathematics instruction.

The Superintendent **or designee** shall develop and implement procedures for an annual evaluation of teachers' aides and paraeducators. Evaluation results shall be a factor in future employment decisions.



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Legal References:

Legal References	Description
20 USC § 6312	Basic Program Requirements - Local Education Agency Plans
20 USC § 6314	School-wide Programs
20 USC § 7801	Definitions
IDAPA 08.02.02.007.14	Paraprofessional Defined

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

Cross References

Code	Description
1315	<u>District Planning</u>

Adopted:

Revised:

Reviewed:



Policy 5725 – Private Service Providers/Consultants

The District encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the District. The District, through the Superintendent as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students.

Services provided by a private service provider/consultant (hereinafter referred to as “PSP”), and the frequency and duration of such services, shall be pursuant to the terms of the contract between the PSP and the District. Any contract the District enters into with the PSP shall provide the responsibility for eligibility determination, choice of educational methodology, and other determinations of educational services and programs which shall be retained at all times by the District.

Prior to being hired, the PSP shall undergo a background check in the same manner as any new employee or volunteer of the District. The same requirements shall apply to the PSP ~~employee's. The PSP shall insure background checks are done before services are provided.~~

The Superintendent or designee shall conduct periodic reviews of the services of the PSP. The Board may request that the Superintendent ~~or designee~~ provide the Board with the review findings of the PSP.

Consultants shall exercise no authority over the work of District employees, but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.

Compensation

PSP compensation shall be approved by the ~~Board District~~ prior to invitation and arrangement for visitation by such person or persons to the District except when such compensation is within the amount specifically budgeted. If reimbursement is obtained through Medicaid, the PSP shall agree in the contract that those services will not exceed the approved Medicaid rate.

~~All consultants shall be hired based on a written contract which shall not exceed 12 months.~~



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Confidentiality

The PSP shall at all times maintain confidentiality pursuant to the Family Educational Records and Privacy Act (FERPA) of all records of services, including, but not limited to, identifying information regarding the student and services, observations, evaluations, and assessments.

Definition

Private service provider or consultant means a person, group, agency, or organization that meets the following conditions:

1. Is not an employee of the District or a public agency with legal jurisdiction over the circumstances related to the provider/consultant's involvement with the student; and
2. Is paid for services provided to the student.

Examples of private service providers include psychologist, counselor, targeted service provider, behavioral therapist, speech therapist, occupational therapist, physical therapist, social worker, and psychosocial rehabilitation specialist.

Examples of consultants include attorney, auditor, architect, agents of record, and others with technical skills or professional training.

Legal References:

Legal References	Description
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA
IC § 33-512	District Trustees - Governance of Schools
Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/



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Cross References

Code	Description
4420	<u>Visits to District Property by Sex Offenders</u>
4420-F(1)	<u>Visits to District Property by Sex Offenders - LETTER TO PARENTS</u>
4420-F(2)	<u>Visits to District Property by Sex Offenders - LETTER TO EMPLOYERS & CONTRACTORS</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>
5110	<u>Criminal History/Background Checks</u>

Adopted:

Revised:

Reviewed:



Policy 5740 – Reduction in Force

The Board has the responsibility to maintain good public elementary and secondary schools and to strive to meet the educational interest of the State, consistent with State and federal educational requirements, including continuous improvement plans, accreditation requirements, and other school-based issues. However, sometimes the District must eliminate certificated staff positions. The Board adopts this policy to provide a fair and orderly process should such elimination of positions become necessary.

The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to eliminate certified staff positions consistent with the provisions of State law. A reduction of certified employees may occur as a result of, but not be limited to, the following examples or from other conditions necessitating reductions:

1. Decreases in student enrollment;
2. Changes in curriculum or programs
3. Staffing limitations of the District; or
4. Negative changes in the financial conditions of the District.

The need for implementation of a reduction in force or the elimination of certificated positions is left to the sole discretion of the Board. However, no such decision shall be made until after completion of the written evaluation for each certificated staff member, and the decision as to which employee(s) will be subject to the reduction in force shall not be based solely on consideration of seniority or contract status.

The Board may choose to implement a reduction in force through the elimination of:

1. An entire program or portions of programs;
2. Positions in certain grade levels only;
3. Positions by category;
4. Positions in an overall review of the District;
5. A portion or percentage of a position or positions; or



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6. Any combination of the above.

Legal References:

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

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

Cross References

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

Adopted:

Revised:

Reviewed:



Policy 5751 – Employing Retired School Resource Officers and Bus Drivers

Retired employees who leave a District in good standing and are qualified as a school resource officer or bus driver may be rehired.

1. The District may employ a school resource officer or bus driver, who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individuals were not promised “rehire” by the District before their retirement was in effect. Said employees are hereinafter referred to as “retiree” or “retirees”.
2. These employees are considered to be employed “at-will.”
3. Retirees employed consistent with this policy and State law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by retired employees under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.
4. The District may ~~will OR will not~~ provide health insurance and life insurance benefits for retirees hired consistent with this policy.
5. The District shall not employ any school resource officer or bus driver who receives or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.
6. Retirees who qualify to be rehired are those who:
 - A. Have reached the Rule of 90;
 - B. Are not participating in the early retirement program;
 - C. Are retired at or after 60 years of age;
 - D. Have never received a “promise of rehire” before their retirement date;
and
 - E. Have received at least one payment from their PERSI retirement account;
and



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

Legal References:

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

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

Cross References

Code	Description
5100	<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>
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>

Adopted:

Revised:

Reviewed:



Policy 5800 – Classified Employment, Assignment, and Grievance

Classified employees are those noncertificated employees who are employed by the District or personnel hired in positions which do not require certification.

With the exception of those classified employees specifically hired by the Board as holding a status of not at-will, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason, so long as the same does not violate public policy or violate any other provision of law. Such at-will designation will be included in all job descriptions and related written documentation, should the same be implemented by the District. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District’s Board. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor, or grade.

The **District Board** shall determine the salary and wages for classified personnel **with Board approval**.

The grievance procedure for classified employees shall be the procedure set forth in Idaho Code. Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Legal References:

Legal References	Description
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Legal References		Description
778 P.2d 744 (Idaho 1989)		Metcalf v. Intermountain Gas Co.
IC § 33-1201		Teachers - Certificate Required
IC § 33-517		Non-Certificated Personnel
Other References		Description
ISBA Policy Services		https://www.idsba.org/member-services/policy/
Cross References		
Code	Description	
3085	<u>Sexual Harassment, Discrimination, and Retaliation Policy</u>	
	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions</u>	
3085-P(1)		
3085-F(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template</u>	
3085-F(2)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students</u>	
4110	<u>Public Complaints</u>	
5395	<u>Whistleblowing</u>	
5825	<u>Evaluation of School Bus Drivers</u>	

Adopted:

Revised:

Reviewed:



Policy 5800-(P)-1 Classified employee Grievance Procedure

Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training in strict accordance with the procedure set forth herein. For the purposes of this procedure current, written District policy means the policy in place and approved by the Board as of the date of the incident giving rise to the grievance and not any previous or subsequent policy.

Neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

A classified employee filing a grievance pursuant to this procedure shall be entitled to a representative of their choosing at each step of the grievance process outlined herein. Additionally, the person against whom the grievance is filed and the Superintendent or his or her designee shall be entitled to a representative at each step of the grievance process outlined herein. None of these individuals will be qualified to sit on the advisory grievance panel.

Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party in interest. The employee filing a grievance shall not take any reprisals regarding the course of the outcome of the grievance nor take any reprisals against any party or witness participating in the grievance.

Level 1: Informal

A classified employee with a complaint is encouraged to first discuss it with his or her immediate supervisor with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be addressed as described in Policy 3085 and Procedure 3085P.

Level 2: Administration

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance; and



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2. The remedy requested.

It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the District's human resources administrator within six (6) working days of the event or incident giving rise to the grievance.

Within six (6) working days of receipt of the grievance, the District's human resources administrator shall schedule an informal grievance meeting with the grievant, the employee against whom the grievance is filed, any known advocates, as well as a District administrator who will not be involved in the statutory grievance process. The purpose of the meeting shall be to attempt to find a resolution to the employee grievance.

If the complaint alleges a violation of Title IX, Title II, or Section 504 of the Rehabilitation Act, or sexual harassment that is found to not fall within the scope of Policy 3085 and Procedure 3085P, the person who received the written grievance shall turn the complaint over to the nondiscrimination coordinator who shall investigate the complaint. The District has appointed nondiscrimination coordinators to assist in the handling of discrimination complaints. The coordinator will complete the investigation and file the report with the Superintendent or designee within 30 days after receipt of the written grievance. The coordinator may hire an outside investigator if necessary. If the Superintendent or designee agrees with the recommendation of the coordinator, the recommendation shall be implemented. If the Superintendent or designee rejects the recommendation of the coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the coordinator to the Board for a hearing.

Level 3: Superintendent

If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed shall file a written response to the employee grievance within six (6) working days after the conclusion of the informal grievance meeting. Thereafter, the employee may appeal the grievance to the Superintendent or ~~his or her~~ designee within six (6) working days of the receipt of the written response or within six (6) working days from the date the written response was due if the classified employee received no written response. Within six (6) working days of an appeal, the Superintendent or designee shall provide a written response to the employee.

Level 4: Hearing Panel



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If the classified employee is not satisfied with the decision of the Superintendent or ~~his~~ ~~or her~~ designee or there is no response from the Superintendent or designee, the employee may request a review of the grievance by a hearing panel within six (6) working days of the response or lack thereof. A written appeal must be submitted to the Board and within ten (10) working days of receiving the appeal the Board shall convene a hearing panel consisting of three persons; one to be selected by the Board, one to be selected by the employee and one to be mutually agreed upon by the two appointed members of the panel. The panel shall submit its decision in writing to the employee, the Superintendent, and the Board within ten (10) working days of completing its review.

Level 5: The Board

The panel's decision shall be final unless the Board overturns the panel's decision by resolution at the Board's next regularly scheduled public meeting. The decision of the Board will be final, unless appealed within 42 calendar days of the Board's resolution to overturn the panel's decision in the district court in the county in which the School District is located.

Legal References:

Legal References		Description
778 P.2d 744 (Idaho 1989)		Metcalf v. Intermountain Gas Co.
IC § 33-1201		Teachers - Certificate Required
IC § 33-517		Non-Certificated Personnel
Other References		Description
ISBA Policy Services		https://www.idsba.org/member-services/policy/
Cross References		
Code	Description	
3085	<u>Sexual Harassment, Discrimination, and Retaliation Policy</u>	
	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Title IX</u>	
3085-P(1)	<u>Sexual Harassment Grievance Procedure, Requirements, and Definitions</u>	
3085-F(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template</u>	
3085-F(2)	<u>Sexual Harassment, Discrimination, and Retaliation Policy -</u>	



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Code	Description
	<u>Reporting Form for Students</u>
4110	<u>Public Complaints</u>
5395	<u>Whistleblowing</u>
5825	<u>Evaluation of School Bus Drivers</u>

Adopted:

Revised:

Reviewed:



Policy 5810 – Compensatory Time and Overtime/Classified Employees

Classified employees who work more than 40 hours in a given work week may receive overtime pay of one and one-half times the normal hourly rate unless the District and the employee agree to the provision of compensation time at a rate of one and one-half times all hours worked in excess of 40 hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Superintendent, except as the Superintendent shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

A general notice from the Department of Labor explaining the Fair Labor Standards Act, as prescribed by the Department's Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks. No notification of rights under the Fair Labor Standards Act or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

[NOTE: Please be advised that comp time is not required. If a district adopts a comp time policy, there are basically two types of employees: 1) Those who are covered before the policy was adopted need to be treated on a case-by-case basis, and the agreement to allow comp time must be entered into before the work is performed; and 2) Those hired after the policy is in place.]

Legal References:

Legal References	Description
29 CFR § 516.4	Records to be Kept by Employers - Posting of Notices
29 USC § 201 et seq.	The Fair Labor Standards Act of 1985

Cross References

Code	Description
5210	<u>Workday</u>



Preston School District #201
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Adopted:

Revised:

Reviewed:



Policy 5815 – Employee Compensation Non-Annualized Election

5815A1

~~Alternative 1: Employee Compensation by Annualized Election~~

~~The {{Full_District_Name}} offers its employees an annualized election. For the purpose of this policy, an annualized election means that the employee is allowed to choose between being paid only during the school year and being paid over a 12 month period and the employee chooses to be paid over the twelve month period. Employees who choose an annualized election are deferring part of their income from one year to the next.~~

Annualized Election

~~If an employee selects the annualized election option, the employee must do so no later than the end of the prior year. For example, if an employee would like to defer his or her salary that would be earned in 2008, then an election would need to be made by December 31, 2007. The employee shall cooperate with the following guidelines:~~

- ~~1. The employee must give written or electronic election to the District that notifies the District that the employee wants to defer compensation;~~
- ~~2. The election must be made before the beginning of the work period;~~
- ~~3. The election is to remain in place until the employee elects a change. Employees cannot change their election during the school year;~~
- ~~4. The election is irrevocable so that it cannot be changed after the work period begins; and~~
- ~~5. The election must state how the compensation is going to be paid if the election is made.~~

5815A2

~~Alternative 2: Employee Compensation Non-Annualized Election~~

The **Preston School District #201** does not offer its employees an annualized election. For the purposes of this policy, an annualized election means that an employee is



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allowed to choose between being paid only during the school year and being paid over a 12 month period and the employee chooses to be paid over the 12 month period.

Legal References:

Adopted:

Revised:

Reviewed:



Policy 5820 – Evaluation of Non-Certificated Staff

Each noncertified staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled evaluations on forms applicable to the job classification and description, and day-to-day appraisals.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the **Superintendent District**. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the **Superintendent District**. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

This policy shall be made available to any District employee or person seeking employment with the District.

Legal References:

Legal References	Description
IC § 33-517	Non-Certificated Personnel
IC § 33-518	Employee Personnel Files
Cross References	
Code	Description
5205	Job Descriptions
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts
5825	Evaluation of School Bus Drivers

Adopted:

Revised:

Reviewed:



Policy 5825 - Evaluation of School Bus Drivers

Each school bus driver shall be evaluated annually by the transportation supervisor or the District's school bus driver trainer for the purpose of assessing driver performance. This evaluation shall be conducted in accordance with Policy 5820, and may use the model driver evaluation procedure and form provided by the State Department of Education's Transportation Department.

The completed evaluation and any rebuttal attached by the driver shall be retained in the driver's personnel file.

Legal References:

Legal References	Description
IC § 33-517	Non-Certificated Personnel
IC § 33-518	Employee Personnel Files
Other References	Description
Idaho State Department of Education	<u>Standards for Idaho School Buses and Operations</u>

Cross References

Code	Description
5205	<u>Job Descriptions</u>
5800	<u>Classified Employment, Assignment, and Grievance</u>
5800-P(1)	<u>Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure</u>
5820	<u>Evaluation of Non-Certificated Staff</u>

Adopted:

Revised:

Reviewed:



Policy 5830 – Drug and Alcohol Testing for Drivers

The District shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The **Superintendent District** shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

Legal References:

Legal References	Description
49 CFR Part 382	Controlled Substances and Alcohol Use and Testing
49 CFR Part 395	Hours of Service of Drivers
49 CFR Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing Programs
49 USC § 31306	Commercial Vehicle Operations - Alcohol and Controlled Substances Testing
49 USC § 5331	Alcohol and Controlled Substances Testing
Pub. L. 102-143	Omnibus Transportation Employee Testing Act of 1991

Adopted:

Revised:

Reviewed:



Policy 5830-P1 – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he or she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:



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1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under State or local law for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for eight (8) hours after the accident, or until after he or she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two (2) hours or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, State, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.



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Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his or her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he or she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he or she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's



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drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his or her use of drugs or alcohol, including any records pertaining to his or her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. The person designated by the District to answer driver questions about the materials;



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2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. Specific information concerning driver conduct that is prohibited by Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. Information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the



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driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he or she has received a copy of the above materials. This statement shall be retained by the District.

Before any driver operates a commercial motor vehicle, the District shall provide him or her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his or her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his or her ability to safely operate a commercial motor vehicle.

Legal References:

Legal References	Description
49 CFR Part 382	Controlled Substances and Alcohol Use and Testing
49 CFR Part 395	Hours of Service of Drivers



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Legal References	Description
49 CFR Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing Programs
49 USC § 31306	Commercial Vehicle Operations - Alcohol and Controlled Substances Testing
49 USC § 5331	Alcohol and Controlled Substances Testing
Pub. L. 102-143	Omnibus Transportation Employee Testing Act of 1991

Adopted:

Revised:

Reviewed:



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.



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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.



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Return of the Contract

A person who receives a proposed contract from the District shall have ten (10) 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. Through this policy the Board delegates to the Superintendent **AND/OR** Human Resources Director 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

IC § 33-507

Description

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

ISBA Policy Services

Description

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

Cross References



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Code	Description
5107	<u>Informal Review</u>
5340	<u>Evaluation of Certificated Personnel</u>
5340-F(1)	<u>Evaluation 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.

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 two (2) 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



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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:

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

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

Cross References

Code	Description
5105	Certificated Personnel Employment
5220	Assignments, Reassignments, Transfers

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:

Legal References	Description
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:



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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 negotiated agreement and the District's policy, the law provides that the terms of the negotiated agreement shall prevail for the staff covered by that agreement.

When a matter is not specifically provided for in an applicable 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. Evaluation should be fully discussed by both the employee and the supervisor. A final copy will be given to the employee and to the Superintendent/and or HR to be maintained in the employee's personnel file.

Legal References:

Legal References	Description
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-517	Non-Certificated Personnel
Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/
Cross References	
Code	Description
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts
5820	Evaluation of Non-Certificated Staff
5825	Evaluation of School Bus Drivers



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Adopted:

Revised:

Reviewed:



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Policy 5210 - Work Day

Certified Employees

For purposes of this policy, ~~the~~ workday for ~~certificated~~ ~~certified~~ employees is defined as the time an employee is expected to be on the school's premises. The Board and administration recognize that ~~certificated~~ ~~certified~~ 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 ~~to be as~~ part of the workday for the purposes of this policy.

(moved 2nd paragraph to below Classified Employee)

The length of a workday for a certified employee shall be 7:30am – 4:30pm for a full-time certified employee. The workday 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.~~

Other conditions pertaining to certified workday, preparation periods, lunches, etc., 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 Workday — Classified~~

Classified Employees

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

~~The length of a classified workday is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an 40 hours per week employee.~~ The workday is exclusive of lunch but inclusive of breaks ~~unless the employee has specifically directed otherwise. unless otherwise and specifically provided for by the individual contract.~~ The schedule will be established by the ~~employee's~~ supervisor.

Legal References:

Legal References	Description
29 CFR 516	Records to be Kept by Employers



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Legal References		Description
29 USC § 201 et seq.		The Fair Labor Standards Act of 1985
Other References		Description
ISBA Policy Services		https://www.idsba.org/member-services/policy/
Cross References		
Code	Description	
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 Superintendent.

Teachers shall be assigned at the levels and in the subjects 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 Superintendent or designee. 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.

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



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Legal References:

Legal References	Description
IC § 33-513	Professional Personnel
IC § 33-515	Issuance of Renewable Contracts

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

Cross References

Code	Description
5107	Informal Review
6100	Superintendent
6100-P(1)	Superintendent - Board/Superintendent Relations
6200	District Organization

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 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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	Code	Description
	5250	<u>Certificated Staff Grievances</u>

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 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 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 designee may require the employee to obtain a physical or mental examination and provide a written medical certificate clearing the employee for work. The Superintendent or designee may place the employee on paid leave, consistent with District policy and applicable law, until the examination has been completed and medical clearance has been received. Medical clearance must be submitted to the Superintendent or designee.

If such an examination is required:

1. The 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;
3. The employee shall not suffer any loss of compensation during the period of absence associated with the required examination.

Legal References:

Legal References	Description
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Legal References	Description
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 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:

Legal References	Description
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

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

Cross References

Code	Description
3085	<u>Sexual Harassment, Discrimination, and Retaliation Policy</u>
3085-P(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Title IX</u>



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Code	Description
	<u>Sexual Harassment Grievance Procedure, Requirements, and Definitions</u>
3085-F(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & 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:



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 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 negotiated agreement the employee believes was violated;
2. The alleged date of violation;
3. The 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.

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, 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 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 the individual alleges a failure to follow Board policy, the matter shall be placed on the



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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, 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:

Other References		Description
ISBA Policy Services		https://www.idsba.org/member-services/policy/
Cross References		
Code	Description	
3085	<u>Sexual Harassment, Discrimination, and Retaliation Policy</u>	
3085-P(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions</u>	
3085-F(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template</u>	
3085-F(2)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students</u>	
4110	<u>Public Complaints</u>	
5120	<u>Equal Employment Opportunity and Non-Discrimination</u>	
5230	<u>Accommodating Individuals with Disabilities</u>	
5395	<u>Whistleblowing</u>	



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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. **At the start of every year** the Superintendent shall review with staff the legal requirements concerning suspected child abuse. ~~-at the commencement of each year-~~

"Abuse" is defined in IC § 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 IC 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 **their 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. IC § 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;

-IC § 16-1602(25).

A District employee who has reasonable cause to suspect that a student may **have been 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, who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare. **The District shall not conduct its own review or investigation of alleged abuse, abandonment, or neglect of a child in lieu of reporting to law enforcement as required by IC 16-1605. The District may conduct its own internal review or**



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investigation and may take administrative or employment action in addition to reporting the alleged abuse, abandonment, or neglect.

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 IC § 16-1606.

In addition, according to IC § 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:

Legal References	Description
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
IC 33-145	Idaho Student Safety and Educator Disclosure Act

Cross References

Code	Description
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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Code	Description
4400	<u>Relations with Law Enforcement and Child Protective Agencies</u>
5275	<u>Adult Sexual Misconduct</u>

Adopted:

Revised:

Reviewed:



Policy 5265 – Employee Responsibilities Regarding Student Harassment

The personal safety and welfare of each ~~child~~ **student** 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 ~~be informed 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.— **which includes cyber 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 **in 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.



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Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies.

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.

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:

Legal References	Description
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

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

Cross References



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Code	Description
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.

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. However, it is inappropriate for one family member or individual in a relationship, significant other, to have direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, evaluation, etc.).

For the purpose of this policy, family member or significant other 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.



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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 has influence over another family member or 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:

1. Disobeying an appropriate order, instruction or directive of a supervising employee or administrator;



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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:

Legal References	Description
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. 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 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 hire date, and to all volunteers at the time of fingerprinting. 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



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Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/
US Department of Education	<u>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)</u>
Cross References	
Code	Description
3085	<u>Sexual Harassment, Discrimination, and Retaliation Policy</u>
3085-P(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions</u>
3085-F(1)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template</u>
3085-F(2)	<u>Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students</u>
3290	<u>Sexual Harassment/Intimidation of Students</u>
3290-F(1)	<u>Sexual Harassment/Intimidation of Students - Reporting Form for Students</u>
5240	<u>Sexual Harassment/Intimidation in the Workplace</u>



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Code	Description
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:

Legal References	Description
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

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

Cross References

Code	Description
4170	District or School Operated Social Media
5275	Adult Sexual Misconduct



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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:

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

Adopted:

Revised:

Reviewed:



Policy 5290 – Political Activity – Staff Participation

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, or advocate for or against a political candidate or ballot measure, provided that the staff member does not campaign during instructional times or while they are responsible for other duties, or while they are in settings where they are likely to have contact with students; and provided all other legal requirements are met. "Ballot measure" includes, but is not limited to, bond or levy elections.

No person may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

The District shall not restrict constitutionally protected political speech of employees during non-instructional times in non-student contact settings, such as during duty-free periods in faculty break rooms and lounges during the school day or during afterschool events. Nothing in this section is intended to restrict the right of a District employee to express his or her personal constitutionally protected political views.

No District employee may use public facilities, equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations, or ballot issues.

No District employee may work on elections, political campaigns, ballot issues, or issues dealing with private or charitable organizations or foundations during the workday.

Legal References:

Legal References	Description
IC § 74-601, et seq.	Public Integrity in Elections Act
Id. Const. art. III, § 1	Initiatives and Referenda
Pub. L. 76-252	The Hatch Act of 1939



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Cross References

Code	Description
5330	Employee Electronic Mail and Online Services Usage
5330-F(1)	Employee Electronic Mail and Online Services Usage - Employee Electronic Mail and Online Services Use Policy Acknowledgment

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 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 2nd S; Preston, ID 83263
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.
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 2nd E; Preston, ID 83263 or 208-852-0283.
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 (email) 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. 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.

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 at 208-852-0283 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.



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? _____



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"Elevating Student Achievement and Advancement"

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents: _____

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



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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



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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



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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
- 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 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



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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) school 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) school 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 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.



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- 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



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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) school 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 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) school 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 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:



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- 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) school 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) school 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) school 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.
- 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) school 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



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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:

- 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



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- 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 ten (10) school days.

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 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



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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) or proffered a written statement or answered written question, 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** 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.



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- 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) school days of the delivery of the notice of a final decision.

A single appeal decision-maker shall chair the appeal. No appeal decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

8.

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;

Appeal procedure: Upon receipt of a valid appeal, the Coordinator shall:



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- 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.
- 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) school 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) school 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



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“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



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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 school 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.



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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;
- 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.



9. **Appeals.** Any party may file a request for appeal in writing to the Coordinator within three (3) school 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. Referral to community-based service providers;
 - C. Visa and immigration assistance;
 - D. Education of the school community or community subgroup(s);
 - E. Altering work arrangements for employees;
 - F. Safety planning;
 - G. Providing school safety escorts;
 - H. Providing transportation accommodations;
 - I. 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);
 - J. Academic support, extensions of deadlines, or other course or program-related adjustments;
 - K. Emergency warnings;
 - L. Class schedule modifications, withdrawals, or leaves of absence;
 - M. Increased security and monitoring of certain areas of the school;
 - N. 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.



Preston School District #201
Section 3000 - Students

“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:

Legal References	Description
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	
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</u>



Preston School District #201
Section 3000 - Students

Code	Description
	<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>



**Preston School District #201
Section 3000 - Students**

Adopted:

Revised:

Reviewed:



Policy 5000 – Personnel Policy Guiding Principles

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. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All 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 students** 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.



Preston School District #201
Section 5000 - Personnel

4. Applicants shall ~~and~~ sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all information relating to:
 1. Job performance or job related conduct;
 2. Any pending or prior investigations of the employee;
 3. Any resignations during investigations or in lieu of contemplated disciplinary action; and
 4. Disciplinary actions for misconduct involving the applicant.

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.

5. Applicants shall be required to provide a sworn written statement disclosing any pending or prior investigations, resignations during investigations or in lieu of contemplated disciplinary action, or disciplinary actions involving the applicant for misconduct in connection with employment or professional licensure or certification. Applicants who make a material misrepresentation or willful omission associated with this sworn written statement or information required shall be subject to immediate termination of employment or rescission of the applicant's offer of employment or employment contract.
6. 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.



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7. When considering coaching assignments in secondary schools, consideration for hiring will be given to qualified certificated professional employees in the school where the coaching vacancy exists.
8. 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.
9. 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.
10. 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 **used utilized** when hiring certificated staff:

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.

1. Job Vacancy Notices: Any notice from Preston School District #201 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.



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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.
 - 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~~ use the State Department of Education's website to verify the applicant's 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 or suspension, or the existence of any prior letters of reprimand and information relating to job performance.
 - D. ~~Once the District has determined the final applicants for the position, and received their statements Within three business days of receipt of the statement~~ releasing information from prior school district employers, as required by IC 33-1210, ~~such these~~ statements 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. The building or program administrator may establish a committee to assist in the final screening process for certificated 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 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.



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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.

If the Superintendent or designee concurs with the recommendation, the Superintendent 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.

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

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



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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

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

Cross References

Code	Description
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:



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 5100F1) and provide a list of their previous employers **and a disclosure of past resignations, investigations, and disciplinary action (5400F4)**. The list may be obtained via resume or application. The District will not hire an applicant who refuses or fails to sign these **forms 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) **the District is considering offering the position to 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).



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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 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:

Legal References	Description
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

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

Cross References

Code	Description
5110	Criminal History/Background Checks



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Code	Description
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:



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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Legal References	Description
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

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

Code	Description
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:



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 the 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. If the applicant refuses or fails 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:
 - A. The job performance and/or job related conduct of the applicant;
 - B. Any pending or prior investigations of the employee;
 - C. Any resignations during investigations or in lieu of contemplated disciplinary action; and
 - D. Disciplinary actions for misconduct involving the applicant.

It also authorizes these parties to 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

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

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 2nd 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.

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



Policy 5110 – Criminal History/Background Checks

It is the policy of the District not to employ or to continue the employment of classified, 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.

All criminal history check records will be kept on file at the state department of education.

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:

Legal References	Description
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

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

Cross References

Code	Description
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>
5100-F(2)	<u>Hiring Process and Criteria - Request to Employer</u>



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Code	Description
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 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.

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.

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.



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 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.



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8. Whether or not there is an ongoing/related criminal investigation associated with the same alleged event or allegations.]

Sick Leave

Employees who regularly work 20 hours or more per week/145+ contract days shall be granted 10 sick leave days 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. 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. 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. 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.



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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 family shall be eligible for bereavement leave. 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.

Emergency Leave or Leave Without Pay

Upon recommendation of the Superintendent, and in accordance with law and District policy, employees may be granted 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;
 3. The Superintendent, shall have the flexibility, in unusual or exceptional circumstances, to grant emergency leave to employees not covered by sick or any other District recognized leave. During any 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.
-



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Legal Reference:

Legal References

42 USC §§ 2000(e), et seq.

IC § 33-1216, et seq.

IC § 33-1228

IC § 33-513

Other References

ISBA Policy Services

Description

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

Teachers - Sick and Other Leave

Teachers - Severance Allowance at Retirement

Professional Personnel

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 be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will not be designated FMLA Leave.

The Board has determined that the 12 month period during which an employee may take FMLA leave is 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.

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)



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Pub. L. 110-181

National Defense Authorization Act (NDAA) for FY 2008

Other References

Description

ISBA Policy Services

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

Cross References

Code

Description

5420

[Long-Term Illness/Temporary Disability](#)

5420-P(1)

[Long-Term Illness/Temporary Disability](#)

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.



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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

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

Cross References

Code	Description
5420	<u>Long-Term Illness/Temporary Disability</u>
5420-P(1)	<u>Long-Term Illness/Temporary Disability</u>

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.

Prior approval by the administration must be given before vacation leave is taken.

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.

Legal Reference:

Adopted:

Revised:

Reviewed: