NOTICE OF REGULAR MEETING MEETING OF THE BOARD OF TRUSTEES
MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331
RUPERT, MINIDOKA COUNTY, IDAHO

NOTICE IS HEREBY GIVEN that an **Regular Meeting** of the Board of Trustees of the Minidoka County Joint School District is posted for **Monday, July 22, 2024 at 7:00 PM at the District Service Center**
310 10th Street
Rupert, ID 83350 at which meeting the following business will be conducted:

CALL TO ORDER & ROLL CALL:

Bonnie Heins, Chair
Rick Stimpson, Vice Chair
Russ Suchan, Trustee
Jeff Gibson, Trustee
Mary Andersen, Trustee

Dr. Kenneth Cox, Superintendent
Kerri Tibbitts, Board Clerk
Reed Cotten, School Counsel

1. CALL TO ORDER & ROLL CALL	
2. VISITOR WELCOME & PLEDGE OF ALLEGIANCE	
3. AGENDA APPROVAL (Action Item)	
4. CONSENT AGENDA (Action Item)	
A. Minutes of Previous Meeting	2
B. Payment of Bills, Payroll & Treasurer's Reports, SBF & Activity Reports	10
C. Disposition of District Property/Fixed Assets	123
D. Travel Requests	127
E. Personnel	129
5. PATRON COMMENTS	
6. DISCUSSION ITEMS	
A. Administrator/Department/Committee Reports	131
1. MCEA	
B. Superintendent Report	
C. Broadcasting Meetings	
7. BUSINESS (Action Items)	
A. School Handbooks	199
B. Approval of Poulsen, Van Leuven and Catmull for District Auditor	343
C. Broadcasting Meetings	
D. Provision 2 for Next Year	
E. Approval of School Nutrition Job Descriptions	350
F. Approval of MOU for Boys & Girls Club	369
G. Approval of Bus Routes	372
H. New/Amended/Deleted Policies	
1. Policy 284.00 Salutatorian and Valedictorian Selection (Second Reading)	375
2. Policy 540.00 Employee Benefits (Second Reading)	377
3. Policy 542.60 Tuition Reimbursement (Third Reading)	379
4. Policy 544.10 Sick Leave (Second Reading)	380
5. Policy 544.30 Bereavement Leave (Second Reading)	383
6. Policy 544.90 Jury Duty & No Fault Leave (Second Reading)	384
7. Policy 581.00 Professional Development Days & Teacher Work Days (Second Reading)	386
8. Policy 586.00 Grievance Procedure for Certificated Employees (Second Reading)	387
9. Policy 600.00 Evaluation of Certificated Employees (Second Reading)	390
8. ADJOURNMENT	

#boldsubject#

** **Robert's Rules of Order will govern all meetings**
*** **Any person needing special accommodations to participate in the above-noticed meeting should contact the Minidoka County School District one (1) day prior to the meeting at 310 10th St., Rupert, Id. (208) 436-4727**

MCSD #331 Board of Trustees
Board Meeting Minutes
June 17, 2024

The regular board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Suchan, at 5:05 p.m.

Board Members Present

The following trustees were present: Chair Suchan; Vice Chair Andersen; Trustees, Claridge, Kent and Perez.

Agenda Review

There were no comments on the agenda.

Executive Session

A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel and (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 of public school student; (f) legal; counsel; was made by Vice Chair Andersen, seconded by Trustee Claridge. Vote to move into Executive Session: Chair Suchan – Yes; Vice Chair Andersen – Yes; Trustee Claridge – Yes; Trustee Kent – Yes; Trustee Perez – Yes. Motion carried.

A declaration was made that Executive Session was completed.

Action Items

Student 1-27-23-1 Request - Trustee Kent recused himself from the decision made regarding this student due to the fact people had divulged information on the situation to him.

No motion was made on this request.

Student 5-13-24-1 Request – Vice Chair Andersen and Trustee Perez recused themselves from the decision made due to several people approaching them with information. A motion was made by Trustee Kent, seconded by Trustee Claridge to approve student 5-13-24-1 request. Vote taken: Chair Suchan – Yes; Trustee Claridge – Yes; Trustee Kent – Yes. Motion carried.

_____

Russ Suchan, Chair of School Board

Attest: July 22, 2024 kt

_____

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees
Regular Board Meeting Minutes
June 17, 2024 DRAFT

Fee Hearing

Mr. Larsen stated the fee increase with School Nutrition is recommended to stay current. Trustee Perez asked about a transportation fee for sports. Cassia does a pay to play, is this something our District needs to look into? Mrs. Kidd stated those who participate in sports, music, etc. must be an activity card ($40) which is split between the activities and sports. Mr. Larsen reminded the Board we do not get reimbursed for transportation with sports and other extra-curricular activities. Mrs. Kidd shared our community is very generous in supporting our programs.

Budget Hearing

Daryl Kent reviewed the proposed 2024-2025 budget with the Board. Accounts have been cleaned up for more transparency. He explained the increased cost in our liability insurance. Increases were from 15% claims and 35% for the increase in the District property value which had not been updated in several years.

A motion was made to adjourn the fees and budget hearing by Vice chair Andersen, seconded by Trustee Perez. Motion carried. Adjournment 7:28 p.m.

Board Members Present

The following trustees were present: Chair Suchan, Vice Chair Andersen, Trustees Perez, Kent and Claridge.

Call to Order & Roll Call

Pledge of Allegiance and Welcome to Meeting

The pledge was given by Vice Chair Andersen

Agenda Approval (Action Item)

A motion to accept the agenda as presented was made by Trustee Claridge, seconded by Trustee Kent. Motion carried.

Consent Agenda (action item) A motion to approve all items by unanimous consent.

Minutes of previous board minutes
The minutes noted above are herein incorporated into the board minutes by reference to the date of the board meeting.
Bills and Payroll was Approved
The School Board approved bills, with addendum, and payroll for payment.
Accounts Payable
Payroll
The monthly reports are herein incorporated into these minutes by reference to Exhibits: "Board Revenue Report", and "Accounts Payable Runs"
Travel Requests
Approval of Personnel

Discussion

Peterson Brothers: Project managers from Peterson Brothers, contractor for the Ag Building, explained the process they are using for bids needed for projects. They use a public pool for bidding purposes. They review the bids with Jason Van Every and Mr. Larsen. With permits they have to go through the state process first, then county. They hope to get inspections done on some utilities this week. When asked about technology, it

was stated that is not included in the building price. All funding for this project is through a state grant and community donations.

Administrator/Department/Committee Reports

Chair Suchan was pleased to see some gains in scores in the literacy report.

Superintendent Report: Mr. Larsen shared with the Board he had met with the capacity builders for SWIP and principals. Everyone is wanting to be on the same page for next year. He attended a Kindergarten planning meeting, held by Ellen Austin, to help teachers and principals prepare for next year with half-day kindergarten. Jason Van Every informed Mr. Larsen Gary Jones is working with a different roofer to get the leaks repaired from the HVAC system installed at Mt. Harrison. Jason Van Every and Anthony Miller have gotten bids from multiple companies and submitted quotes for roof damage from the hail storm a year ago.

Business

Payroll Dates: A motion to approve the proposed payroll dates was made by Trustee Claridge, seconded by Vice Chair Andersen. Motion carried.

2024-2025 Fees and Fundraisers: A motion to approve the proposed Fees and Fundraisers was made by Trustee Perez, seconded by Trustee Kent. Motion carried.

Mt. Harrison – New Fundraiser: A motion to approve the proposed new fundraiser for Mt. Harrison was made by Trustee Kent, seconded by Trustee Claridge. Motion carried.

Proposed 2024-2025 Budget: A motion to approve the 2024-2025 Budget as presented was made by Trustee Claridge, seconded by Trustee Kent. Motion carried.

Leave Roll Over: A motion to approve the leave roll over request was made by Vice Chair Andersen, seconded by Trustee Perez. Motion carried.

Approval of bid for Community Based Rehabilitation Services, Habilitative Skill Building and Behavior Intervention Services: Trustee Perez asked where the funding for this came from. Sherry Bingham stated from Medicaid billing. A motion to approve the bid for Community Based Rehabilitation Services, Habilitative Skill Building and Behavior Intervention Services was made by Vice Chair Andersen, seconded by Trustee Kent. Motion carried.

School Supply Lists: A motion to approve the school supply lists was made by Trustee Perez, seconded by Trustee Claridge. Motion carried.

Coaching Handbook: Trustee Perez asked if those coaches hired who are not teachers complete the fundamental course? Brady Trenkle stated (via text message to Kim Kidd) they do the course. A motion to approve the coaching handbook was made by Trustee Perez, seconded by Trustee Kent. Motion carried.

East Minico Musical Stipend: A motion to approve the East Minico Musical Stipend was made by Trustee Kent, seconded by Vice Chair Andersen. Motion carried.

New/Amended/Deleted Policies:

1. Policy 284.00 Salutatorian and Valedictorian Selection (First Reading)
2. Policy 540.00 Employee Benefits (First Reading)
3. Policy 542.60 Tuition Reimbursement (2nd Reading) hold for 3rd reading
4. Policy 544.10 Sick Leave (First Reading)
5. Policy 544.30 Bereavement Leave (First Reading)

6. Policy 544.90 Jury Duty & No Fault Leave (First Reading)

7. Policy 581.00 Professional Development Days & Teacher Work Days (First Reading)

8. Policy 586.00 Grievance Procedure for Certificated Employees (First Reading)

9. Policy 660.00 Evaluation of Certificated

All policies will be held for an additional reading.

Adjournment:
A motion for adjournment was made by Vice Chair Andersen, seconded by Trustee Kent. Motion carried. Adjournment was 8:21 p.m.

_____
Russ Suchan, Chair of School Board

Attest: July 22, 2024

_____
Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees
Regular Board Meeting Minutes
June 17, 2024 DRAFT

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Russ Suchan, Chair of School Board

Attest: July 22, 2024

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees
Board Meeting Minutes
June 17, 2024

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Board Members Present

The following trustees were present: Chair Suchan; Vice Chair Andersen; Trustees, Claridge, Kent and Perez.

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Russ Suchan, Chair of School Board

Attest: July 22, 2024 kt

Kerri Tibbitts, Board Clerk

MINIDOKA COUNTY SCHOOL DISTRICT #331 AP Vouchers

Voucher No:	Voucher Date:	Voucher Amount:		Payment Form:
7163	6/19/2024	$	324,035.43	Checks
7164	6/20/2024	$	7,270.10	Credit Cards
7165	Pending			Credit Cards
7166	6/24/2024	$	68,947.98	Checks
7168	6/30/2024	$	168,772.41	Checks
7167	6/30/2024	$	168,255.25	Checks
2500	7/15/2024	$	16,441.71	Checks
2501	7/18/2024	$	590,553.27	Checks
		$	**1,344,276.15**	**Voucher Totals**

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of

1,344,276.15

on account of obligations incurred for value received in services and for materials as shown below for period July 1,2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented havebeen received during the period listed above. All items are properly coded and not in excess of thebudget.

Daryl Kent

Daryl Kent — Business Manager

SPENCER LARSEN — Superintendent

RUSS SUCHAN — Chair

MARY ANDERSON — Vice Chair

JUAN PEREZ — Board Member

JACOB CLARIDGE — Board Member

RICK KENT — Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7163 **Voucher Date:** 06/19/2024 Prepared By: Eric VanEvery

Printed: 06/19/2024 09:10:08 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $324,035.43 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$60,796.10
243	PROFESSIONAL TECHNICAL - STATE	$10,881.39
245	PUBLIC SCHOOL TECHNOLOGY FUND	$105,840.00
246	STATE SUBSTANCE ABUSE FUND	$6,924.20
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$1,124.30
257	TITLE VI-B IDEA SPECIAL ED FUND	$228.00
260	MEDICAID	$9,883.18
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$5,931.84
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$256.76
287	ARPA HOMELESS GRANT	$3,221.76

Voucher No: 7163 **Voucher Date:** 06/19/2024

Fund		Amount
290	FOOD SERVICE FUND	$118,447.90
310	DEBT SERVICE FUND	$500.00
		$324,035.43

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/19/2024 **To Date:** 6/19/2024

From Check: 69639 **To Check:** 69697

From Voucher: 7163 **To Voucher:** 7163

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69639	06/19/2024	A TO B MOTOR COACH, LLC	$3,580.08	7163	Printed	Expense	☐		
69640	06/19/2024	A TO B SERVICES	$4,550.00	7163	Printed	Expense	☐		
69641	06/19/2024	AIRGAS INTERMOUNTAIN,INC	$731.93	7163	Printed	Expense	☐		
69642	06/19/2024	ALVES, BRANDON	$70.67	7163	Printed	Expense	☐		
69643	06/19/2024	AMAZON/GEMB	$7,753.35	7163	Printed	Expense	☐		
69644	06/19/2024	APPLE, INC	$113,914.00	7163	Printed	Expense	☐		
69645	06/19/2024	ARTIAGA, JAYDEN	$20.10	7163	Printed	Expense	☐		
69646	06/19/2024	BIO COMPANY INC	$824.31	7163	Printed	Expense	☐		
69647	06/19/2024	BIRCH, COURTNEY	$32.62	7163	Printed	Expense	☐		
69648	06/19/2024	BOHLMAN, LAYTON	$160.00	7163	Printed	Expense	☐		
69649	06/19/2024	BREEDING, TRICIA	$459.25	7163	Printed	Expense	☐		
69650	06/19/2024	CAXTON PRINTERS	$134.40	7163	Printed	Expense	☐		
69651	06/19/2024	CHARLIE'S PRODUCE	$8,001.23	7163	Printed	Expense	☐		
69652	06/19/2024	CONRAD & BISCHOFF, LLC	$9.90	7163	Printed	Expense	☐		
69653	06/19/2024	CONVERGINT TECHNOLOGIES LLC	$387.50	7163	Printed	Expense	☐		
69654	06/19/2024	COWGILL, SOPHIE	$160.00	7163	Printed	Expense	☐		
69655	06/19/2024	DEAN DAIRY COPRORATE, LLC	$13,329.03	7163	Printed	Expense	☐		
69656	06/19/2024	EDGAR, SALLY	$21.60	7163	Printed	Expense	☐		
69657	06/19/2024	EL JEFAZO MEXICAN GRILL, LLC	$2,150.00	7163	Printed	Expense	☐		
69658	06/19/2024	GEM STATE PAPER CO, INC.	$7,768.21	7163	Printed	Expense	☐		
69659	06/19/2024	GOOD SOURCE SOLUTIONS, INC	$96,268.51	7163	Printed	Expense	☐		
69660	06/19/2024	GRAINGER	$6,924.20	7163	Printed	Expense	☐		
69661	06/19/2024	HAND2MIND, INC	$747.96	7163	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/19/2024 **To Date:** 6/19/2024

From Check: 69639 **To Check:** 69697

From Voucher: 7163 **To Voucher:** 7163

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69662	06/19/2024	HANSEN, KAILEE	$304.97	7163	Printed	Expense	☐		
69663	06/19/2024	HAUNS HARDWARE	$164.38	7163	Printed	Expense	☐		
69664	06/19/2024	IAVATA5450 N. L	$300.00	7163	Printed	Expense	☐		
69665	06/19/2024	IDAHO SCHOOL BOARDS ASSN	$295.00	7163	Printed	Expense	☐		
69666	06/19/2024	IDHW, BUREAU OF FINANCIAL SERVICES	$9,883.18	7163	Printed	Expense	☐		
69667	06/19/2024	INTERMOUNTAIN WOOD PRODUCTS	$724.32	7163	Printed	Expense	☐		
69668	06/19/2024	JAE FOUNDATION	$3,173.52	7163	Printed	Expense	☐		
69669	06/19/2024	JEROME COUNTY	$5.66	7163	Printed	Expense	☐		
69670	06/19/2024	JOHNSON PLASTICS PLUS	$1,648.81	7163	Printed	Expense	☐		
69671	06/19/2024	JOHNSON, JAYNA	$73.16	7163	Printed	Expense	☐		
69672	06/19/2024	JOHNSON, KAYLA	$228.00	7163	Printed	Expense	☐		
69673	06/19/2024	KIWANIS CLUB	$420.00	7163	Printed	Expense	☐		
69674	06/19/2024	KRONOS SAASHR INC.	$14,420.00	7163	Printed	Expense	☐		
69675	06/19/2024	MAGIC VALLEY LABS,INC	$48.00	7163	Printed	Expense	☐		
69676	06/19/2024	MANISCALCO, SHANNA	$35.50	7163	Printed	Expense	☐		
69677	06/19/2024	MINICO HIGH SCHOOL	$121.00	7163	Printed	Expense	☐		
69678	06/19/2024	MINIDOKA COUNTY AUDITOR	$7,500.00	7163	Printed	Expense	☐		
69679	06/19/2024	MINIDOKA MEMORIAL HOSPITAL	$47.00	7163	Printed	Expense	☐		
69680	06/19/2024	NANCY'S RUPERT FLORAL	$84.95	7163	Printed	Expense	☐		
69681	06/19/2024	PITNEY BOWES CORP.	$249.45	7163	Printed	Expense	☐		
69682	06/19/2024	PITNEY BOWES/RESERVE ACCT	$200.00	7163	Printed	Expense	☐		
69683	06/19/2024	RAMSEY HEATING & ELECTRIC, INC	$85.00	7163	Printed	Expense	☐		

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69684	06/19/2024	ROGERS, KATIE	$301.15	7163	Printed	Expense	☐		
69685	06/19/2024	RUPERT LUMBER & PAINT	$4,330.81	7163	Printed	Expense	☐		
69686	06/19/2024	SAFETY-KLEEN	$277.76	7163	Printed	Expense	☐		
69687	06/19/2024	SOUTHWEST STRINGS	$7,518.32	7163	Printed	Expense	☐		
69688	06/19/2024	STEVENSON, ALLISON LOREEN	$665.05	7163	Printed	Expense	☐		
69689	06/19/2024	STIMPSON, RICK	$160.00	7163	Printed	Expense	☐		
69690	06/19/2024	STOTZ EQUIPMENT	$78.11	7163	Printed	Expense	☐		
69691	06/19/2024	TELLEZ- VARGAS LEZLY	$379.90	7163	Printed	Expense	☐		
69692	06/19/2024	TURF EQUIPMENT & IRRIGATION, INC	$20.26	7163	Printed	Expense	☐		
69693	06/19/2024	UNIVERSITY OF IDAHO	$126.00	7163	Printed	Expense	☐		
69694	06/19/2024	WALMART	$996.64	7163	Printed	Expense	☐		
69695	06/19/2024	WELLS FARGO REMITTANCE CTR	$587.68	7163	Printed	Expense	☐		
69696	06/19/2024	WESTERN RECORDS DESTRUCTION	$83.00	7163	Printed	Expense	☐		
69697	06/19/2024	ZIONS BANK CORPORATE TRUST	$500.00	7163	Printed	Expense	☐		
		Total Amount:	$324,035.43						

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7164 **Voucher Date:** 06/20/2024 Prepared By: Eric VanEvery

Printed: 07/10/2024 04:19:43 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $7,270.10 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$4,492.70
243	PROFESSIONAL TECHNICAL - STATE	$135.00
246	STATE SUBSTANCE ABUSE FUND	$712.42
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$566.86
253	TITLE I-C ESEA MIGRANT FUND	$370.62
257	TITLE VI-B IDEA SPECIAL ED FUND	$96.25
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$369.59
284	GEAR UP GRANT	$279.37
290	FOOD SERVICE FUND	$247.29
		$7,270.10

Created By: ericv **Posted By:** ericv **Date:** 07/10/2024 16:19:20 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7164 **06/20/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
D.L. EVANS BANK							
318 SOUTH ONEIDA							
RUPERT ID 83350							
Check Group:							
DEFIBTECH LIFELINE STANDARD BATTERY PACK		3	240028	114314056420	246.667.0410.000.000.301		$712.42
P-Card Payee: D.L. EVANS BANK				4/23/2024			
					Check #: 0		
						PO/InvoiceTotal:	$712.42
Check Group:							
DOLLAR TREE-DECORATIONS FOR SENIOR PRESENTATIONS		1	240035	27796611	284.621.0410.000.003.301		$63.75
P-Card Payee: D.L. EVANS BANK				4/22/2024			
DOLLAR TREE-DECORATIONS FOR SENIOR PRESENTATIONS		1	240035	2950013	284.621.0410.000.003.301		$8.75
P-Card Payee: D.L. EVANS BANK				4/22/2024			
COSTCO-COOKIES, WATER FOR SENIOR PRESENTATIONS		1	240035	411500006400	284.621.0410.000.003.301		$206.87
P-Card Payee: D.L. EVANS BANK				4/24/2024			
					Check #: 0		
						PO/InvoiceTotal:	$279.37
Check Group:							
REGISTRATION FOR ISABO DARYL		1	240048	2480197GYL36fXX1S	100.651.0390.000.000.000		$175.00
P-Card Payee: D.L. EVANS BANK				5/20/2024			
					Check #: 0		
						PO/InvoiceTotal:	$175.00
Check Group:							
ELC CONFERENCE LODGING REED COTTON		2	241281	858892026	100.631.0380.381.000.001		$725.00
P-Card Payee: D.L. EVANS BANK				4/23/2024			
					Check #: 0		
						PO/InvoiceTotal:	$725.00
Check Group:							

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Voucher Detail Listing

Voucher Batch Number: 7164 **06/20/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
ISHA SLP JOB POSTING		1	241880	8G800811YS3119057	257.621.0410.000.000.000	$25.00
P-Card Payee: D.L. EVANS BANK				4/23/2024		
					Check #: 0	
					PO/InvoiceTotal:	$25.00
Check Group:						
ASRS PARENT FORM 2-5 YEARS OLD ONLINE		5	241883	7408342G30008ELXB	257.616.0410.000.000.000	$23.75
P-Card Payee: D.L. EVANS BANK				4/24/2024		
ASRS PARENT FORM 2-5 YEARS OLD ONLINE		5	241883	7408342G30008EVMB	257.616.0410.000.000.000	$23.75
P-Card Payee: D.L. EVANS BANK				4/24/2024		
ASRS TEACHER FORM 2-5 YEARS ONLINE		5	241883	7408342G30008EVMB	257.616.0410.000.000.000	$23.75
P-Card Payee: D.L. EVANS BANK				4/24/2024		
					Check #: 0	
					PO/InvoiceTotal:	$71.25
Check Group:						
ADM TECHNOLOGY SOFTWARE/CRASH PLAN		1	242044	138900586800	100.656.0460.000.000.011	$279.72
P-Card Payee: D.L. EVANS BANK				5/15/2024		
					Check #: 0	
					PO/InvoiceTotal:	$279.72
Check Group:						
TECHNOLOGY FUEL FOR MONTH OF MAY		1	242058	3544033293	100.656.0420.420.000.011	$85.00
P-Card Payee: D.L. EVANS BANK				5/1/2024		
TECHNOLOGY FUEL FOR MONTH OF MAY		1	242058	3544035580	100.656.0420.420.000.011	$88.90
P-Card Payee: D.L. EVANS BANK				5/2/2024		
					Check #: 0	
					PO/InvoiceTotal:	$173.90
Check Group:						

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Voucher Detail Listing

Voucher Batch Number: 7164 06/20/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
MEALS FOR BRANDI AND 3 STUDENTS-MONDAY BREAKFAST AND LUNCH-WEDNESDAY LUNCH AND DINNER		1	242658	10587	100.621.0380.381.062.202	$15.27
P-Card Payee: D.L. EVANS BANK				5/1/2024		
MEALS FOR BRANDI AND 3 STUDENTS-MONDAY BREAKFAST AND LUNCH-WEDNESDAY LUNCH AND DINNER		1	242658	2/20038	100.621.0380.381.062.202	$7.83
P-Card Payee: D.L. EVANS BANK				4/28/2024		
MEALS FOR BRANDI AND 3 STUDENTS-MONDAY BREAKFAST AND LUNCH-WEDNESDAY LUNCH AND DINNER		1	242658	207060425167	100.621.0380.381.062.202	$29.05
P-Card Payee: D.L. EVANS BANK				4/28/2024		
MEALS FOR BRANDI AND 3 STUDENTS-MONDAY BREAKFAST AND LUNCH-WEDNESDAY LUNCH AND DINNER		1	242658	3043	100.621.0380.381.062.202	$10.32
P-Card Payee: D.L. EVANS BANK				5/1/2024		
UBER TO AIRPORT		1	242658	323093426791	100.621.0380.380.062.202	$32.00
P-Card Payee: D.L. EVANS BANK				5/1/2024		
MEALS FOR BRANDI AND 3 STUDENTS-MONDAY BREAKFAST AND LUNCH-WEDNESDAY LUNCH AND DINNER		1	242658	3570169	100.621.0380.381.062.202	$6.84
P-Card Payee: D.L. EVANS BANK				5/1/2024		
MEALS FOR BRANDI AND 3 STUDENTS-MONDAY BREAKFAST AND LUNCH-WEDNESDAY LUNCH AND DINNER		1	242658	5592	100.621.0380.381.062.202	$15.43
P-Card Payee: D.L. EVANS BANK				5/1/2024		
MEALS FOR BRANDI AND 3 STUDENTS-MONDAY BREAKFAST AND LUNCH-WEDNESDAY LUNCH AND DINNER		1	242658	6291	100.621.0380.381.062.202	$20.93
P-Card Payee: D.L. EVANS BANK				5/1/2024		
					Check #: 0	
					PO/InvoiceTotal:	$137.67
Check Group:						
REGISTRATION IDAHO FAMILY AND CONSUMER SCIENCES CONFERENCE		1	242994	001234	243.519.0390.000.307.301	$135.00
P-Card Payee: D.L. EVANS BANK				5/1/2024		
					Check #: 0	

Voucher Detail Listing

Voucher Batch Number: 7164 06/20/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$135.00
Check Group:							
CHEF'S STORE-MEAT PRIMAL CUTS		1	243004	7590-759003	263.519.0410.000.301.301		$369.59
P-Card Payee: D.L. EVANS BANK				5/11/2024			
					Check #: 0		
						PO/InvoiceTotal:	$369.59
Check Group:							
PARENT NIGHT 4/29/24 FOR READY WORKSHOP-HEYBURN		1	243348	46411561985176 6	251.720.0410.000.000.102		$5.36
P-Card Payee: D.L. EVANS BANK				4/24/2024			
PARENT NIGHT 4/29/24 FOR READY WORKSHOP-ACEQUIA		1	243348	46411759345488 4	251.720.0410.000.000.101		$135.92
P-Card Payee: D.L. EVANS BANK				4/26/2024			
PARENT NIGHT 4/29/24 FOR READY WORKSHOP-RUPERT		1	243348	46412062566301 0	251.720.0410.000.000.107		$40.38
P-Card Payee: D.L. EVANS BANK				4/29/2024			
PARENT NIGHT 4/29/24 FOR READY WORKSHOP-RUPERT		1	243348	58411963457709 7	251.720.0410.000.000.107		$122.74
P-Card Payee: D.L. EVANS BANK				4/28/2024			
PARENT NIGHT 4/29/24 FOR READY WORKSHOP-PAUL		1	243348	58411965952394 8	251.720.0410.000.000.105		$60.92
P-Card Payee: D.L. EVANS BANK				4/28/2024			
					Check #: 0		
						PO/InvoiceTotal:	$365.32
Check Group:							
FOOD FOR PARENT STEAM NIGHT 5/1/24- EAST		1	243349	5124818	251.720.0410.000.000.201		$64.90
P-Card Payee: D.L. EVANS BANK				5/1/2024			
					Check #: 0		
						PO/InvoiceTotal:	$64.90
Check Group:							
IDENTIFICATION AND RECRUITMENT CONSORTIUM CONFERENCE- REGISTRATION- VERONICA G		1	243351	1rp64270mc4434 63F	253.621.0390.392.000.000		$350.00
P-Card Payee: D.L. EVANS BANK				5/1/2024			

Voucher Detail Listing

Voucher Batch Number: 7164 **06/20/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
					Check #: 0		
						PO/InvoiceTotal:	$350.00
Check Group:							
FOOD FOR PPAT 5/8/24		1	243355	304129509937260	251.720.0410.000.000.000		$49.22
P-Card Payee: D.L. EVANS BANK				5/8/2024			
FOOD FOR PPAT 5/8/24		1	243355	Y2PN	251.720.0410.000.000.000		$87.42
P-Card Payee: D.L. EVANS BANK				5/8/2024			
					Check #: 0		
						PO/InvoiceTotal:	$136.64
Check Group:							
PAC MEETING 5/15/24		1	243358	304136547357228	253.720.0410.000.000.000		$20.62
P-Card Payee: D.L. EVANS BANK				5/15/2024			21
					Check #: 0		
						PO/InvoiceTotal:	$20.62
Check Group:							
FUEL FOR BUSES,EXTRA TRIPS MAY 2024		1	245274	0097020	100.681.0420.420.050.500		$66.76
P-Card Payee: D.L. EVANS BANK				5/16/2024			
FUEL FOR BUSES,EXTRA TRIPS MAY 2024		1	245274	0098090	100.681.0420.420.050.500		$41.70
P-Card Payee: D.L. EVANS BANK				5/18/2024			
STEVE HAUGEBERG		1	245274	2469216GV35F3ZPB1	100.681.0420.420.050.500		$98.01
P-Card Payee: D.L. EVANS BANK				5/19/2024			
LIA SALT LAKE 072		1	245274	4206361113	100.681.0420.420.050.500		$95.00
P-Card Payee: D.L. EVANS BANK				5/7/2024			
LIA SALT LAKE		1	245274	4206361114	100.681.0420.420.050.500		$88.02
P-Card Payee: D.L. EVANS BANK				5/7/2024			
ART CLUB 119		1	245274	5787851805	100.681.0420.420.050.500		$57.89
P-Card Payee: D.L. EVANS BANK				4/26/2024			

Voucher Detail Listing

Voucher Batch Number: 7164 06/20/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
FFA ISLAND PARK 119		1	245274	62173859411650 71941	100.681.0420.420.050.500	$85.20
P-Card Payee: D.L. EVANS BANK				5/15/2024		
FFA ISLAND PARK 119		1	245274	9050971	100.681.0420.420.050.500	$63.64
P-Card Payee: D.L. EVANS BANK				5/12/2024		
					Check #: 0	
					PO/InvoiceTotal:	$596.22
Check Group:						
LAUNDRY SOAP		1	246267	0649	100.661.0410.000.000.600	$23.97
P-Card Payee: D.L. EVANS BANK				4/22/2024		
					Check #: 0	
					PO/InvoiceTotal:	$23.97
Check Group:						22
CARB KIT		1	246285	113-7676333-930 4262	100.663.0420.420.000.600	$16.80
P-Card Payee: D.L. EVANS BANK				5/11/2024		
MAINTENANCE FUEL		1	246285	3544013590	100.663.0420.420.000.600	$60.50
P-Card Payee: D.L. EVANS BANK				4/23/2024		
MAINTENANCE FUEL		1	246285	3544014026	100.663.0420.420.000.600	$125.65
P-Card Payee: D.L. EVANS BANK				4/23/2024		
GROUNDS FUEL		1	246285	3544032491	100.665.0420.420.000.600	$62.60
P-Card Payee: D.L. EVANS BANK				5/1/2024		
MAINTENANCE FUEL		1	246285	3544034202	100.663.0420.420.000.600	$139.32
P-Card Payee: D.L. EVANS BANK				5/1/2024		
MAINTENANCE FUEL		1	246285	3544034990	100.663.0420.420.000.600	$121.04
P-Card Payee: D.L. EVANS BANK				5/2/2024		
MAINTENANCE FUEL		1	246285	3544051791	100.663.0420.420.000.600	$118.08
P-Card Payee: D.L. EVANS BANK				5/9/2024		
GROUNDS FUEL		1	246285	3544053205	100.665.0420.420.000.600	$42.07
P-Card Payee: D.L. EVANS BANK				5/10/2024		

Voucher Detail Listing

Voucher Batch Number: 7164 06/20/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
GROUNDS FUEL		1	246285	3544053942	100.665.0420.420.000.600	$20.79
P-Card Payee: D.L. EVANS BANK				5/10/2024		
GROUNDS FUEL		1	246285	3544060921	100.665.0420.420.000.600	$63.48
P-Card Payee: D.L. EVANS BANK				5/13/2024		
MAINTENANCE FUEL		1	246285	3544071939	100.663.0420.420.000.600	$29.31
P-Card Payee: D.L. EVANS BANK				5/17/2024		
GROUNDS FUEL		1	246285	3544071939	100.665.0420.420.000.600	$29.30
P-Card Payee: D.L. EVANS BANK				5/17/2024		
MAINTENANCE FUEL		1	246285	3544078088	100.663.0420.420.000.600	$123.78
P-Card Payee: D.L. EVANS BANK				5/20/2024		
MAINTENANCE FUEL		1	246285	E/1549936	100.663.0420.420.000.600	$82.22
P-Card Payee: D.L. EVANS BANK				4/23/2024		
MAINTENANCE FUEL		1	246285	E/1553102	100.663.0420.420.000.600	$175.00
P-Card Payee: D.L. EVANS BANK				4/29/2024		
GROUNDS FUEL		1	246285	E/1553104	100.665.0420.420.000.600	$56.27
P-Card Payee: D.L. EVANS BANK				4/29/2024		
MAINTENANCE FUEL		1	246285	E/1553126	100.663.0420.420.000.600	$112.01
P-Card Payee: D.L. EVANS BANK				4/29/2024		
GROUNDS FUEL		1	246285	E/1553128	100.665.0420.420.000.600	$10.88
P-Card Payee: D.L. EVANS BANK				4/29/2024		
MAINTENANCE FUEL		1	246285	E/1554201	100.663.0420.420.000.600	$71.41
P-Card Payee: D.L. EVANS BANK				5/1/2024		
MAINTENANCE FUEL		1	246285	E/1556786	100.663.0420.420.000.600	$75.65
P-Card Payee: D.L. EVANS BANK				5/6/2024		
MAINTENANCE FUEL		1	246285	E/1556814	100.663.0420.420.000.600	$97.44
P-Card Payee: D.L. EVANS BANK				5/6/2024		
GROUNDS FUEL		1	246285	E/1557764	100.665.0420.420.000.600	$38.00
P-Card Payee: D.L. EVANS BANK				5/8/2024		
MAINTENANCE FUEL		1	246285	E/1558855	100.663.0420.420.000.600	$49.00
P-Card Payee: D.L. EVANS BANK				5/10/2024		

Voucher Detail Listing

Voucher Batch Number: 7164 06/20/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
MAINTENANCE FUEL		1	246285	E/1561197	100.663.0420.420.000.600	$76.23
P-Card Payee: D.L. EVANS BANK				5/14/2024		
MAINTENANCE FUEL		1	246285	E/1561556	100.663.0420.420.000.600	$84.25
P-Card Payee: D.L. EVANS BANK				5/15/2024		
MAINTENANCE FUEL		1	246285	E/1562157	100.663.0420.420.000.600	$133.61
P-Card Payee: D.L. EVANS BANK				5/16/2024		
GROUNDS FUEL		1	246285	E/1562650	100.665.0420.420.000.600	$40.61
P-Card Payee: D.L. EVANS BANK				5/17/2024		
MAINTENANCE FUEL		1	246285	E/1564258	100.663.0420.420.000.600	$99.42
P-Card Payee: D.L. EVANS BANK				5/20/2024		
MAINTENANCE FUEL		1	246285	E/1564475	100.663.0420.420.000.600	$68.08
P-Card Payee: D.L. EVANS BANK				5/20/2024		
MAINTENANCE FUEL		1	246285	E/1564804	100.663.0420.420.000.600	$97.01
P-Card Payee: D.L. EVANS BANK				5/21/2024		
MAINTENANCE FUEL		1	246285	E/9396869	100.663.0420.420.000.600	$61.41
P-Card Payee: D.L. EVANS BANK				5/13/2024		
					Check #: 0	
					PO/InvoiceTotal:	$2,381.22
Check Group:						
MAY - FUEL		1	247202	3544035001	290.710.0420.420.000.000	$29.08
P-Card Payee: D.L. EVANS BANK				5/2/2024		
MAY - FUEL		1	247202	3544061019	290.710.0420.420.000.000	$106.73
P-Card Payee: D.L. EVANS BANK				5/13/2024		
MAY - FUEL		1	247202	3544063612	290.710.0420.420.000.000	$59.25
P-Card Payee: D.L. EVANS BANK				5/14/2024		
MAY - FUEL		1	247202	3544068665	290.710.0420.420.000.000	$52.23
P-Card Payee: D.L. EVANS BANK				5/16/2024		
					Check #: 0	
					PO/InvoiceTotal:	$247.29
					Vendor Total:	$7,270.10

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Voucher Detail Listing

Voucher Batch Number: 7164 **06/20/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					Grand Total:	$7,270.10

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7166 **Voucher Date:** 06/24/2024 Prepared By: Eric VanEvery

Printed: 06/24/2024 08:43:36 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $68,947.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$12,268.13
243	PROFESSIONAL TECHNICAL - STATE	$3,174.07
246	STATE SUBSTANCE ABUSE FUND	$13,951.26
253	TITLE I-C ESEA MIGRANT FUND	$576.00
257	TITLE VI-B IDEA SPECIAL ED FUND	$65.12
260	MEDICAID	$3,040.40
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$1,026.62
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$31,218.77
290	FOOD SERVICE FUND	$3,627.61
		$68,947.98

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/24/2024 **To Date:** 6/24/2024

From Check: 69698 **To Check:** 69762

From Voucher: 7166 **To Voucher:** 7166

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69698	06/24/2024	ALLEN, STETSON	$60.90	7166	Printed	Expense	☐		
69699	06/24/2024	AMAZON/GEMB	$823.41	7166	Printed	Expense	☐		
69700	06/24/2024	AMBRIZ, DANIELLA	$17.10	7166	Printed	Expense	☐		
69701	06/24/2024	AMEN, KARYN	$3,000.00	7166	Printed	Expense	☐		
69702	06/24/2024	ANIXTER INC	$12,449.10	7166	Printed	Expense	☐		
69703	06/24/2024	ARTHUR, SAMARA	$100.00	7166	Printed	Expense	☐		
69704	06/24/2024	AVILA, JADA	$100.00	7166	Printed	Expense	☐		
69705	06/24/2024	BAIR, MEGAN	$100.00	7166	Printed	Expense	☐		
69706	06/24/2024	BINGHAM, SHERRY	$65.12	7166	Printed	Expense	☐		
69707	06/24/2024	BLEVINS, SAVANNA	$18.50	7166	Printed	Expense	☐		
69708	06/24/2024	BOHL, ANDREW	$200.00	7166	Printed	Expense	☐		
69709	06/24/2024	CARTER, TAMARA	$3,241.10	7166	Printed	Expense	☐		
69710	06/24/2024	CHRISTENSEN, TYNA	$3,000.00	7166	Printed	Expense	☐		
69711	06/24/2024	COLLEGE OF SOUTHERN ID	$576.00	7166	Printed	Expense	☐		
69712	06/24/2024	COLLIER, JEFFERY	$3,000.00	7166	Printed	Expense	☐		
69713	06/24/2024	CONVERGINT TECHNOLOGIES LLC	$7,212.00	7166	Printed	Expense	☐		
69714	06/24/2024	COULSON, JEANNIE	$70.00	7166	Printed	Expense	☐		
69715	06/24/2024	DAVIDSON, ANGELA	$320.30	7166	Printed	Expense	☐		
69716	06/24/2024	DEAN, GENA	$1,000.00	7166	Printed	Expense	☐		
69717	06/24/2024	EVANS, ELISSA	$215.89	7166	Printed	Expense	☐		
69718	06/24/2024	GEORGE, KRESTA	$3,000.00	7166	Printed	Expense	☐		
69719	06/24/2024	GOMEZ, ANNALEE	$7.10	7166	Printed	Expense	☐		
69720	06/24/2024	GREENWALT, JOSHUA J.	$161.92	7166	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/24/2024 **To Date:** 6/24/2024

From Check: 69698 **To Check:** 69762

From Voucher: 7166 **To Voucher:** 7166

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69721	06/24/2024	HARTLEY, KATIE	$107.80	7166	Printed	Expense	☐		
69722	06/24/2024	HEPWORTH, HEATHER	$808.68	7166	Printed	Expense	☐		
69723	06/24/2024	IDAHO DIVISION OF CTE	$300.00	7166	Printed	Expense	☐		
69724	06/24/2024	JOHNSON, ASHLEY	$241.10	7166	Printed	Expense	☐		
69725	06/24/2024	KENT, DARYL	$586.15	7166	Printed	Expense	☐		
69726	06/24/2024	KENT, ROBERT	$1,194.00	7166	Printed	Expense	☐		
69727	06/24/2024	KNIEP, CORY	$3,300.00	7166	Printed	Expense	☐		
69728	06/24/2024	LEE, STORMIE	$1,852.00	7166	Printed	Expense	☐		
69729	06/24/2024	MAGANA, DYLAN	$21.00	7166	Printed	Expense	☐		
69730	06/24/2024	MARSTON, CHANDI	$100.00	7166	Printed	Expense	☐		
69731	06/24/2024	MENDOZA, IMELDA	$65.25	7166	Printed	Expense	☐		
69732	06/24/2024	MOON, LACY	$3,000.00	7166	Printed	Expense	☐		
69733	06/24/2024	NASCO	$17.00	7166	Printed	Expense	☐		
69734	06/24/2024	O'PRY DAVID	$1,000.00	7166	Printed	Expense	☐		
69735	06/24/2024	PADRON, JONATAN	$286.15	7166	Printed	Expense	☐		
69736	06/24/2024	POOLE, QWINTIN	$55.50	7166	Printed	Expense	☐		
69737	06/24/2024	POOLE, SHAELEE	$91.25	7166	Printed	Expense	☐		
69738	06/24/2024	PRIMARY THERAPY SOURCE	$3,040.40	7166	Printed	Expense	☐		
69739	06/24/2024	RASMUSSEN, BRENDA	$12.75	7166	Printed	Expense	☐		
69740	06/24/2024	REPKE, DAVID	$282.31	7166	Printed	Expense	☐		
69741	06/24/2024	RIGBY, BRITTANY	$208.68	7166	Printed	Expense	☐		
69742	06/24/2024	ROBINSON, CLAY BENNETT	$298.68	7166	Printed	Expense	☐		
69743	06/24/2024	RUSH, MARCIE	$94.00	7166	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/24/2024 **To Date:** 6/24/2024

From Check: 69698 **To Check:** 69762

From Voucher: 7166 **To Voucher:** 7166

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69744	06/24/2024	SEATON, TAYLOR	$286.15	7166	Printed	Expense	☐		
69745	06/24/2024	SHAMROCK FOODS COMPANY	$2,946.51	7166	Printed	Expense	☐		
69746	06/24/2024	SHEPHERD, LARRY JASON	$100.00	7166	Printed	Expense	☐		
69747	06/24/2024	SMALL ENGINES THAT CAN	$17.98	7166	Printed	Expense	☐		
69748	06/24/2024	STEPHENS, CELESTE	$107.94	7166	Printed	Expense	☐		
69749	06/24/2024	STEVENSON, ALLISON LOREEN	$128.38	7166	Printed	Expense	☐		
69750	06/24/2024	STIMPSON, COOPER	$81.50	7166	Printed	Expense	☐		
69751	06/24/2024	STIMPSON, JAYLEE	$100.00	7166	Printed	Expense	☐		
69752	06/24/2024	STUTZMAN, DANELLE	$1,139.78	7166	Printed	Expense	☐		
69753	06/24/2024	TAKAS, ASHLEY	$200.00	7166	Printed	Expense	☐		
69754	06/24/2024	TWISS, PAXTON	$15.00	7166	Printed	Expense	☐		
69755	06/24/2024	VALLEY OFFICE SYSTEMS	$1,708.00	7166	Printed	Expense	☐		
69756	06/24/2024	VAN EVERY, EMMA	$1,659.00	7166	Printed	Expense	☐		
69757	06/24/2024	VANEVERY, ERIC	$286.15	7166	Printed	Expense	☐		
69758	06/24/2024	WALMART	$726.62	7166	Printed	Expense	☐		
69759	06/24/2024	WARD'S NATURAL SCIENCE EST. LLC	$3,157.07	7166	Printed	Expense	☐		
69760	06/24/2024	WESTERN RECORDS DESTRUCTION	$271.00	7166	Printed	Expense	☐		
69761	06/24/2024	WILLIAMS, STACEY	$33.45	7166	Printed	Expense	☐		
69762	06/24/2024	WOODWARD, ZELMA	$282.31	7166	Printed	Expense	☐		
		Total Amount:	$68,947.98						

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7168 **Voucher Date:** 06/30/2024 Prepared By: Eric VanEvery

Printed: 07/15/2024 08:38:30 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $168,772.41 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Old year
23-24

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$123,019.87
243	PROFESSIONAL TECHNICAL - STATE	$3,255.69
246	STATE SUBSTANCE ABUSE FUND	$3,253.00
260	MEDICAID	$1,316.25
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$624.94
284	GEAR UP GRANT	$120.00
290	FOOD SERVICE FUND	$36,682.66
310	DEBT SERVICE FUND	$500.00
		$168,772.41

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/30/2024 **To Date:** 6/30/2024

From Check: 69811 **To Check:** 69841

From Voucher: 7168 **To Voucher:** 7168

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69811	06/30/2024	ACE HARDWARE	$72.48	7168	Printed	Expense	☐		
69812	06/30/2024	AIRGAS INTERMOUNTAIN,INC	$3,730.63	7168	Printed	Expense	☐		
69813	06/30/2024	ALL WIRELESS COMMUNICATIONS	$253.00	7168	Printed	Expense	☐		
69814	06/30/2024	ANDERSON, JULIAN & HULL, LLP	$58.50	7168	Printed	Expense	☐		
69815	06/30/2024	APPLE, INC	$899.00	7168	Printed	Expense	☐		
69816	06/30/2024	BAILEY OIL CO., INC.	$8,830.20	7168	Printed	Expense	☐		
69817	06/30/2024	BRYSON SALES & SERVICE, INC	$4,460.20	7168	Printed	Expense	☐		
69818	06/30/2024	CHARLIE'S PRODUCE	$13,175.05	7168	Printed	Expense	☐		
69819	06/30/2024	CINTAS CORP	$104.90	7168	Printed	Expense	☐		
69820	06/30/2024	CONTAINER ONE	$6,566.00	7168	Printed	Expense	☐		
69821	06/30/2024	DEAN DAIRY COPRORATE, LLC	$2,923.01	7168	Printed	Expense	☐		
69822	06/30/2024	EQ THERAPY FOR KIDS, LLC	$1,316.25	7168	Printed	Expense	☐		
69823	06/30/2024	GOOD SOURCE SOLUTIONS, INC	$18,777.82	7168	Printed	Expense	☐		
69824	06/30/2024	HEYBURN SCHOOL	$111.17	7168	Printed	Expense	☐		
69825	06/30/2024	IAVATA5450 N. L	$150.00	7168	Printed	Expense	☐		
69826	06/30/2024	IDAHO DIGITAL LEARNING ACADEMY	$2,775.00	7168	Printed	Expense	☐		
69827	06/30/2024	IDHW, BUREAU OF FINANCIAL SERVICES	$85,511.39	7168	Printed	Expense	☐		
69828	06/30/2024	KIMBERY SCHOOL DISTRICT C/O SHONIA GASTO	$25.00	7168	Printed	Expense	☐		
69829	06/30/2024	LARRY'S ELECTRIC AND HEATING	$95.00	7168	Printed	Expense	☐		
69830	06/30/2024	MAGIC VALLEY LABS,INC	$528.00	7168	Printed	Expense	☐		
69831	06/30/2024	MART FRESH PACK, LLC	$100.00	7168	Printed	Expense	☐		
69832	06/30/2024	MIKEY'S REFRIGERATION INC	$1,466.99	7168	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/30/2024 **To Date:** 6/30/2024

From Check: 69811 **To Check:** 69841

From Voucher: 7168 **To Voucher:** 7168

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69833	06/30/2024	ROBINSON & ASSOCIATES	$11,504.00	7168	Printed	Expense	☐		
69834	06/30/2024	ROCKY MOUNTAIN AGRONOMICS, INC	$196.97	7168	Printed	Expense	☐		
69835	06/30/2024	RUPERT ELEMENTARY SCHOOL	$108.06	7168	Printed	Expense	☐		
69836	06/30/2024	RUSH TRUCK CENTERS	$169.00	7168	Printed	Expense	☐		
69837	06/30/2024	STAPLES ADVANTAGE	$135.99	7168	Printed	Expense	☐		
69838	06/30/2024	STEERED STRAIGHT INC	$3,000.00	7168	Printed	Expense	☐		
69839	06/30/2024	TYLER TECHNOLOGIES, INC.	$1,005.00	7168	Printed	Expense	☐		
69840	06/30/2024	WALMART	$223.80	7168	Printed	Expense	☐		
69841	06/30/2024	ZIONS BANK CORPORATE TRUST	$500.00	7168	Printed	Expense	☐		
		Total Amount:	$168,772.41						

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7167 **Voucher Date:** 06/30/2024 Prepared By: Eric VanEvery

Printed: 07/03/2024 12:05:28 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $168,255.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$113,353.25
243	PROFESSIONAL TECHNICAL - STATE	$2,669.52
246	STATE SUBSTANCE ABUSE FUND	$12,825.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$753.48
253	TITLE I-C ESEA MIGRANT FUND	$3,842.00
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$422.46
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$53.97
287	ARPA HOMELESS GRANT	$3,913.78
290	FOOD SERVICE FUND	$30,421.79
		$168,255.25

Created By: ericv **Posted By:** ericv **Date:** 07/03/2024 11:46:30 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/30/2024 **To Date:** 6/30/2024

From Check: 69763 **To Check:** 69810

From Voucher: 7167 **To Voucher:** 7167

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69763	06/30/2024	A TO B MOTOR COACH, LLC	$7,250.00	7167	Printed	Expense	☐		
69764	06/30/2024	ACE HARDWARE	$56.82	7167	Printed	Expense	☐		
69765	06/30/2024	AMAZON/GEMB	$8,442.43	7167	Printed	Expense	☐		
69766	06/30/2024	AUTOZONE	$264.93	7167	Printed	Expense	☐		
69767	06/30/2024	BAILEY OIL CO., INC.	$23,217.66	7167	Printed	Expense	☐		
69768	06/30/2024	BEAR NECESSITIES PORTABLE RESTROOM	$121.40	7167	Printed	Expense	☐		
69769	06/30/2024	CDW GOVERNMENT, INC.	$15,000.00	7167	Printed	Expense	☐		
69770	06/30/2024	CHARLIE'S PRODUCE	$5,994.30	7167	Printed	Expense	☐		
69771	06/30/2024	CINTAS CORP	$314.70	7167	Printed	Expense	☐		
69772	06/30/2024	CONRAD & BISCHOFF, LLC	$198.95	7167	Printed	Expense	☐		
69773	06/30/2024	CPM EDUCATIONAL PROGRAM	$650.00	7167	Printed	Expense	☐		
69774	06/30/2024	DEAN DAIRY COPRORATE, LLC	$3,404.89	7167	Printed	Expense	☐		
69775	06/30/2024	EDNETICS INC	$145.60	7167	Printed	Expense	☐		
69776	06/30/2024	FIX IT RIGHT PARTS AND REPAIR, LLC	$31.08	7167	Printed	Expense	☐		
69777	06/30/2024	GEM STATE PAPER CO, INC.	$1,782.41	7167	Printed	Expense	☐		
69778	06/30/2024	GOOD SOURCE SOLUTIONS, INC	$18,767.94	7167	Printed	Expense	☐		
69779	06/30/2024	GOODING CHILD NUTRITION PROGRAM	$30.00	7167	Printed	Expense	☐		
69780	06/30/2024	HALE, JEAN	$53.97	7167	Printed	Expense	☐		
69781	06/30/2024	HAUNS HARDWARE	$252.34	7167	Printed	Expense	☐		
69782	06/30/2024	HEYBURN, CITY OF	$3,049.67	7167	Printed	Expense	☐		
69783	06/30/2024	INTERMOUNTAIN GAS CO.	$4,702.82	7167	Printed	Expense	☐		
69784	06/30/2024	JACKSON GROUP PETERBILT	$189.05	7167	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/30/2024 **To Date:** 6/30/2024

From Check: 69763 **To Check:** 69810

From Voucher: 7167 **To Voucher:** 7167

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69785	06/30/2024	JOSTENS	$26.20	7167	Printed	Expense	☐		
69786	06/30/2024	KELLY'S BEARING SUPPLY	$162.88	7167	Printed	Expense	☐		
69787	06/30/2024	LARRY'S ELECTRIC AND HEATING	$95.00	7167	Printed	Expense	☐		
69788	06/30/2024	LP PROPANE LLC	$19,424.74	7167	Printed	Expense	☐		
69789	06/30/2024	MAGIC VALLEY TIRE PAUL	$45.98	7167	Printed	Expense	☐		
69790	06/30/2024	MAGIC VALLEY TIRE RUPERT	$49.99	7167	Printed	Expense	☐		
69791	06/30/2024	MART FRESH PACK, LLC	$200.00	7167	Printed	Expense	☐		
69792	06/30/2024	MERRILL, TERRY	$150.00	7167	Printed	Expense	☐		
69793	06/30/2024	NAPA AUTO PARTS	$158.37	7167	Printed	Expense	☐		
69794	06/30/2024	PAUL, CITY OF	$1,630.00	7167	Printed	Expense	☐		
69795	06/30/2024	PITNEY BOWES	$193.80	7167	Printed	Expense	☐		
69796	06/30/2024	PLATT ELECTRIC SUPPLY, INC	$231.94	7167	Printed	Expense	☐		
69797	06/30/2024	PREVENT FIRE	$1,108.48	7167	Printed	Expense	☐		
69798	06/30/2024	RUPERT GLASS	$448.00	7167	Printed	Expense	☐		
69799	06/30/2024	RUPERT, CITY OF	$11,800.68	7167	Printed	Expense	☐		
69800	06/30/2024	SCHOWS, INC	$355.36	7167	Printed	Expense	☐		
69801	06/30/2024	STANDARD PLUMBING CO	$12,825.00	7167	Printed	Expense	☐		
69802	06/30/2024	STOTZ EQUIPMENT	$137.86	7167	Printed	Expense	☐		
69803	06/30/2024	SWENSEN'S MARKET - PAUL	$422.46	7167	Printed	Expense	☐		
69804	06/30/2024	TIMES NEWS-LEE PUBLICATIONS	$268.95	7167	Printed	Expense	☐		
69805	06/30/2024	TOTAL WASTE MANAGEMENT	$2,549.80	7167	Printed	Expense	☐		
69806	06/30/2024	TRENKLE, BRADY	$710.20	7167	Printed	Expense	☐		
69807	06/30/2024	TURF EQUIPMENT & IRRIGATION, INC	$616.59	7167	Printed	Expense	☐		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE CLEARING 6-94005043

From Date: 6/30/2024 **To Date:** 6/30/2024

From Check: 69763 **To Check:** 69810

From Voucher: 7167 **To Voucher:** 7167

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69808	06/30/2024	UNITED ELECTRIC COOP	$10,277.62	7167	Printed	Expense	☐		
69809	06/30/2024	VALLEY OFFICE SYSTEMS	$8,232.16	7167	Printed	Expense	☐		
69810	06/30/2024	VERIZON	$2,212.23	7167	Printed	Expense	☐		
		Total Amount:	$168,255.25						

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2500 **Voucher Date:** 07/15/2024 Prepared By: Eric VanEvery

Printed: 07/15/2024 09:21:48 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $16,441.71 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$16,382.23
290	FOOD SERVICE FUND	$59.48
		$16,441.71

Created By: ericv **Posted By:** ericv **Date:** 07/15/2024 09:17:01 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	7/15/2024	**To Date:**	7/15/2024
From Check:	69842	**To Check:**	69842
From Voucher:	2500	**To Voucher:**	2500

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69842	07/15/2024	PROJECT MUTUAL TELEPHONE	$16,441.71	2500	Printed	Expense	☐		
		Total Amount:	$16,441.71						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2501 **Voucher Date:** 07/18/2024 Prepared By: Eric VanEvery

Printed: 07/18/2024 01:17:16 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $590,553.27 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$577,723.78
246	STATE SUBSTANCE ABUSE FUND	$9,766.25
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$2,400.00
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$401.10
274	Stronger Connections Grant	$262.14
		$590,553.27

Created By: ericv **Posted By:** ericv **Date:** 07/18/2024 13:06:27 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 7/18/2024 **To Date:** 7/18/2024
From Check: 69843 **To Check:** 69864
From Voucher: 2501 **To Voucher:** 2501

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69843	07/18/2024	BARFUSS, K. ROYCE	$346.20	2501	Printed	Expense	☐		
69844	07/18/2024	CHACON, CRUZ	$20.00	2501	Printed	Expense	☐		
69845	07/18/2024	CLASSLINK, INC	$10,061.50	2501	Printed	Expense	☐		
69846	07/18/2024	DAVIDSON, ANGELA	$182.14	2501	Printed	Expense	☐		
69847	07/18/2024	GOGUARDIAN	$6,337.08	2501	Printed	Expense	☐		
69848	07/18/2024	GONZALES, MINERVA	$20.00	2501	Printed	Expense	☐		
69849	07/18/2024	HOPE SQUAD LLC	$2,400.00	2501	Printed	Expense	☐		
69850	07/18/2024	INSTRUCTURE	$30,387.60	2501	Printed	Expense	☐		
69851	07/18/2024	JOBE, ASHLEY	$105.00	2501	Printed	Expense	☐		
69852	07/18/2024	JONES, COLEEN	$346.20	2501	Printed	Expense	☐		
69853	07/18/2024	KOHLER, EMILY	$20.00	2501	Printed	Expense	☐		
69854	07/18/2024	MARTSCH, CARRIE	$105.00	2501	Printed	Expense	☐		
69855	07/18/2024	MORETON & COMPANY	$392,126.25	2501	Printed	Expense	☐		
69856	07/18/2024	PELAYO, SARAH	$311.10	2501	Printed	Expense	☐		
69857	07/18/2024	POWERSCHOOL GROUP LLC	$64,751.43	2501	Printed	Expense	☐		
69858	07/18/2024	RAPTOR TECHNOLOGIES LLC	$8,141.00	2501	Printed	Expense	☐		
69859	07/18/2024	RENAISSANCE LEARNING	$27,046.84	2501	Printed	Expense	☐		
69860	07/18/2024	SCHMIDT, NILS	$346.20	2501	Printed	Expense	☐		
69861	07/18/2024	STEVENSON, SHERYL	$90.00	2501	Printed	Expense	☐		
69862	07/18/2024	STONE, JIMMIE	$346.20	2501	Printed	Expense	☐		
69863	07/18/2024	TYLER TECHNOLOGIES, INC.	$47,043.53	2501	Printed	Expense	☐		
69864	07/18/2024	WHITE, COURTNEY	$20.00	2501	Printed	Expense	☐		
		Total Amount:	$590,553.27						

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	7/18/2024	**To Date:**	7/18/2024
From Check:	69843	**To Check:**	69864
From Voucher:	2501	**To Voucher:**	2501

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 PR Vouchers

Voucher No:	Voucher Date:	Voucher Amount:	Payment Form:
36	6/25/2024	$ 41,321.69	Checks
37	Void		
38	Void		
39	6/25/2024	$ 12,604.67	Checks
40	6/25/2024	$ 1,587.28	Checks
41	7/2/2024	$ 1,247.36	Checks
1075	6/25/2024	$ 362.51	EFT
1076	6/25/2024	$ 40,719.61	EFT
1077	6/25/2024	$ 1,497,047.65	EFT
1078	6/25/2024	$ 8,204.15	EFT
1079	6/25/2024	$ 444,424.64	EFT
1080	6/25/2024	$ 1,645.00	EFT
1081	6/25/2024	$ 44,657.91	EFT
1082	6/25/2024	$ 60,823.00	EFT
1083	6/25/2024	$ 431,296.22	EFT
1084	6/25/2024	$ 10,995.80	EFT
1085	6/25/2024	$ 28,215.92	EFT
1086	6/25/2024	$ 513,279.28	Checks
1087	6/25/2024	$ 3,119.67	EFT
1088	6/25/2024	$ 379.00	EFT
1089	7/2/2024	$ 206.64	EFT
		$ 3,142,138.00	**Voucher Totals**

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of

3,142,138.00

on account of obligations incurred for value received in services and for materials as shown below for period July 1,2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented havebeen received during the period listed above. All items are properly coded and not in excess of thebudget.

Daryl Kent

Daryl Kent — Business Manager

SPENCER LARSEN — Superintendent

RUSS SUCHAN — Chair

MARY ANDERSON — Vice Chair

JUAN PEREZ — Board Member

JACOB CLARIDGE — Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 36 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/25/2024 06:45:59 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $41,321.69 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$26,822.66
243	PROFESSIONAL TECHNICAL - STATE	$0.00
250	ESSER III ARPA	$1,069.12
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$2,825.84
253	TITLE I-C ESEA MIGRANT FUND	$832.59
254	ESSER II CRSSA	$0.00
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$0.00
257	TITLE VI-B IDEA SPECIAL ED FUND	$1,475.30
258	TITLE VI-B IDEA PRESCHOOL FUND	$0.00
260	MEDICAID	$2,162.71
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$0.00

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 16:26:38 Page: 1

Voucher No: 36 **Voucher Date:** 06/25/2024

Fund		Amount
270	TITLE III ESEA FED LEP	$0.00
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$0.00
274	Stronger Connections Grant	$0.00
284	GEAR UP GRANT	$0.00
290	FOOD SERVICE FUND	$6,133.47
		$41,321.69

MINIDOKA COUNTY SCHOOL DISTRICT #331

Journal Entry

Journal Entry Number 746

Fiscal Year: 2023-2024

Journal Type: Payroll

GL Entry Date: 06/25/2024 **Memo:** Payroll Employee Check Processing

User ID: rjensen

Reference:

Voucher: 36

Originator: rjensen

Created On: 06/25/2024 06:27:56

Line #	Account	Description	Debit	Credit
1	100.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$26,822.66	$0.00
17	100.111.1119.000.000.000	Cash Entry	$0.00	($26,822.66)
2	243.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
4	251.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$2,825.84	$0.00
19	251.111.1119.000.000.000	Cash Entry	$0.00	($2,825.84)
5	253.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$832.59	$0.00
20	253.111.1119.000.000.000	Cash Entry	$0.00	($832.59)
6	254.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
7	255.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
8	257.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$1,475.30	$0.00
21	257.111.1119.000.000.000	Cash Entry	$0.00	($1,475.30)
9	258.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
11	263.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
12	270.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
13	271.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
16	290.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$6,133.47	$0.00
23	290.111.1119.000.000.000	Cash Entry	$0.00	($6,133.47)
10	260.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$2,162.71	$0.00
22	260.111.1119.000.000.000	Cash Entry	$0.00	($2,162.71)
3	250.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$1,069.12	$0.00
18	250.111.1119.000.000.000	Cash Entry	$0.00	($1,069.12)
15	284.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00
14	274.217.2171.000.000.000	ACCRUED SALARIES PAYABLE	$0.00	$0.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Journal Entry

Journal Entry Number 746

Fiscal Year: 2023-2024

Journal Type: Payroll

GL Entry Date: 06/25/2024 **Memo:** Payroll Employee Check Processing

User ID: rjensen

Reference:

Voucher: 36

Originator: rjensen

Created On: 06/25/2024 06:27:56

Line #	Account	Description	Debit	Credit
Total Items Printed:		23	$41,321.69	($41,321.69)

Master Account Entries

Fund	Debits	Credits
100	26,822.66	(26,822.66)
243	0.00	0.00
250	1,069.12	(1,069.12)
251	2,825.84	(2,825.84)
253	832.59	(832.59)
254	0.00	0.00
255	0.00	0.00
257	1,475.30	(1,475.30)
258	0.00	0.00
260	2,162.71	(2,162.71)
263	0.00	0.00
270	0.00	0.00
271	0.00	0.00
274	0.00	0.00
284	0.00	0.00
290	6,133.47	(6,133.47)
Totals:	41,321.69	(41,321.69)

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End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 6/25/2024 **To Date:** 6/25/2024

From Check: 119351 **To Check:** 119395

From Voucher: 36 **To Voucher:** 36

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
119351	06/25/2024	DIAZ, DAISY	$736.15	36	Printed	Payroll	☐		
119352	06/25/2024	MCLEAN, WENDY KAY	$1,282.33	36	Printed	Payroll	☐		
119353	06/25/2024	CHRISTENSEN, ELIAS BRIG	$20.00	36	Printed	Payroll	☐		
119354	06/25/2024	CLARIDGE, ISAIAH RAMZEE	$15.00	36	Printed	Payroll	☐		
119355	06/25/2024	EDWARDS, DRAYTON DARWIN	$720.00	36	Printed	Payroll	☐		
119356	06/25/2024	HANSEN, LORELEA JOY	$20.00	36	Printed	Payroll	☐		
119357	06/25/2024	HUTCHINGS, DAKOTA C	$27.50	36	Printed	Payroll	☐		
119358	06/25/2024	HUTCHINGS, DALLAS PAYTON	$27.50	36	Printed	Payroll	☐		
119359	06/25/2024	JIMENEZ, JASMIN	$30.00	36	Printed	Payroll	☐		
119360	06/25/2024	JONES , CHEYENNE RYILYNNE	$720.00	36	Printed	Payroll	☐		
119361	06/25/2024	KNIGHT, TRAYDEN M	$15.00	36	Printed	Payroll	☐		
119362	06/25/2024	LINZY, JAMES ALLEN	$720.00	36	Printed	Payroll	☐		
119363	06/25/2024	MCBRIDE, LEANN VIOLA	$564.00	36	Printed	Payroll	☐		
119364	06/25/2024	RETZLOFF, JACE KADEN	$720.00	36	Printed	Payroll	☐		
119365	06/25/2024	VAIL, SIMON ULRIK	$35.00	36	Printed	Payroll	☐		
119366	06/25/2024	WALTON, KEELY OLIVIA	$684.00	36	Printed	Payroll	☐		
119367	06/25/2024	GARNER, BEVERLY JOAN	$1,325.12	36	Printed	Payroll	☐		
119368	06/25/2024	KNIGHT, KENDRA BROOKE	$1,217.53	36	Printed	Payroll	☐		
119369	06/25/2024	RAY, BRITTANY	$1,209.56	36	Printed	Payroll	☐		
119370	06/25/2024	SORIANO LOPEZ, NATALIE	$1,191.36	36	Printed	Payroll	☐		
119371	06/25/2024	ZAMPEDRI, SHAYLA	$1,603.60	36	Printed	Payroll	☐		
119372	06/25/2024	BAIRD, CAROLYN	$1,597.16	36	Printed	Payroll	☐		
119373	06/25/2024	CHRISTENSEN, KIM	$1,754.04	36	Printed	Payroll	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 6/25/2024 **To Date:** 6/25/2024

From Check: 119351 **To Check:** 119395

From Voucher: 36 **To Voucher:** 36

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
119374	06/25/2024	BRISBIN, MARY EVELYN	$2,296.66	36	Printed	Payroll	☐		
119375	06/25/2024	ARTHUR, CINDY V	$382.42	36	Printed	Payroll	☐		
119376	06/25/2024	GILLETTE, STAFFORD L	$226.26	36	Printed	Payroll	☐		
119377	06/25/2024	PINCOCK, MARLYN	$220.37	36	Printed	Payroll	☐		
119378	06/25/2024	MORGAN, CHARLEEN	$1,069.12	36	Printed	Payroll	☐		
119379	06/25/2024	DAYLEY, DALE E	$99.73	36	Printed	Payroll	☐		
119380	06/25/2024	SOLAKIEWICZ, KASSIDEE ANN D	$1,256.60	36	Printed	Payroll	☐		
119381	06/25/2024	GARZA, JAIDEN MARIE	$1,190.05	36	Printed	Payroll	☐		
119382	06/25/2024	REYNOLDS, TAYLOR SHAY	$1,181.24	36	Printed	Payroll	☐		
119383	06/25/2024	NELSON, JACQUE	$1,596.86	36	Printed	Payroll	☐		
119384	06/25/2024	CAMPOS, YSABELLE D	$230.87	36	Printed	Payroll	☐		
119385	06/25/2024	DAYTON, COURTNIE	$1,247.50	36	Printed	Payroll	☐		
119386	06/25/2024	GRAY, MARIE FRANCE	$277.05	36	Printed	Payroll	☐		
119387	06/25/2024	LARSEN, KATIE JO	$584.11	36	Printed	Payroll	☐		
119388	06/25/2024	STANGER, STEVEN	$212.40	36	Printed	Payroll	☐		
119389	06/25/2024	CRIST, TERRY THOMPSON	$1,936.47	36	Printed	Payroll	☐		
119390	06/25/2024	KOYLE, GORDON B	$1,928.72	36	Printed	Payroll	☐		
119391	06/25/2024	MCCANN, TERRY M	$1,492.84	36	Printed	Payroll	☐		
119392	06/25/2024	STUMPH, PHYLLIS RHONDA	$1,380.05	36	Printed	Payroll	☐		
119393	06/25/2024	BAKER, DARREN G	$3,408.30	36	Printed	Payroll	☐		
119394	06/25/2024	GUZMAN, BEATRIZ ADRIANA	$2,190.45	36	Printed	Payroll	☐		
119395	06/25/2024	MARTSCH, SHIRLEE LOUISE	$678.77	36	Printed	Payroll	☐		
		Total Amount:	$41,321.69						

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Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date:	6/25/2024	**To Date:**	6/25/2024
From Check:	119351	**To Check:**	119395
From Voucher:	36	**To Voucher:**	36

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 39 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/26/2024 11:24:57 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $12,604.67 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$6,651.40
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$5,953.27
		$12,604.67

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 6/25/2024 **To Date:** 6/25/2024

From Check: 119419 **To Check:** 119423

From Voucher: 39 **To Voucher:** 39

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
119419	06/25/2024	JENSEN, RACHEL DAWN	$1,430.13	39	Printed	Payroll	☐		
119420	06/25/2024	LARSEN, GARY SPENCER	$4,232.73	39	Printed	Payroll	☐		
119421	06/25/2024	TIBBITTS, KERRI LYNN	$456.96	39	Printed	Payroll	☐		
119422	06/25/2024	BIRCH, COURTNEY	$531.58	39	Printed	Payroll	☐		
119423	06/25/2024	BOHL, ANDREW WYETH	$5,953.27	39	Printed	Payroll	☐		
		Total Amount:	$12,604.67						

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End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 40 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/26/2024 12:38:52 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $1,587.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$1,587.28
		$1,587.28

Created By: rjensen **Posted By:** rjensen **Date:** 06/26/2024 12:17:13 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 6/25/2024 **To Date:** 6/25/2024

From Check: 119424 **To Check:** 119424

From Voucher: 40 **To Voucher:** 40

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
119424	06/25/2024	LARSEN, GARY SPENCER	$1,587.28	40	Printed	Payroll	☐		
		Total Amount:	$1,587.28						

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 41 **Voucher Date:** 07/02/2024 Prepared By: Rachel Jensen

Printed: 07/03/2024 11:21:00 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $1,247.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
250	ESSER III ARPA	$1,247.36
		$1,247.36

Created By: rjensen **Posted By:** rjensen **Date:** 07/03/2024 11:14:10 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 7/2/2024 **To Date:** 7/2/2024

From Check: 119425 **To Check:** 119425

From Voucher: 41 **To Voucher:** 41

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
119425	07/02/2024	MITCHELL, MITZI	$1,247.36	41	Not Printed	Payroll	☐		
		Total Amount:	$1,247.36						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1075 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:42:13 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $362.51 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$362.51
		$362.51

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 16:45:57 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1075 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
AMERICAN FAMILY LIFE						
Check Group:						
PAYROLL LIABILITY		1	0	V391993 6/25/2024	100.218.2180.039.000.000	$362.51
					Check #: 0	
					PO/InvoiceTotal:	$362.51
					Vendor Total:	$362.51
					Grand Total:	$362.51

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1076 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:41:54 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $40,719.61 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$33,840.77
243	PROFESSIONAL TECHNICAL - STATE	$60.34
250	ESSER III ARPA	$2,041.63
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$1,334.20
253	TITLE I-C ESEA MIGRANT FUND	$223.29
254	ESSER II CRSSA	$235.55
257	TITLE VI-B IDEA SPECIAL ED FUND	$1,176.68
258	TITLE VI-B IDEA PRESCHOOL FUND	$29.95
260	MEDICAID	$212.81
270	TITLE III ESEA FED LEP	$192.68
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$341.05
274	Stronger Connections Grant	$29.78

Voucher No: 1076 **Voucher Date:** 06/25/2024

Fund		Amount
290	FOOD SERVICE FUND	$1,000.88
		$40,719.61

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1076 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
AMERICAN FIDELITY						
Check Group:						
PAYROLL LIABILITY		1	0	V128444 6/25/2024	100.218.2180.039.000.000	$1,675.32
PAYROLL LIABILITY		1	0	V128444 6/25/2024	243.218.2180.039.000.000	$1.83
PAYROLL LIABILITY		1	0	V128444 6/25/2024	251.218.2180.039.000.000	$9.24
PAYROLL LIABILITY		1	0	V128444 6/25/2024	253.218.2180.039.000.000	$4.09
PAYROLL LIABILITY		1	0	V128444 6/25/2024	257.218.2180.039.000.000	$24.40
PAYROLL LIABILITY		1	0	V128444 6/25/2024	270.218.2180.039.000.000	$31.65
PAYROLL LIABILITY		1	0	V128444 6/25/2024	271.218.2180.039.000.000	$6.51
PAYROLL LIABILITY		1	0	V128444 6/25/2024	290.218.2180.039.000.000	$64.74
PAYROLL LIABILITY		1	0	V128444 6/25/2024	254.218.2180.039.000.000	$21.90
PAYROLL LIABILITY		1	0	V130003 6/25/2024	260.218.2180.039.000.000	$6.27
PAYROLL LIABILITY		1	0	V130003 6/25/2024	250.218.2180.039.000.000	$17.44
PAYROLL LIABILITY		1	0	V167556 6/25/2024	250.218.2180.039.000.000	$32.67
PAYROLL LIABILITY		1	0	V233900 6/25/2024	100.218.2180.039.000.000	$6,470.97
PAYROLL LIABILITY		1	0	V233900 6/25/2024	243.218.2180.039.000.000	($12.39)

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1076 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V233900 6/25/2024	251.218.2180.039.000.000	$308.89
PAYROLL LIABILITY		1	0	V233900 6/25/2024	253.218.2180.039.000.000	$118.00
PAYROLL LIABILITY		1	0	V233900 6/25/2024	257.218.2180.039.000.000	$176.00
PAYROLL LIABILITY		1	0	V233900 6/25/2024	258.218.2180.039.000.000	$29.95
PAYROLL LIABILITY		1	0	V233900 6/25/2024	271.218.2180.039.000.000	$89.92
PAYROLL LIABILITY		1	0	V233900 6/25/2024	290.218.2180.039.000.000	$192.27
PAYROLL LIABILITY		1	0	V233900 6/25/2024	254.218.2180.039.000.000	$35.61
PAYROLL LIABILITY		1	0	V254957 6/25/2024	100.218.2180.039.000.000	$152.10
PAYROLL LIABILITY		1	0	V280464 6/25/2024	100.218.2180.039.000.000	$1,779.27
PAYROLL LIABILITY		1	0	V280464 6/25/2024	243.218.2180.039.000.000	$2.29
PAYROLL LIABILITY		1	0	V280464 6/25/2024	251.218.2180.039.000.000	$4.40
PAYROLL LIABILITY		1	0	V280464 6/25/2024	253.218.2180.039.000.000	$5.98
PAYROLL LIABILITY		1	0	V280464 6/25/2024	257.218.2180.039.000.000	$63.65
PAYROLL LIABILITY		1	0	V280464 6/25/2024	270.218.2180.039.000.000	$26.98
PAYROLL LIABILITY		1	0	V280464 6/25/2024	271.218.2180.039.000.000	$25.62

Voucher Detail Listing

Voucher Batch Number: 1076 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V280464 6/25/2024	290.218.2180.039.000.000	$33.35
PAYROLL LIABILITY		1	0	V326290 6/25/2024	260.218.2180.039.000.000	$68.04
PAYROLL LIABILITY		1	0	V326290 6/25/2024	250.218.2180.039.000.000	$322.86
PAYROLL LIABILITY		1	0	V326290 6/25/2024	274.218.2180.039.000.000	$29.78
PAYROLL LIABILITY		1	0	V34883 6/25/2024	100.218.2180.039.000.000	$8,699.82
PAYROLL LIABILITY		1	0	V34883 6/25/2024	243.218.2180.039.000.000	$36.67
PAYROLL LIABILITY		1	0	V34883 6/25/2024	251.218.2180.039.000.000	$425.96
PAYROLL LIABILITY		1	0	V34883 6/25/2024	253.218.2180.039.000.000	$20.20
PAYROLL LIABILITY		1	0	V34883 6/25/2024	257.218.2180.039.000.000	$313.22
PAYROLL LIABILITY		1	0	V34883 6/25/2024	270.218.2180.039.000.000	$12.92
PAYROLL LIABILITY		1	0	V34883 6/25/2024	271.218.2180.039.000.000	$76.02
PAYROLL LIABILITY		1	0	V34883 6/25/2024	290.218.2180.039.000.000	$12.18
PAYROLL LIABILITY		1	0	V34883 6/25/2024	254.218.2180.039.000.000	$64.78
PAYROLL LIABILITY		1	0	V429578 6/25/2024	100.218.2180.039.000.000	$1,058.29
PAYROLL LIABILITY		1	0	V429578 6/25/2024	243.218.2180.039.000.000	$1.91

Voucher Detail Listing

Voucher Batch Number: 1076 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V429578 6/25/2024	251.218.2180.039.000.000	$15.20
PAYROLL LIABILITY		1	0	V429578 6/25/2024	253.218.2180.039.000.000	($0.57)
PAYROLL LIABILITY		1	0	V429578 6/25/2024	257.218.2180.039.000.000	$40.01
PAYROLL LIABILITY		1	0	V429578 6/25/2024	271.218.2180.039.000.000	$12.30
PAYROLL LIABILITY		1	0	V429578 6/25/2024	290.218.2180.039.000.000	$27.10
PAYROLL LIABILITY		1	0	V429578 6/25/2024	254.218.2180.039.000.000	$4.91
PAYROLL LIABILITY		1	0	V443669 6/25/2024	100.218.2180.039.000.000	$5,792.27
PAYROLL LIABILITY		1	0	V443669 6/25/2024	243.218.2180.039.000.000	$1.85
PAYROLL LIABILITY		1	0	V443669 6/25/2024	251.218.2180.039.000.000	$142.85
PAYROLL LIABILITY		1	0	V443669 6/25/2024	253.218.2180.039.000.000	$11.73
PAYROLL LIABILITY		1	0	V443669 6/25/2024	257.218.2180.039.000.000	$280.70
PAYROLL LIABILITY		1	0	V443669 6/25/2024	271.218.2180.039.000.000	$80.92
PAYROLL LIABILITY		1	0	V443669 6/25/2024	290.218.2180.039.000.000	$308.40
PAYROLL LIABILITY		1	0	V443669 6/25/2024	254.218.2180.039.000.000	$40.55
PAYROLL LIABILITY		1	0	V451482 6/25/2024	260.218.2180.039.000.000	$46.36

Voucher Detail Listing

Voucher Batch Number: 1076 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V451482 6/25/2024	250.218.2180.039.000.000	$231.57
PAYROLL LIABILITY		1	0	V697698 6/25/2024	260.218.2180.039.000.000	$17.30
PAYROLL LIABILITY		1	0	V697698 6/25/2024	250.218.2180.039.000.000	$162.94
PAYROLL LIABILITY		1	0	V728212 6/25/2024	260.218.2180.039.000.000	$32.50
PAYROLL LIABILITY		1	0	V728212 6/25/2024	250.218.2180.039.000.000	$843.62
PAYROLL LIABILITY		1	0	V730058 6/25/2024	250.218.2180.039.000.000	$194.29
PAYROLL LIABILITY		1	0	V817331 6/25/2024	100.218.2180.039.000.000	$162.43
PAYROLL LIABILITY		1	0	V861806 6/25/2024	100.218.2180.039.000.000	$2,704.55
PAYROLL LIABILITY		1	0	V861806 6/25/2024	243.218.2180.039.000.000	$6.71
PAYROLL LIABILITY		1	0	V861806 6/25/2024	251.218.2180.039.000.000	$157.53
PAYROLL LIABILITY		1	0	V861806 6/25/2024	253.218.2180.039.000.000	$5.39
PAYROLL LIABILITY		1	0	V861806 6/25/2024	257.218.2180.039.000.000	$51.03
PAYROLL LIABILITY		1	0	V861806 6/25/2024	271.218.2180.039.000.000	$15.61
PAYROLL LIABILITY		1	0	V861806 6/25/2024	290.218.2180.039.000.000	($10.11)
PAYROLL LIABILITY		1	0	V861806 6/25/2024	254.218.2180.039.000.000	$53.92

Voucher Detail Listing

Voucher Batch Number: 1076 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V894346 6/25/2024	260.218.2180.039.000.000	$27.58
PAYROLL LIABILITY		1	0	V894346 6/25/2024	250.218.2180.039.000.000	$208.72
PAYROLL LIABILITY		1	0	V906350 6/25/2024	260.218.2180.039.000.000	$1.16
PAYROLL LIABILITY		1	0	V906350 6/25/2024	250.218.2180.039.000.000	$16.52
PAYROLL LIABILITY		1	0	V921147 6/25/2024	100.218.2180.039.000.000	$1,164.72
PAYROLL LIABILITY		1	0	V921147 6/25/2024	243.218.2180.039.000.000	$7.18
PAYROLL LIABILITY		1	0	V921147 6/25/2024	251.218.2180.039.000.000	$107.85
PAYROLL LIABILITY		1	0	V921147 6/25/2024	253.218.2180.039.000.000	$18.00
PAYROLL LIABILITY		1	0	V921147 6/25/2024	257.218.2180.039.000.000	$11.61
PAYROLL LIABILITY		1	0	V921147 6/25/2024	270.218.2180.039.000.000	$102.00
PAYROLL LIABILITY		1	0	V921147 6/25/2024	271.218.2180.039.000.000	$14.18
PAYROLL LIABILITY		1	0	V921147 6/25/2024	290.218.2180.039.000.000	$60.50
PAYROLL LIABILITY		1	0	V921147 6/25/2024	254.218.2180.039.000.000	$8.42
PAYROLL LIABILITY		1	0	V944567 6/25/2024	100.218.2180.039.000.000	$135.98
PAYROLL LIABILITY		1	0	V949038 6/25/2024	100.218.2180.039.000.000	$4,045.05

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1076 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V949038 6/25/2024	243.218.2180.039.000.000	$14.29
PAYROLL LIABILITY		1	0	V949038 6/25/2024	251.218.2180.039.000.000	$162.28
PAYROLL LIABILITY		1	0	V949038 6/25/2024	253.218.2180.039.000.000	$40.47
PAYROLL LIABILITY		1	0	V949038 6/25/2024	257.218.2180.039.000.000	$216.06
PAYROLL LIABILITY		1	0	V949038 6/25/2024	270.218.2180.039.000.000	$19.13
PAYROLL LIABILITY		1	0	V949038 6/25/2024	271.218.2180.039.000.000	$19.97
PAYROLL LIABILITY		1	0	V949038 6/25/2024	290.218.2180.039.000.000	$312.45
PAYROLL LIABILITY		1	0	V949038 6/25/2024	254.218.2180.039.000.000	$5.46
PAYROLL LIABILITY		1	0	V958358 6/25/2024	260.218.2180.039.000.000	$13.60
PAYROLL LIABILITY		1	0	V958358 6/25/2024	250.218.2180.039.000.000	$11.00

Check #: 0

PO/InvoiceTotal:	$40,719.61
Vendor Total:	$40,719.61
Grand Total:	$40,719.61

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1077 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 04:50:18 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $1,497,047.65 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$1,213,694.92
243	PROFESSIONAL TECHNICAL - STATE	$5,759.91
250	ESSER III ARPA	$82,917.41
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$46,697.06
253	TITLE I-C ESEA MIGRANT FUND	$12,653.25
254	ESSER II CRSSA	$6,163.88
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$3,090.31
257	TITLE VI-B IDEA SPECIAL ED FUND	$48,867.96
258	TITLE VI-B IDEA PRESCHOOL FUND	$1,920.01
260	MEDICAID	$9,505.70
263	PERKINS III PRFESSIONAL TECHNICAL ACT	($148.50)

Voucher No: 1077 **Voucher Date:** 06/25/2024

Fund		Amount
270	TITLE III ESEA FED LEP	$1,944.64
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$16,000.38
274	Stronger Connections Grant	$1,370.23
284	GEAR UP GRANT	$2,111.79
290	FOOD SERVICE FUND	$44,498.70
		$1,497,047.65

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1077 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
D.L. EVANS BANK						
Check Group:						
DIRECT DEPOSIT		1	0	V383550 6/25/2024	260.217.2170.000.000.000	$9,394.10
DIRECT DEPOSIT		1	0	V383550 6/25/2024	250.217.2170.000.000.000	$81,567.41
DIRECT DEPOSIT		1	0	V383550 6/25/2024	274.217.2170.000.000.000	$1,370.23
DIRECT DEPOSIT		1	0	V45389 6/25/2024	260.217.2170.000.000.000	$111.60
DIRECT DEPOSIT		1	0	V45389 6/25/2024	250.217.2170.000.000.000	$1,350.00
DIRECT DEPOSIT		1	0	V713351 6/25/2024	100.217.2170.000.000.000	$500.00
DIRECT DEPOSIT		1	0	V819079 6/25/2024	100.217.2170.000.000.000	$6,789.08
DIRECT DEPOSIT		1	0	V819079 6/25/2024	243.217.2170.000.000.000	$13.20
DIRECT DEPOSIT		1	0	V819079 6/25/2024	255.217.2170.000.000.000	$37.50
DIRECT DEPOSIT		1	0	V819079 6/25/2024	257.217.2170.000.000.000	$582.06
DIRECT DEPOSIT		1	0	V819079 6/25/2024	290.217.2170.000.000.000	$550.00
DIRECT DEPOSIT		1	0	V819079 6/25/2024	254.217.2170.000.000.000	$23.56
DIRECT DEPOSIT		1	0	V872114 6/25/2024	100.217.2170.000.000.000	$1,206,405.84
DIRECT DEPOSIT		1	0	V872114 6/25/2024	243.217.2170.000.000.000	$5,746.71

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1077 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
DIRECT DEPOSIT		1	0	V872114 6/25/2024	251.217.2170.000.000.000	$46,697.06
DIRECT DEPOSIT		1	0	V872114 6/25/2024	253.217.2170.000.000.000	$12,653.25
DIRECT DEPOSIT		1	0	V872114 6/25/2024	255.217.2170.000.000.000	$3,052.81
DIRECT DEPOSIT		1	0	V872114 6/25/2024	257.217.2170.000.000.000	$48,285.90
DIRECT DEPOSIT		1	0	V872114 6/25/2024	258.217.2170.000.000.000	$1,920.01
DIRECT DEPOSIT		1	0	V872114 6/25/2024	263.217.2170.000.000.000	($148.50)
DIRECT DEPOSIT		1	0	V872114 6/25/2024	270.217.2170.000.000.000	$1,944.64
DIRECT DEPOSIT		1	0	V872114 6/25/2024	271.217.2170.000.000.000	$16,000.38
DIRECT DEPOSIT		1	0	V872114 6/25/2024	290.217.2170.000.000.000	$43,948.70
DIRECT DEPOSIT		1	0	V872114 6/25/2024	284.217.2170.000.000.000	$2,111.79
DIRECT DEPOSIT		1	0	V872114 6/25/2024	254.217.2170.000.000.000	$6,140.32

Check #: 0

PO/InvoiceTotal:	$1,497,047.65
Vendor Total:	$1,497,047.65
Grand Total:	$1,497,047.65

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1078 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:14:22 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $8,204.15 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$7,154.00
243	PROFESSIONAL TECHNICAL - STATE	$22.67
250	ESSER III ARPA	$61.25
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$184.46
253	TITLE I-C ESEA MIGRANT FUND	$334.02
254	ESSER II CRSSA	$52.75
257	TITLE VI-B IDEA SPECIAL ED FUND	$74.55
270	TITLE III ESEA FED LEP	$53.34
290	FOOD SERVICE FUND	$267.11
		$8,204.15

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1078 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
AMERICAN FIDELITY FLEX						
Check Group:						
PAYROLL LIABILITY		1	0	V129493 6/25/2024	100.218.2180.039.000.000	$419.41
PAYROLL LIABILITY		1	0	V320276 6/25/2024	100.218.2180.039.000.000	$6,734.59
PAYROLL LIABILITY		1	0	V320276 6/25/2024	243.218.2180.039.000.000	$22.67
PAYROLL LIABILITY		1	0	V320276 6/25/2024	251.218.2180.039.000.000	$184.46
PAYROLL LIABILITY		1	0	V320276 6/25/2024	253.218.2180.039.000.000	$334.02
PAYROLL LIABILITY		1	0	V320276 6/25/2024	257.218.2180.039.000.000	$74.55
PAYROLL LIABILITY		1	0	V320276 6/25/2024	270.218.2180.039.000.000	$53.34
PAYROLL LIABILITY		1	0	V320276 6/25/2024	290.218.2180.039.000.000	$267.11
PAYROLL LIABILITY		1	0	V320276 6/25/2024	254.218.2180.039.000.000	$52.75
PAYROLL LIABILITY		1	0	V619968 6/25/2024	250.218.2180.039.000.000	$61.25

Check #: 0

PO/InvoiceTotal:	$8,204.15
Vendor Total:	$8,204.15
Grand Total:	$8,204.15

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1079 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:41:28 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $444,424.64 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$363,747.89
243	PROFESSIONAL TECHNICAL - STATE	$1,595.41
250	ESSER III ARPA	$25,633.86
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$12,807.29
253	TITLE I-C ESEA MIGRANT FUND	$3,589.55
254	ESSER II CRSSA	$1,867.17
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$1,130.46
257	TITLE VI-B IDEA SPECIAL ED FUND	$13,407.78
258	TITLE VI-B IDEA PRESCHOOL FUND	$375.23
260	MEDICAID	$2,936.77
270	TITLE III ESEA FED LEP	$575.69

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 16:53:42 Page: 1

Voucher No: 1079 **Voucher Date:** 06/25/2024

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$4,373.24
274	Stronger Connections Grant	$302.91
284	GEAR UP GRANT	$383.36
290	FOOD SERVICE FUND	$11,698.03
		$444,424.64

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1079 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
FEDERAL RESERVE BANK CHICAGO						
Check Group:						
PAYROLL LIABILITY		1	0	V436718 6/25/2024	260.218.2180.022.000.000	$575.37
PAYROLL LIABILITY		1	0	V436718 6/25/2024	250.218.2180.022.000.000	$7,754.38
PAYROLL LIABILITY		1	0	V436718 6/25/2024	274.218.2180.022.000.000	$41.97
PAYROLL LIABILITY		1	0	V700157 6/25/2024	100.218.2180.022.000.000	$101,874.73
PAYROLL LIABILITY		1	0	V700157 6/25/2024	243.218.2180.022.000.000	$452.57
PAYROLL LIABILITY		1	0	V700157 6/25/2024	251.218.2180.022.000.000	$2,769.49
PAYROLL LIABILITY		1	0	V700157 6/25/2024	253.218.2180.022.000.000	$862.85
PAYROLL LIABILITY		1	0	V700157 6/25/2024	255.218.2180.022.000.000	$349.84
PAYROLL LIABILITY		1	0	V700157 6/25/2024	257.218.2180.022.000.000	$3,054.62
PAYROLL LIABILITY		1	0	V700157 6/25/2024	258.218.2180.022.000.000	$8.33
PAYROLL LIABILITY		1	0	V700157 6/25/2024	270.218.2180.022.000.000	$146.97
PAYROLL LIABILITY		1	0	V700157 6/25/2024	271.218.2180.022.000.000	$1,158.26
PAYROLL LIABILITY		1	0	V700157 6/25/2024	290.218.2180.022.000.000	$1,806.33
PAYROLL LIABILITY		1	0	V700157 6/25/2024	254.218.2180.022.000.000	$569.17

Check #: 0

Voucher Detail Listing

Voucher Batch Number: 1079 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					PO/InvoiceTotal:	$121,424.88
					Vendor Total:	$121,424.88
SOCIAL SECURITY TRUST FUND						
Check Group:						
PAYROLL LIABILITY		1	0	V149044 6/25/2024	260.218.2180.021.000.000	$447.58
PAYROLL LIABILITY		1	0	V149044 6/25/2024	250.218.2180.021.000.000	$3,388.84
PAYROLL LIABILITY		1	0	V149044 6/25/2024	274.218.2180.021.000.000	$49.46
PAYROLL LIABILITY		1	0	V166907 6/25/2024	260.218.2180.020.000.000	$1,913.82
PAYROLL LIABILITY		1	0	V166907 6/25/2024	250.218.2180.020.000.000	$14,490.64
PAYROLL LIABILITY		1	0	V166907 6/25/2024	274.218.2180.020.000.000	$211.48
PAYROLL LIABILITY		1	0	V675678 6/25/2024	100.218.2180.020.000.000	$212,237.00
PAYROLL LIABILITY		1	0	V675678 6/25/2024	243.218.2180.020.000.000	$926.24
PAYROLL LIABILITY		1	0	V675678 6/25/2024	251.218.2180.020.000.000	$8,135.20
PAYROLL LIABILITY		1	0	V675678 6/25/2024	253.218.2180.020.000.000	$2,209.86
PAYROLL LIABILITY		1	0	V675678 6/25/2024	255.218.2180.020.000.000	$632.66
PAYROLL LIABILITY		1	0	V675678 6/25/2024	257.218.2180.020.000.000	$8,390.74
PAYROLL LIABILITY		1	0	V675678 6/25/2024	258.218.2180.020.000.000	$297.36

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1079 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V675678 6/25/2024	270.218.2180.020.000.000	$347.46
PAYROLL LIABILITY		1	0	V675678 6/25/2024	271.218.2180.020.000.000	$2,605.60
PAYROLL LIABILITY		1	0	V675678 6/25/2024	290.218.2180.020.000.000	$8,016.80
PAYROLL LIABILITY		1	0	V675678 6/25/2024	284.218.2180.020.000.000	$310.70
PAYROLL LIABILITY		1	0	V675678 6/25/2024	254.218.2180.020.000.000	$1,051.96
PAYROLL LIABILITY		1	0	V995590 6/25/2024	100.218.2180.021.000.000	$49,636.16
PAYROLL LIABILITY		1	0	V995590 6/25/2024	243.218.2180.021.000.000	$216.60
PAYROLL LIABILITY		1	0	V995590 6/25/2024	251.218.2180.021.000.000	$1,902.60
PAYROLL LIABILITY		1	0	V995590 6/25/2024	253.218.2180.021.000.000	$516.84
PAYROLL LIABILITY		1	0	V995590 6/25/2024	255.218.2180.021.000.000	$147.96
PAYROLL LIABILITY		1	0	V995590 6/25/2024	257.218.2180.021.000.000	$1,962.42
PAYROLL LIABILITY		1	0	V995590 6/25/2024	258.218.2180.021.000.000	$69.54
PAYROLL LIABILITY		1	0	V995590 6/25/2024	270.218.2180.021.000.000	$81.26
PAYROLL LIABILITY		1	0	V995590 6/25/2024	271.218.2180.021.000.000	$609.38
PAYROLL LIABILITY		1	0	V995590 6/25/2024	290.218.2180.021.000.000	$1,874.90

Voucher Detail Listing

Voucher Batch Number: 1079 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V995590 6/25/2024	284.218.2180.021.000.000	$72.66
PAYROLL LIABILITY		1	0	V995590 6/25/2024	254.218.2180.021.000.000	$246.04
					Check #: 0	
					PO/InvoiceTotal:	$322,999.76
					Vendor Total:	$322,999.76
					Grand Total:	$444,424.64

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1080 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:40:54 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $1,645.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$1,363.40
243	PROFESSIONAL TECHNICAL - STATE	$4.77
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$50.00
253	TITLE I-C ESEA MIGRANT FUND	$9.14
257	TITLE VI-B IDEA SPECIAL ED FUND	$17.69
258	TITLE VI-B IDEA PRESCHOOL FUND	$100.00
260	MEDICAID	$100.00
		$1,645.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1080 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
AMERICAN FIDELITY ASSURANCE						
Check Group:						
PAYROLL LIABILITY		1	0	V506463 6/25/2024	260.218.2180.032.000.000	$100.00
PAYROLL LIABILITY		1	0	V693334 6/25/2024	100.218.2180.032.000.000	$1,363.40
PAYROLL LIABILITY		1	0	V693334 6/25/2024	243.218.2180.032.000.000	$4.77
PAYROLL LIABILITY		1	0	V693334 6/25/2024	251.218.2180.032.000.000	$50.00
PAYROLL LIABILITY		1	0	V693334 6/25/2024	253.218.2180.032.000.000	$9.14
PAYROLL LIABILITY		1	0	V693334 6/25/2024	257.218.2180.032.000.000	$17.69
PAYROLL LIABILITY		1	0	V693334 6/25/2024	258.218.2180.032.000.000	$100.00
					Check #: 0	
					PO/InvoiceTotal:	$1,645.00
					Vendor Total:	$1,645.00
					Grand Total:	$1,645.00

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End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1081 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:40:05 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $44,657.91 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$34,140.61
250	ESSER III ARPA	$3,423.50
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$1,535.10
253	TITLE I-C ESEA MIGRANT FUND	$476.70
257	TITLE VI-B IDEA SPECIAL ED FUND	$500.54
258	TITLE VI-B IDEA PRESCHOOL FUND	$238.35
260	MEDICAID	$1,019.56
290	FOOD SERVICE FUND	$3,323.55
		$44,657.91

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 16:54:34 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1081 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
HEALTH SERVICES ADMINISTRATION (AFHSA)						
Check Group:						
PAYROLL LIABILITY		1	0	V146117 6/25/2024	260.218.2180.029.000.000	$1,019.56
PAYROLL LIABILITY		1	0	V146117 6/25/2024	250.218.2180.029.000.000	$3,423.50
PAYROLL LIABILITY		1	0	V232057 6/25/2024	100.218.2180.029.000.000	$34,140.61
PAYROLL LIABILITY		1	0	V232057 6/25/2024	251.218.2180.029.000.000	$1,535.10
PAYROLL LIABILITY		1	0	V232057 6/25/2024	257.218.2180.029.000.000	$500.54
PAYROLL LIABILITY		1	0	V232057 6/25/2024	253.218.2180.029.000.000	$476.70
PAYROLL LIABILITY		1	0	V232057 6/25/2024	290.218.2180.029.000.000	$3,323.55
PAYROLL LIABILITY		1	0	V232057 6/25/2024	258.218.2180.029.000.000	$238.35
					Check #: 0	
					PO/InvoiceTotal:	$44,657.91
					Vendor Total:	$44,657.91
					Grand Total:	$44,657.91

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1082 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:39:43 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $60,823.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$50,945.26
243	PROFESSIONAL TECHNICAL - STATE	$287.67
250	ESSER III ARPA	$3,678.39
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$1,620.78
253	TITLE I-C ESEA MIGRANT FUND	$407.66
254	ESSER II CRSSA	$310.83
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$214.50
257	TITLE VI-B IDEA SPECIAL ED FUND	$1,507.83
258	TITLE VI-B IDEA PRESCHOOL FUND	$12.33
260	MEDICAID	$282.02
270	TITLE III ESEA FED LEP	$23.80

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 16:54:57 Page: 1

Voucher No: **1082** **Voucher Date:** 06/25/2024

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$669.68
274	Stronger Connections Grant	$27.42
284	GEAR UP GRANT	$34.00
290	FOOD SERVICE FUND	$800.83
		$60,823.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1082 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
IDAHO TAX COMMISSION						
Check Group:						
PAYROLL LIABILITY		1	0	V33934 6/25/2024	100.218.2180.023.000.000	$50,945.26
PAYROLL LIABILITY		1	0	V33934 6/25/2024	243.218.2180.023.000.000	$287.67
PAYROLL LIABILITY		1	0	V33934 6/25/2024	251.218.2180.023.000.000	$1,620.78
PAYROLL LIABILITY		1	0	V33934 6/25/2024	253.218.2180.023.000.000	$407.66
PAYROLL LIABILITY		1	0	V33934 6/25/2024	255.218.2180.023.000.000	$214.50
PAYROLL LIABILITY		1	0	V33934 6/25/2024	257.218.2180.023.000.000	$1,507.83
PAYROLL LIABILITY		1	0	V33934 6/25/2024	258.218.2180.023.000.000	$12.33
PAYROLL LIABILITY		1	0	V33934 6/25/2024	270.218.2180.023.000.000	$23.80
PAYROLL LIABILITY		1	0	V33934 6/25/2024	271.218.2180.023.000.000	$669.68
PAYROLL LIABILITY		1	0	V33934 6/25/2024	290.218.2180.023.000.000	$800.83
PAYROLL LIABILITY		1	0	V33934 6/25/2024	284.218.2180.023.000.000	$34.00
PAYROLL LIABILITY		1	0	V33934 6/25/2024	254.218.2180.023.000.000	$310.83
PAYROLL LIABILITY		1	0	V78801 6/25/2024	260.218.2180.023.000.000	$282.02
PAYROLL LIABILITY		1	0	V78801 6/25/2024	250.218.2180.023.000.000	$3,678.39

Voucher Detail Listing

Voucher Batch Number: 1082 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V78801 6/25/2024	274.218.2180.023.000.000	$27.42
					Check #: 0	
					PO/InvoiceTotal:	$60,823.00
					Vendor Total:	$60,823.00
					Grand Total:	$60,823.00

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1083 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:39:08 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $431,296.22 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$350,069.51
243	PROFESSIONAL TECHNICAL - STATE	$1,662.67
250	ESSER III ARPA	$23,276.92
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$14,020.93
253	TITLE I-C ESEA MIGRANT FUND	$3,228.05
254	ESSER II CRSSA	$1,757.83
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$1,036.25
257	TITLE VI-B IDEA SPECIAL ED FUND	$14,953.12
258	TITLE VI-B IDEA PRESCHOOL FUND	$397.16
260	MEDICAID	$3,223.66
270	TITLE III ESEA FED LEP	$516.09

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 16:56:34 Page: 1

Voucher No: 1083 **Voucher Date:** 06/25/2024

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$4,381.11
274	Stronger Connections Grant	$329.34
284	GEAR UP GRANT	$448.26
290	FOOD SERVICE FUND	$11,995.32
		$431,296.22

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1083 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PUBLIC EMP. RETIREMENT SYS						
Check Group:						
Refund Peterson, Wendy (NELG)		1	0	V32554 6/21/2024	100.218.2180.020.000.000	($2,489.24)
PAYROLL LIABILITY		1	0	V431286 6/25/2024	100.218.2180.024.000.000	($933.64)
PAYROLL LIABILITY		1	0	V505899 6/25/2024	100.218.2180.024.000.000	$338,384.92
PAYROLL LIABILITY		1	0	V505899 6/25/2024	243.218.2180.024.000.000	$1,585.14
PAYROLL LIABILITY		1	0	V505899 6/25/2024	251.218.2180.024.000.000	$13,076.05
PAYROLL LIABILITY		1	0	V505899 6/25/2024	253.218.2180.024.000.000	$3,140.53
PAYROLL LIABILITY		1	0	V505899 6/25/2024	255.218.2180.024.000.000	$1,036.25
PAYROLL LIABILITY		1	0	V505899 6/25/2024	257.218.2180.024.000.000	$12,899.61
PAYROLL LIABILITY		1	0	V505899 6/25/2024	258.218.2180.024.000.000	$397.16
PAYROLL LIABILITY		1	0	V505899 6/25/2024	270.218.2180.024.000.000	$516.09
PAYROLL LIABILITY		1	0	V505899 6/25/2024	271.218.2180.024.000.000	$4,343.40
PAYROLL LIABILITY		1	0	V505899 6/25/2024	290.218.2180.024.000.000	$11,254.75
PAYROLL LIABILITY		1	0	V505899 6/25/2024	284.218.2180.024.000.000	$448.26
PAYROLL LIABILITY		1	0	V505899 6/25/2024	254.218.2180.024.000.000	$1,757.83

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1083 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Reporting Late Fees April 2024		1	0	V621669 5/30/2024	100.218.2180.020.000.000	$2,033.10
PAYROLL LIABILITY		1	0	V857679 6/25/2024	260.218.2180.033.000.000	$325.29
PAYROLL LIABILITY		1	0	V857679 6/25/2024	250.218.2180.033.000.000	$733.08
PAYROLL LIABILITY		1	0	V857679 6/25/2024	274.218.2180.033.000.000	$18.91
PAYROLL LIABILITY		1	0	V899436 6/25/2024	260.218.2180.024.000.000	$2,898.37
PAYROLL LIABILITY		1	0	V899436 6/25/2024	250.218.2180.024.000.000	$22,543.84
PAYROLL LIABILITY		1	0	V899436 6/25/2024	274.218.2180.024.000.000	$310.43
PAYROLL LIABILITY		1	0	V996083 6/25/2024	243.218.2180.033.000.000	$77.53
PAYROLL LIABILITY		1	0	V996083 6/25/2024	251.218.2180.033.000.000	$944.88
PAYROLL LIABILITY		1	0	V996083 6/25/2024	253.218.2180.033.000.000	$87.52
PAYROLL LIABILITY		1	0	V996083 6/25/2024	257.218.2180.033.000.000	$2,053.51
PAYROLL LIABILITY		1	0	V996083 6/25/2024	271.218.2180.033.000.000	$37.71
PAYROLL LIABILITY		1	0	V996083 6/25/2024	290.218.2180.033.000.000	$740.57
PAYROLL LIABILITY		1	0	V996083 6/25/2024	100.218.2180.033.000.000	$13,074.37

Check #: 0

PO/InvoiceTotal: $431,296.22

Vendor Total: $431,296.22

Voucher Detail Listing

Voucher Batch Number: 1083 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					Grand Total:	$431,296.22

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1084 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:38:35 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $10,995.80 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$8,987.45
243	PROFESSIONAL TECHNICAL - STATE	$44.89
250	ESSER III ARPA	$395.27
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$330.41
253	TITLE I-C ESEA MIGRANT FUND	$24.20
257	TITLE VI-B IDEA SPECIAL ED FUND	$383.93
258	TITLE VI-B IDEA PRESCHOOL FUND	$22.70
260	MEDICAID	$22.70
270	TITLE III ESEA FED LEP	$38.59
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$55.51
290	FOOD SERVICE FUND	$690.15

Voucher No: 1084 **Voucher Date:** 06/25/2024

Fund	Amount
	$10,995.80

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1084 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
WASHINGTON NATIONAL INS CO						
Check Group:						
PAYROLL LIABILITY		1	0	V511652 6/25/2024	100.218.2180.039.000.000	$8,987.45
PAYROLL LIABILITY		1	0	V511652 6/25/2024	243.218.2180.039.000.000	$44.89
PAYROLL LIABILITY		1	0	V511652 6/25/2024	251.218.2180.039.000.000	$330.41
PAYROLL LIABILITY		1	0	V511652 6/25/2024	253.218.2180.039.000.000	$24.20
PAYROLL LIABILITY		1	0	V511652 6/25/2024	257.218.2180.039.000.000	$383.93
PAYROLL LIABILITY		1	0	V511652 6/25/2024	258.218.2180.039.000.000	$22.70
PAYROLL LIABILITY		1	0	V511652 6/25/2024	270.218.2180.039.000.000	$38.59
PAYROLL LIABILITY		1	0	V511652 6/25/2024	271.218.2180.039.000.000	$55.51
PAYROLL LIABILITY		1	0	V511652 6/25/2024	290.218.2180.039.000.000	$690.15
PAYROLL LIABILITY		1	0	V559357 6/25/2024	260.218.2180.039.000.000	$22.70
PAYROLL LIABILITY		1	0	V559357 6/25/2024	250.218.2180.039.000.000	$395.27

Check #: 0

PO/InvoiceTotal:	$10,995.80
Vendor Total:	$10,995.80
Grand Total:	$10,995.80

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1085 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/24/2024 05:38:03 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $28,215.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$22,271.88
250	ESSER III ARPA	$1,749.17
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$782.93
253	TITLE I-C ESEA MIGRANT FUND	$317.40
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$45.99
257	TITLE VI-B IDEA SPECIAL ED FUND	$1,002.05
258	TITLE VI-B IDEA PRESCHOOL FUND	$45.99
260	MEDICAID	$246.89
270	TITLE III ESEA FED LEP	$102.17
274	Stronger Connections Grant	$45.99
290	FOOD SERVICE FUND	$1,605.46

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 16:58:48 Page: 1

Voucher No: 1085 **Voucher Date:** 06/25/2024

Fund	Amount
	$28,215.92

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1085 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
DELTA DENTAL						
Check Group:						
PAYROLL LIABILITY		1	0	V152279 6/25/2024	260.218.2180.026.000.000	$58.00
PAYROLL LIABILITY		1	0	V152279 6/25/2024	250.218.2180.026.000.000	$387.24
PAYROLL LIABILITY		1	0	V57043 6/25/2024	260.218.2180.026.000.000	$188.89
PAYROLL LIABILITY		1	0	V57043 6/25/2024	250.218.2180.026.000.000	$1,361.93
PAYROLL LIABILITY		1	0	V57043 6/25/2024	274.218.2180.026.000.000	$45.99
PAYROLL LIABILITY		1	0	V625193 6/25/2024	100.218.2180.026.000.000	$11,104.88
PAYROLL LIABILITY		1	0	V625193 6/25/2024	251.218.2180.026.000.000	$563.69
PAYROLL LIABILITY		1	0	V625193 6/25/2024	253.218.2180.026.000.000	$299.37
PAYROLL LIABILITY		1	0	V625193 6/25/2024	255.218.2180.026.000.000	$45.99
PAYROLL LIABILITY		1	0	V625193 6/25/2024	257.218.2180.026.000.000	$645.20
PAYROLL LIABILITY		1	0	V625193 6/25/2024	258.218.2180.026.000.000	$45.99
PAYROLL LIABILITY		1	0	V625193 6/25/2024	290.218.2180.026.000.000	$534.11
PAYROLL LIABILITY		1	0	V755763 6/25/2024	100.218.2180.026.000.000	$11,167.00
PAYROLL LIABILITY		1	0	V755763 6/25/2024	251.218.2180.026.000.000	$219.24

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1085 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V755763 6/25/2024	253.218.2180.026.000.000	$18.03
PAYROLL LIABILITY		1	0	V755763 6/25/2024	257.218.2180.026.000.000	$356.85
PAYROLL LIABILITY		1	0	V755763 6/25/2024	270.218.2180.026.000.000	$102.17
PAYROLL LIABILITY		1	0	V755763 6/25/2024	290.218.2180.026.000.000	$1,071.35
					Check #: 0	
					PO/InvoiceTotal:	$28,215.92
					Vendor Total:	$28,215.92
					Grand Total:	$28,215.92

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End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1086 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jenson

Printed: 06/25/2024 03:11:58 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $513,279.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$413,145.58
243	PROFESSIONAL TECHNICAL - STATE	$53.08
250	ESSER III ARPA	$27,544.05
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$14,135.76
253	TITLE I-C ESEA MIGRANT FUND	$3,881.25
254	ESSER II CRSSA	$1,000.10
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$1,833.16
257	TITLE VI-B IDEA SPECIAL ED FUND	$15,864.32
258	TITLE VI-B IDEA PRESCHOOL FUND	$1,176.93
260	MEDICAID	$5,865.60
270	TITLE III ESEA FED LEP	$1,633.74

Created By: rjensen **Posted By:** rjensen **Date:** 06/24/2024 17:35:37 Page: 1

Voucher No: 1086 **Voucher Date:** 06/25/2024

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$100.39
274	Stronger Connections Grant	$929.97
284	GEAR UP GRANT	$9.15
290	FOOD SERVICE FUND	$26,106.20
		$513,279.28

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1086 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
411 ISU CREDIT UNION							
Check Group:							
PAYROLL LIABILITY		1	0	V363911 6/25/2024	100.218.2180.030.000.000		$915.00
					Check #: 119396		
						PO/InvoiceTotal:	$915.00
						Vendor Total:	$915.00
AIG VALIC/COREBRIDGE							
Check Group:							
PAYROLL LIABILITY		1	0	V728471 6/25/2024	100.218.2180.032.000.000		$425.00
					Check #: 119397		
						PO/InvoiceTotal:	$425.00
						Vendor Total:	$425.00
ASPIRE FINANCIAL SERVICES							
Check Group:							
PAYROLL LIABILITY		1	0	V736409 6/25/2024	100.218.2180.032.000.000		$350.00
					Check #: 119398		
						PO/InvoiceTotal:	$350.00
						Vendor Total:	$350.00
BLUE CROSS OF IDAHO							
Check Group:							
PAYROLL LIABILITY		1	0	V244946 6/25/2024	100.218.2180.025.000.000		$148,884.84
PAYROLL LIABILITY		1	0	V244946 6/25/2024	251.218.2180.025.000.000		$5,409.01
PAYROLL LIABILITY		1	0	V244946 6/25/2024	253.218.2180.025.000.000		$329.37

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V244946 6/25/2024	257.218.2180.025.000.000	$4,112.78
PAYROLL LIABILITY		1	0	V244946 6/25/2024	270.218.2180.025.000.000	$1,553.72
PAYROLL LIABILITY		1	0	V244946 6/25/2024	290.218.2180.025.000.000	$9,601.50
PAYROLL LIABILITY		1	0	V297219 6/25/2024	260.218.2180.025.000.000	$2,487.57
PAYROLL LIABILITY		1	0	V297219 6/25/2024	250.218.2180.025.000.000	$14,853.10
PAYROLL LIABILITY		1	0	V297219 6/25/2024	274.218.2180.025.000.000	$913.95
PAYROLL LIABILITY		1	0	V31137 6/25/2024	260.218.2180.025.000.000	$365.58
PAYROLL LIABILITY		1	0	V31137 6/25/2024	250.218.2180.025.000.000	$1,690.85
PAYROLL LIABILITY		1	0	V33889 6/25/2024	100.218.2180.025.000.000	$97,276.03
PAYROLL LIABILITY		1	0	V33889 6/25/2024	251.218.2180.025.000.000	$4,053.60
PAYROLL LIABILITY		1	0	V33889 6/25/2024	253.218.2180.025.000.000	$1,824.30
PAYROLL LIABILITY		1	0	V33889 6/25/2024	257.218.2180.025.000.000	$1,418.76
PAYROLL LIABILITY		1	0	V33889 6/25/2024	258.218.2180.025.000.000	$675.60
PAYROLL LIABILITY		1	0	V33889 6/25/2024	290.218.2180.025.000.000	$7,904.70
Manning, M - Missed prem 12/2022		1	0	V552150 6/12/2024	100.218.2180.025.000.000	$15,921.90

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V948647 6/25/2024	100.218.2180.025.000.000	$123,169.13
PAYROLL LIABILITY		1	0	V948647 6/25/2024	251.218.2180.025.000.000	$3,929.99
PAYROLL LIABILITY		1	0	V948647 6/25/2024	253.218.2180.025.000.000	$1,485.20
PAYROLL LIABILITY		1	0	V948647 6/25/2024	255.218.2180.025.000.000	$1,142.44
PAYROLL LIABILITY		1	0	V948647 6/25/2024	257.218.2180.025.000.000	$9,612.41
PAYROLL LIABILITY		1	0	V948647 6/25/2024	258.218.2180.025.000.000	$456.97
PAYROLL LIABILITY		1	0	V948647 6/25/2024	290.218.2180.025.000.000	$6,397.65
PAYROLL LIABILITY		1	0	V948647 6/25/2024	254.218.2180.025.000.000	$913.95
PAYROLL LIABILITY		1	0	V971039 6/25/2024	260.218.2180.025.000.000	$2,634.84
PAYROLL LIABILITY		1	0	V971039 6/25/2024	250.218.2180.025.000.000	$9,644.82
					Check #: 119399	
					PO/InvoiceTotal:	$478,664.56
					Vendor Total:	$478,664.56
DENTAL BLUE CONNECT						
Check Group:						
PAYROLL LIABILITY		1	0	V137675 6/25/2024	100.218.2180.026.000.000	$4,094.69
PAYROLL LIABILITY		1	0	V137675 6/25/2024	257.218.2180.026.000.000	$81.23
PAYROLL LIABILITY		1	0	V137675 6/25/2024	290.218.2180.026.000.000	$486.78

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V137675 6/25/2024	254.218.2180.026.000.000	$47.79
PAYROLL LIABILITY		1	0	V434962 6/25/2024	260.218.2180.026.000.000	$62.14
PAYROLL LIABILITY		1	0	V434962 6/25/2024	250.218.2180.026.000.000	$95.58
PAYROLL LIABILITY		1	0	V502385 6/25/2024	260.218.2180.026.000.000	$71.69
PAYROLL LIABILITY		1	0	V502385 6/25/2024	250.218.2180.026.000.000	$238.95
PAYROLL LIABILITY		1	0	V566360 6/25/2024	100.218.2180.026.000.000	$1,189.88
PAYROLL LIABILITY		1	0	V566360 6/25/2024	251.218.2180.026.000.000	$95.58
PAYROLL LIABILITY		1	0	V566360 6/25/2024	255.218.2180.026.000.000	$11.95
PAYROLL LIABILITY		1	0	V566360 6/25/2024	257.218.2180.026.000.000	$47.79
PAYROLL LIABILITY		1	0	V566360 6/25/2024	258.218.2180.026.000.000	$23.89
PAYROLL LIABILITY		1	0	V566360 6/25/2024	290.218.2180.026.000.000	$848.36
					Check #: 119400	
					PO/InvoiceTotal:	$7,396.30
					Vendor Total:	$7,396.30
FIDUCIARY TRUST COMPANY						
Check Group:						
PAYROLL LIABILITY		1	0	V493033 6/25/2024	100.218.2180.032.000.000	$775.00
					Check #: 119401	

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$775.00
						Vendor Total:	$775.00
IDAHO CHILD SUPPORT SERVICE							
Check Group:							
PAYROLL LIABILITY		1	0	V615451 6/25/2024	100.218.2180.039.000.000		$1,160.71
PAYROLL LIABILITY		1	0	V615451 6/25/2024	271.218.2180.039.000.000		$37.22
					Check #: 119402		
						PO/InvoiceTotal:	$1,197.93
						Vendor Total:	$1,197.93
IDAHO DEPARTMENT OF LABOR							
Check Group:							105
PAYROLL LIABILITY		1	0	V537585 6/25/2024	100.218.2180.039.000.000		$535.30
					Check #: 119403		
						PO/InvoiceTotal:	$535.30
						Vendor Total:	$535.30
IEA NEA							
Check Group:							
PAYROLL LIABILITY		1	0	V414574 6/25/2024	260.218.2180.039.000.000		$5.82
PAYROLL LIABILITY		1	0	V414574 6/25/2024	250.218.2180.039.000.000		$327.39
PAYROLL LIABILITY		1	0	V857072 6/25/2024	100.218.2180.039.000.000		$4,428.52
PAYROLL LIABILITY		1	0	V857072 6/25/2024	243.218.2180.039.000.000		$35.36
PAYROLL LIABILITY		1	0	V857072 6/25/2024	251.218.2180.039.000.000		$249.43

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V857072 6/25/2024	253.218.2180.039.000.000	$79.25
PAYROLL LIABILITY		1	0	V857072 6/25/2024	257.218.2180.039.000.000	$175.94
PAYROLL LIABILITY		1	0	V857072 6/25/2024	270.218.2180.039.000.000	$24.72
PAYROLL LIABILITY		1	0	V857072 6/25/2024	271.218.2180.039.000.000	$29.86
PAYROLL LIABILITY		1	0	V857072 6/25/2024	290.218.2180.039.000.000	$52.52
PAYROLL LIABILITY		1	0	V857072 6/25/2024	254.218.2180.039.000.000	$4.16
					Check #: 119404	106
					PO/InvoiceTotal:	$5,412.97
					Vendor Total:	$5,412.97
IMPACT ATHLETIC						
Check Group:						
PAYROLL LIABILITY		1	0	V538733 6/25/2024	100.218.2180.039.000.000	$1,167.81
PAYROLL LIABILITY		1	0	V538733 6/25/2024	243.218.2180.039.000.000	$3.52
PAYROLL LIABILITY		1	0	V538733 6/25/2024	253.218.2180.039.000.000	$3.61
PAYROLL LIABILITY		1	0	V538733 6/25/2024	271.218.2180.039.000.000	$10.93
PAYROLL LIABILITY		1	0	V538733 6/25/2024	290.218.2180.039.000.000	$58.94
PAYROLL LIABILITY		1	0	V538733 6/25/2024	254.218.2180.039.000.000	$6.28
PAYROLL LIABILITY		1	0	V543930 6/25/2024	260.218.2180.039.000.000	$106.64

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					Check #: 119405	
					PO/InvoiceTotal:	$1,357.73
					Vendor Total:	$1,357.73
LIFEMAP ASSURANCE CO - VISION						
Check Group:						
PAYROLL LIABILITY		1	0	V637141 6/25/2024	100.218.2180.023.000.000	$1,001.40
PAYROLL LIABILITY		1	0	V637141 6/25/2024	100.218.2180.028.000.000	$2,379.46
PAYROLL LIABILITY		1	0	V637141 6/25/2024	251.218.2180.023.000.000	$33.56
PAYROLL LIABILITY		1	0	V637141 6/25/2024	251.218.2180.028.000.000	$106.43
PAYROLL LIABILITY		1	0	V637141 6/25/2024	253.218.2180.023.000.000	$18.12
PAYROLL LIABILITY		1	0	V637141 6/25/2024	253.218.2180.028.000.000	$25.14
PAYROLL LIABILITY		1	0	V637141 6/25/2024	255.218.2180.028.000.000	$7.74
PAYROLL LIABILITY		1	0	V637141 6/25/2024	257.218.2180.023.000.000	$34.91
PAYROLL LIABILITY		1	0	V637141 6/25/2024	257.218.2180.028.000.000	$113.88
PAYROLL LIABILITY		1	0	V637141 6/25/2024	258.218.2180.028.000.000	$9.28
PAYROLL LIABILITY		1	0	V637141 6/25/2024	270.218.2180.023.000.000	$5.28
PAYROLL LIABILITY		1	0	V637141 6/25/2024	270.218.2180.028.000.000	$10.52
PAYROLL LIABILITY		1	0	V637141 6/25/2024	290.218.2180.023.000.000	$59.17

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V637141 6/25/2024	290.218.2180.028.000.000	$204.27
PAYROLL LIABILITY		1	0	V637141 6/25/2024	254.218.2180.028.000.000	$6.19
PAYROLL LIABILITY		1	0	V676506 6/25/2024	260.218.2180.028.000.000	$43.35
PAYROLL LIABILITY		1	0	V676506 6/25/2024	260.218.2180.023.000.000	$7.49
PAYROLL LIABILITY		1	0	V676506 6/25/2024	250.218.2180.023.000.000	$55.68
PAYROLL LIABILITY		1	0	V676506 6/25/2024	250.218.2180.028.000.000	$185.69
PAYROLL LIABILITY		1	0	V676506 6/25/2024	274.218.2180.028.000.000	$6.19
					Check #: 119406	
					PO/InvoiceTotal:	$4,313.75
					Vendor Total:	$4,313.75
LIFEMAP ASSURANCE COMPANY						
Check Group:						
PAYROLL LIABILITY		1	0	V113017 6/25/2024	100.218.2180.039.000.000	$4.50
PAYROLL LIABILITY		1	0	V133732 6/25/2024	100.218.2180.027.000.000	$3,519.51
PAYROLL LIABILITY		1	0	V133732 6/25/2024	251.218.2180.027.000.000	$159.61
PAYROLL LIABILITY		1	0	V133732 6/25/2024	253.218.2180.027.000.000	$32.57
PAYROLL LIABILITY		1	0	V133732 6/25/2024	255.218.2180.027.000.000	$2.29
PAYROLL LIABILITY		1	0	V133732 6/25/2024	257.218.2180.027.000.000	$179.34

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V133732 6/25/2024	258.218.2180.027.000.000	$9.15
PAYROLL LIABILITY		1	0	V133732 6/25/2024	270.218.2180.027.000.000	$15.56
PAYROLL LIABILITY		1	0	V133732 6/25/2024	290.218.2180.027.000.000	$320.25
PAYROLL LIABILITY		1	0	V133732 6/25/2024	284.218.2180.027.000.000	$9.15
PAYROLL LIABILITY		1	0	V133732 6/25/2024	254.218.2180.027.000.000	$18.30
PAYROLL LIABILITY		1	0	V144603 6/25/2024	100.218.2180.039.000.000	$2,072.29
PAYROLL LIABILITY		1	0	V144603 6/25/2024	243.218.2180.039.000.000	$8.69
PAYROLL LIABILITY		1	0	V144603 6/25/2024	251.218.2180.039.000.000	$70.86
PAYROLL LIABILITY		1	0	V144603 6/25/2024	253.218.2180.039.000.000	$10.20
PAYROLL LIABILITY		1	0	V144603 6/25/2024	257.218.2180.039.000.000	$42.09
PAYROLL LIABILITY		1	0	V144603 6/25/2024	258.218.2180.039.000.000	$0.40
PAYROLL LIABILITY		1	0	V144603 6/25/2024	270.218.2180.039.000.000	$3.06
PAYROLL LIABILITY		1	0	V144603 6/25/2024	271.218.2180.039.000.000	$12.51
PAYROLL LIABILITY		1	0	V144603 6/25/2024	290.218.2180.039.000.000	$32.74
PAYROLL LIABILITY		1	0	V144603 6/25/2024	254.218.2180.039.000.000	$1.00

Voucher Detail Listing

Voucher Batch Number: 1086 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V169297 6/25/2024	260.218.2180.039.000.000	$0.74
PAYROLL LIABILITY		1	0	V169297 6/25/2024	250.218.2180.039.000.000	$4.33
PAYROLL LIABILITY		1	0	V226196 6/25/2024	100.218.2180.039.000.000	$44.74
PAYROLL LIABILITY		1	0	V226196 6/25/2024	243.218.2180.039.000.000	$0.25
PAYROLL LIABILITY		1	0	V226196 6/25/2024	251.218.2180.039.000.000	$0.43
PAYROLL LIABILITY		1	0	V226196 6/25/2024	253.218.2180.039.000.000	$1.18
PAYROLL LIABILITY		1	0	V226196 6/25/2024	257.218.2180.039.000.000	$3.04
PAYROLL LIABILITY		1	0	V226196 6/25/2024	258.218.2180.039.000.000	$0.56
PAYROLL LIABILITY		1	0	V226196 6/25/2024	271.218.2180.039.000.000	$0.95
PAYROLL LIABILITY		1	0	V226196 6/25/2024	290.218.2180.039.000.000	$3.36
PAYROLL LIABILITY		1	0	V376007 6/25/2024	100.218.2180.039.000.000	$697.65
PAYROLL LIABILITY		1	0	V376007 6/25/2024	243.218.2180.039.000.000	$5.22
PAYROLL LIABILITY		1	0	V376007 6/25/2024	251.218.2180.039.000.000	$10.64
PAYROLL LIABILITY		1	0	V376007 6/25/2024	253.218.2180.039.000.000	$2.78
PAYROLL LIABILITY		1	0	V376007 6/25/2024	257.218.2180.039.000.000	$16.36

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V376007 6/25/2024	258.218.2180.039.000.000	$0.40
PAYROLL LIABILITY		1	0	V376007 6/25/2024	270.218.2180.039.000.000	$6.12
PAYROLL LIABILITY		1	0	V376007 6/25/2024	271.218.2180.039.000.000	$8.92
PAYROLL LIABILITY		1	0	V376007 6/25/2024	290.218.2180.039.000.000	$61.00
PAYROLL LIABILITY		1	0	V376007 6/25/2024	254.218.2180.039.000.000	$1.00
PAYROLL LIABILITY		1	0	V610538 6/25/2024	100.218.2180.039.000.000	$52.22
PAYROLL LIABILITY		1	0	V610538 6/25/2024	257.218.2180.039.000.000	$1.78
PAYROLL LIABILITY		1	0	V612785 6/25/2024	260.218.2180.039.000.000	$7.62
PAYROLL LIABILITY		1	0	V612785 6/25/2024	250.218.2180.039.000.000	$111.61
PAYROLL LIABILITY		1	0	V715906 6/25/2024	100.218.2180.039.000.000	$6.10
PAYROLL LIABILITY		1	0	V717511 6/25/2024	100.218.2180.039.000.000	$15.62
PAYROLL LIABILITY		1	0	V717511 6/25/2024	243.218.2180.039.000.000	$0.04
PAYROLL LIABILITY		1	0	V717511 6/25/2024	251.218.2180.039.000.000	$1.98
PAYROLL LIABILITY		1	0	V717511 6/25/2024	257.218.2180.039.000.000	$0.21
PAYROLL LIABILITY		1	0	V717511 6/25/2024	290.218.2180.039.000.000	($16.80)

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V717511 6/25/2024	254.218.2180.039.000.000	$0.07
PAYROLL LIABILITY		1	0	V72808 6/25/2024	100.218.2180.039.000.000	$34.22
PAYROLL LIABILITY		1	0	V72808 6/25/2024	257.218.2180.039.000.000	$1.78
PAYROLL LIABILITY		1	0	V730257 6/25/2024	260.218.2180.039.000.000	$0.76
PAYROLL LIABILITY		1	0	V730257 6/25/2024	250.218.2180.039.000.000	$44.03
PAYROLL LIABILITY		1	0	V882529 6/25/2024	260.218.2180.027.000.000	$66.80
PAYROLL LIABILITY		1	0	V882529 6/25/2024	250.218.2180.027.000.000	$269.92
PAYROLL LIABILITY		1	0	V882529 6/25/2024	274.218.2180.027.000.000	$9.15
					Check #: 119407	
					PO/InvoiceTotal:	$8,000.85
					Vendor Total:	$8,000.85
MC FITNESS AND COMMUNITY CENTER						
Check Group:						
PAYROLL LIABILITY		1	0	V95836 6/25/2024	100.218.2180.039.000.000	$108.00
PAYROLL LIABILITY		1	0	V95836 6/25/2024	290.218.2180.039.000.000	$54.00
					Check #: 119408	
					PO/InvoiceTotal:	$162.00
					Vendor Total:	$162.00
MCEA MINDOKA CNTY TEACHERS ASC						
Check Group:						

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
PAYROLL LIABILITY		1	0	V501243 6/25/2024	100.218.2180.039.000.000		$21.00
					Check #: 119409		
						PO/InvoiceTotal:	$21.00
						Vendor Total:	$21.00
MIDLAND NATIONAL							
Check Group:							
PAYROLL LIABILITY		1	0	V484922 6/25/2024	253.218.2180.032.000.000		$64.00
					Check #: 119410		
						PO/InvoiceTotal:	$64.00
						Vendor Total:	$64.00
MINIDOKA COUNTY SCHOOL DIST							
Check Group:							
PAYROLL LIABILITY		1	0	V284435 6/25/2024	100.218.2180.039.000.000		$14.00
					Check #: 119411		
						PO/InvoiceTotal:	$14.00
						Vendor Total:	$14.00
MINIDOKA COUNTY SHERIFF GARN							
Check Group:							
PAYROLL LIABILITY		1	0	V632080 6/25/2024	100.218.2180.039.000.000		$1,739.68
					Check #: 119412		
						PO/InvoiceTotal:	$1,739.68
						Vendor Total:	$1,739.68
NCPERS IDAHO							
Check Group:							
PAYROLL LIABILITY		1	0	V904641 6/25/2024	100.218.2180.039.000.000		$212.75

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Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V904641 6/25/2024	251.218.2180.039.000.000	$4.00
PAYROLL LIABILITY		1	0	V904641 6/25/2024	253.218.2180.039.000.000	$2.40
PAYROLL LIABILITY		1	0	V904641 6/25/2024	257.218.2180.039.000.000	$7.25
PAYROLL LIABILITY		1	0	V904641 6/25/2024	270.218.2180.039.000.000	$13.60
PAYROLL LIABILITY		1	0	V904641 6/25/2024	290.218.2180.039.000.000	$16.00
					Check #: 119413	
					PO/InvoiceTotal:	$256.00
					Vendor Total:	$256.00
NORTHWEST PROFESSIONAL EDUCATORS						
Check Group:						
PAYROLL LIABILITY		1	0	V409475 6/25/2024	257.218.2180.039.000.000	$3.08
PAYROLL LIABILITY		1	0	V409475 6/25/2024	100.218.2180.039.000.000	$89.42
					Check #: 119414	
					PO/InvoiceTotal:	$92.50
					Vendor Total:	$92.50
PRIMEPAY, LLC						
Check Group:						
PAYROLL LIABILITY		1	0	V333823 6/25/2024	260.218.2180.025.000.000	$4.56
PAYROLL LIABILITY		1	0	V333823 6/25/2024	250.218.2180.025.000.000	$22.10
PAYROLL LIABILITY		1	0	V333823 6/25/2024	274.218.2180.025.000.000	$0.68

Voucher Detail Listing

Voucher Batch Number: 1086 06/25/2024

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V359682 6/25/2024	100.218.2180.025.000.000	$262.75
PAYROLL LIABILITY		1	0	V359682 6/25/2024	251.218.2180.025.000.000	$10.64
PAYROLL LIABILITY		1	0	V359682 6/25/2024	253.218.2180.025.000.000	$3.13
PAYROLL LIABILITY		1	0	V359682 6/25/2024	255.218.2180.025.000.000	$0.85
PAYROLL LIABILITY		1	0	V359682 6/25/2024	257.218.2180.025.000.000	$11.69
PAYROLL LIABILITY		1	0	V359682 6/25/2024	258.218.2180.025.000.000	$0.68
PAYROLL LIABILITY		1	0	V359682 6/25/2024	270.218.2180.025.000.000	$1.16
PAYROLL LIABILITY		1	0	V359682 6/25/2024	290.218.2180.025.000.000	$21.76
PAYROLL LIABILITY		1	0	V359682 6/25/2024	254.218.2180.025.000.000	$1.36
					Check #: 119415	
					PO/InvoiceTotal:	$341.36
					Vendor Total:	$341.36
PROVIDENT LIFE						
Check Group:						
PAYROLL LIABILITY		1	0	V43773 6/25/2024	100.218.2180.039.000.000	$26.46
					Check #: 119416	
					PO/InvoiceTotal:	$26.46
					Vendor Total:	$26.46
RELIASTAR LIFE INS COMPANY						
Check Group:						

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Voucher Detail Listing

Voucher Batch Number: 1086 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
PAYROLL LIABILITY		1	0	V879464 6/25/2024	100.218.2180.032.000.000		$550.00
					Check #: 119417		
						PO/InvoiceTotal:	$550.00
						Vendor Total:	$550.00
WASHINGTON STATE SUPPORT REGISTRY							
Check Group:							
PAYROLL LIABILITY		1	0	V503637 6/25/2024	255.218.2180.039.000.000		$667.89
					Check #: 119418		
						PO/InvoiceTotal:	$667.89
						Vendor Total:	$667.89
						Grand Total:	$513,279.28

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1087 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/26/2024 12:27:35 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $3,119.67 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$1,491.28
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$1,628.39
		$3,119.67

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1087 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
FEDERAL RESERVE BANK CHICAGO							
Check Group:							
PAYROLL LIABILITY		1	0	V209947 6/25/2024	100.218.2180.022.000.000		$75.00
PAYROLL LIABILITY		1	0	V209947 6/25/2024	255.218.2180.022.000.000		$422.25
					Check #: 0		
						PO/InvoiceTotal:	$497.25
						Vendor Total:	$497.25
SOCIAL SECURITY TRUST FUND							
Check Group:							
PAYROLL LIABILITY		1	0	V224631 6/25/2024	100.218.2180.021.000.000		$218.60
PAYROLL LIABILITY		1	0	V224631 6/25/2024	255.218.2180.021.000.000		$228.62
PAYROLL LIABILITY		1	0	V318455 6/25/2024	100.218.2180.020.000.000		$934.72
PAYROLL LIABILITY		1	0	V318455 6/25/2024	255.218.2180.020.000.000		$977.52
PAYROLL LIABILITY		1	0	V759179 6/25/2024	100.218.2180.020.000.000		$213.12
PAYROLL LIABILITY		1	0	V774277 6/25/2024	100.218.2180.021.000.000		$49.84
					Check #: 0		
						PO/InvoiceTotal:	$2,622.42
						Vendor Total:	$2,622.42
						Grand Total:	$3,119.67

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End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1088 **Voucher Date:** 06/25/2024 Prepared By: Rachel Jensen

Printed: 06/26/2024 12:28:18 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $379.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$75.00
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$304.00
		$379.00

Created By: rjensen **Posted By:** rjensen **Date:** 06/26/2024 10:25:21 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1088 **06/25/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
IDAHO TAX COMMISSION						
Check Group:						
PAYROLL LIABILITY		1	0	V252651 6/25/2024	100.218.2180.023.000.000	$75.00
PAYROLL LIABILITY		1	0	V252651 6/25/2024	255.218.2180.023.000.000	$304.00
					Check #: 0	
					PO/InvoiceTotal:	$379.00
					Vendor Total:	$379.00
					Grand Total:	$379.00

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1089 **Voucher Date:** 07/02/2024 Prepared By: Rachel Jensen

Printed: 07/03/2024 11:28:24 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $206.64 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
250	ESSER III ARPA	$206.64
		$206.64

Created By: rjensen **Posted By:** rjensen **Date:** 07/03/2024 11:19:42 Page: 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1089 **07/02/2024**

Fiscal Year: 2023-2024

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
SOCIAL SECURITY TRUST FUND						
Check Group:						
PAYROLL LIABILITY		1	0	V268058 7/2/2024	250.218.2180.021.000.000	$39.16
PAYROLL LIABILITY		1	0	V459240 7/2/2024	250.218.2180.020.000.000	$167.48
					Check #: 0	
					PO/InvoiceTotal:	$206.64
					Vendor Total:	$206.64
					Grand Total:	$206.64

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: DSC

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	212046	Rifton wood standing frame		$3,125	0	Dispose
2	204990	Rifton wood standing frame		$2,880	0	Dispose
3	101688	Rifton wood standing frame		$ 1,300	0	Dispose
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

SIGNATURE Sherry Bergham (Building Principal) **DATE** 6-18-24

SIGNATURE (Removal From Building - Maintenance Work Order) **DATE**

SIGNATURE VALUE AUTHORIZATION (Maintenance/Technology/Curriculum Supervisor) **DATE**

SIGNATURE * REQUIRES BOARD APPROVAL (Board Authorization) **DATE**

DELETED FROM GFA LISTING BY **DATE**

MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: District Service Center - Technology

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	J1075CA005719	AOC 197S-1 monitor	J1075CA005719	$ -	0	
2	J1075CA007788	AOC 197S-1 monitor	J1075CA007788	$ -	0	
3	SW00152505001749	Creative SBS15	SW00152505001749	$ -	0	
4	2MFCWG1	Optiplex 755	2MFCWG1	$ -	0	
5	250044-MBA-27M	cortelco landline phone	250044-MBA-27M	$ -	0	
6	7D73MG1	Dell Poweredge 2950	7D73MG1	$ -	0	
7	3QBLRG11	Dell Poweredge 2950	3QBLRG11	$ -	0	
8	2yz5gx1	Dell Optiplex 7010	2yz5gx1	$ -	0	
9	49B6XC1	Dell Poweredge 2950	49B6XC1	$ -	0	
10	C86QG1XEF9H6	APPLE AIRPORT EXTREME WIFI BASE	C86QG1XEF9H6	$ -	0	
11	1YG6BD1	Dell Poweredge 2950	1YG6BD1	$ -	0	
12	PT000223774	iBOSS Server	PT000223774	$ -	0	
13	C82500A14L70236	Dell Poweredge 2950	C82500A14L70236	$ -	0	
14	C82500A13L70287	Dell Poweredge 2950	C82500A13L70287	$ -	0	
15	PT000222227	iBOSS Server	PT000222227	$ -	0	
16	C84601003K90315	Supermicro	C84601003K90315	$ -	0	
17	PT000241359	iBOSS Server	PT000241359	$ -	0	
18	C02HGKNHQ05D	Apple M1 Macbook	C02HGKNHQ05D	$ -	0	
19	33BF017AEFF4/201	Router BOARD 493AH	33BF017AEFF4/201	$ -	0	
20				$ -	0	
21				$ -	0	

(Building Principal)

SIGNATURE DATE 7/17/24

(Removal From Building - Maintenance Work Order)

SIGNATURE DATE

VALUE AUTHORIZATION (Maintenance/Technology/Curriculum Supervisor)

SIGNATURE DATE

* REQUIRES BOARD APPROVAL (Board Authorization)

DELETED FROM GFA LISTING BY DATE

MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: District Service Center - Technology

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	239PXG1	Dell Latitude E5500	239PXG1	$ -	0	
2	86J19K1	Dell Latitude E5500	86J19K1	$ -	0	
3	G19PXG1	Dell Latitude E5500	G19PXG1	$ -	0	
4	C02N7XHPG3QH	MacBook Pro 13"	C02N7XHPG3QH	$ -	0	
5	C02RLM5KFVH3	MacBook Pro 13"	C02RLM5KFVH3	$ -	0	
6	C02HGKPQQ05D	MacBook Pro 13"	C02HGKPQQ05D	$ -	0	
7	YG4D2KWVXR	MacBook Pro 13"	YG4D2KWVXR	$ -	0	
8	FVFVT4DDHV22	MacBook Pro 13"	FVFVT4DDHV22	$ -	0	
9	FVFVV30VHV22	MacBook Pro 13"	FVFVV30VHV22	$ -	0	
10	FVFVV2JAHV22	MacBook Pro 13"	FVFVV2JAHV22	$ -	0	
11	FVFXV5G8HV22	MacBook Pro 13"	FVFXV5G8HV22	$ -	0	
12	MM72WJN92X	IPAD 6TH GEN	MM72WJN92X	$ -	0	
13	F9FDF3X8MF3M	IPAD 6TH GEN	F9FDF3X8MF3M	$ -	0	
14	5375587	Dell Optiplex 7010	5375587	$ -	0	
15	f9gtnvy0hlf9	Ipad 5th gen	f9gtnvy0hlf9	$ -	0	
16	T2845	Kyocera P2235dw	T2845	$ -	0	
17	7J8J9Y1	IPAD 6TH GEN	7J8J9Y1	$ -	0	
18	DMPZCWJTJF8J	IPAD 6TH GEN	DMPZCWJTJF8J	$ -	0	
19				$ -	0	
20				$ -	0	
21				$ -	0	

(Building Principal)

SIGNATURE **DATE** 7/17/24

(Removal From Building - Maintenance Work Order)

SIGNATURE **DATE**

VALUE AUTHORIZATION (Maintenance/Technology/Curriculum Supervisor)

SIGNATURE **DATE**

* REQUIRES BOARD APPROVAL (Board Authorization)

DELETED FROM GFA LISTING BY **DATE**

DMPYC03SJF8J	DMPYXAUXJF8J	DMPYXAZFJF8J	DMPZ1WKXJF8J	DMQYWZFNJF8J	DMQYWY3BJF8J	DMPYJ2C4JF8J	DLXW24K7J262	
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DMPY9QESJF8J	DMPYXAVLJF8J	DMPYXB1UJF8J	DMPZ1WL1JF8J	DMPZ1WPPJF8J	DMQYWY3YJF8J	DMPX2TY2JF8J	DMPTT4WUHP50	
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DMPY9RSWJF8J	DMPYXAXPJF8J	DMPZ1WE0JF8J	DMPZ1WLZJF8J	DMQYWHSUJF8J	DMPZ1WPSJF8J	DMPZ1WRMJF8J	GCHV2KZ3HLF9	
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DMPY9RWBJF8J	DMPYXAHDJF8J	DMPZ1WEPJF8J	DMPZ1WMHJF8J	DMPX2TPWJF8J	DMPZ1VQLJF8J	DMPZ1WQ8JF8J	GCGV2504HLF9	
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DMPX2SAZJF8J	DMQYWT2BJF8J	DMPZ1WF3JF8J	DMPZ1WJKJF8J	DMQYWZGFJF8J	DMPZ1VQRJF8J	DMPZ1WQAJF8J	FVFXV675HV22	2017 MACBOOK PRO
DMPY9SD8JF8J	DMPYXAJJJF8J	DMPZ1WFAJF8J	DMPZ1WJSJF8J	DMQYWZGNJF8J	DMPZ1VR3JF8J	DMPZ1V9WJF8J	FVFVT4DDHV22	2017 MACBOOK PRO
DMPWFU63JF8J	DMPYXAJKJF8J	DMPZ1WFKJF8J	DMPZ1WJTJF8J	DMQYWZGPJF8J	DMPZ1VRLJF8J	DMPZ1VFWJF8J	FVFVV30VHV22	2017 MACBOOK PRO
DMPY9SS5JF8J	DMPYXAKXJF8J	DMPZ1WFRJF8J	DMPZ1WKAJF8J	DMQYWZGXJF8J	DMPZ1VRSJF8J	DMPZ1VG4JF8J	FVFVV2JAHV22	2017 MACBOOK PRO
DMPY9SSKJF8J	DMPYXAL4JF8J	DMPZ1WFYJF8J	DMPZ1WKCJF8J	DMQYWZH5JF8J	DMPZ1VRTJF8J	DMPZ1VGFJF8J	FVFXV5G8HV22	2017 MACBOOK PRO
DMPY9SXGJF8J	DMPYXAL7JF8J	DMPZ1WGXJF8J	DMPZ1WL3JF8J	DMQYWZHGJF8J	DMPX9SXCJF8J	DMPZ1VGVJF8J	FVFXV64SHV22	2017 MACBOOK PRO
DMPY9T0LJF8J	DMPYXALSJF8J	DMPZ1WGZJF8J	DMPZ1WLAJF8J	DMQYWZHHJF8J	DMPZ1VSYJF8J	DMPZ1VH4JF8J	FVFXV591HV22	2017 MACBOOK PRO
DMPY9T5MJF8J	DMQYWTEQJF8J	DMPZ1WH9JF8J	DMPZ1WLTJF8J	DMQYWZHTJF8J	DMPZ1VT9JF8J	DMPZ1VJ5JF8J	FVFXRGGPHV22	2017 MACBOOK PRO
DMPZ1WM2JF8J	DMQYWT57JF8J	DMPZ1WHUJF8J	DMQYWSZ6JF8J	DMQYWZN2JF8J	DMPZ1VTGJF8J	DMPZ1VJMJF8J	FVFXV6M9HV22	2017 MACBOOK PRO
DMPZ1WM6JF8J	DMQYWT67JF8J	DMPZ1WR0JF8J	DMPZ1WMEJF8J	DMQYWZQYJF8J	DMPZ1VTSJF8J	DMPZ1VJVJF8J		
DMPZ1WMMJF8J	DMQYWT9VJF8J	DMPZ1WMUJF8J	DMPZ1WNZJF8J	DMPX2T2PJF8J	DMPZ1VURJF8J	DMPZ1VLSJF8J		
DMPZ1WMNJF8J	DMQYWTC6JF8J	DMPZ1WMVJF8J	F6QC70BLJF8J	DMPX2T66JF8J	DMPZ1VV0JF8J	DMPZ1VM3JF8J		
DMPZ1WMRJF8J	DMQYWT51JF8J	DMPZ1WMWJF8J	DMPZ1WP5JF8J	DMPX2T9GJF8J	DMPZ1VVHJF8J	DMPZ1VN2JF8J		
DMPZ1WMXJF8J	DMPYXAJ4JF8J	DMPZ1WMYJF8J	DMPZ1WPJJF8J	DMPX2TF3JF8J	DMPZ1VWGJF8J	DMPZ1VNCJF8J		
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DMPZ1WN8JF8J	DMQYWTDSJF8J	DMPZ1WN7JF8J	DMPZ1WR3JF8J	DMPX2TQMJF8J	DMPZ1VWWJF8J	DMPZ1VNHJF8J		
DMPZ1WNFJF8J	DMQYWHRWJF8J	DMPZ1WNCJF8J	DMQYWHWKJF8J	DMPX2TTPJF8J	DMPZ1VX1JF8J	DMPZ1WPEJF8J		
DMPZ1WNHJF8J	DMQYWT6LJF8J	DMPZ1WNJJF8J	DMQYWHX0JF8J	DMPX2THEJF8J	DMPZ1VXSJF8J	DMPZ1VNTJF8J		
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DMPZ1WP7JF8J	DMPYXAD0JF8J	DMPZ1W0TJF8J	DMPX2SXRJF8J	DMPX2TGJJF8J	DMPWFQWLJF8J	DMPZ1VQ5JF8J		
DMPZ1WP9JF8J	DMPYXADAJF8J	DMPZ1WQMJF8J	DMPX2TL0JF8J	DMQYWHZ0JF8J	DMPX3RCRJF8J	DMPZ1VQFJF8J		
DMPZ1WPAJF8J	DMPYXADGJF8J	DMPZ1W1PJF8J	DMQYWY4DJF8J	DMQYWJ0JJF8J	DMPZ1VAPJF8J	DMPZ1WQ0JF8J		
DMPYXALTJF8J	DMPX2WQAJF8J	DMPZ1W0GJF8J	DMQYWY4GJF8J	DMQYWSWKJF8J	DMPX3FX5JF8J	DMPZ1WPZJF8J		
DMPYXALZJF8J	DMPYXADVJF8J	DMPZ1WRQJF8J	DMQYWY4NJF8J	DMQYWSYLJF8J	DMPWFV8HJF8J	DMPX2TMAJF8J		
DMPYXAMHJF8J	DMPYXADZJF8J	DMPZ1WP6JF8J	DMQYWY5DJF8J	DMQYWT7FJF8J	DMPWFV7MJF8J	DMPX2TTMJF8J		
DMPYXAMRJF8J	DMPYXAEDJF8J	DMPZ1WJCJF8J	DMQYWY5LJF8J	DMQYWXTQJF8J	DMPZ1V8QJF8J	DMPX2WBKJF8J		
DMPYXAQTJF8J	DMPYXAEFJF8J	DMPZ1WJGJF8J	DMQYWY5WJF8J	DMQYWXY3JF8J	DMPZ1WPGJF8J	DMPZ1WPUJF8J		
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DMPYXASPJF8J	DMPYXAGKJF8J	DMPZ1WK4JF8J	DMQYWZE5JF8J	DMQYWY02JF8J	DMQX2C15JF8J			
DMPYXAT8JF8J	DMPYXAGVJF8J	DMPZ1WKFJF8J	DMQYWZELJF8J	DMQYWY09JF8J	DMPWFR3LJF8J			
DMPYXAUHJF8J	DMPYXAGYJF8J	DMPZ1WKPJF8J	DMQYWZEPJF8J	F6QZ708AJF8J	DMPYJ1U3JF8J			
DMPYXAUMJF8J	DMPYXAH3JF8J	DMPZ1WKQJF8J	DMQYWZEUJF8J	DMPYJ2Q3JF8J	DMQX2CCDJF8J			
DMPYXAURJF8J	DMPYXAHCJF8J	DMPZ1WKUJF8J	DMQYWZF9JF8J	DMQYWY35JF8J	DMPX9SR7JF8J			

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE	DESTINATION	CHECK ONE			
GEAR UP WEST CONFERENCE	ALBUQERQUE, NEW MEXICO	IN-RADIUS		OUT-RADIUS	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N			
LEARN STRATEGIES FOR PREPARING HIGH SCHOOL STUDENTS FOR POSTSECONDARY EDUCATION/CAREER SUCCESS	BOARD STAFF TEAM	# STUDENTS		# CHAPERONES	

REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)					
DISTRICT PD		SPECIAL ED		ACTIVITIES	
FEDERAL	X	SAFETY		VOCATION	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS: BREAKFAST $10	LUNCH $15	DINNER INSTATE $20 OUT STATE $30		MILEAGE: DESTINATION CITY OR AIRPORT	MILES	TOTAL 0.57 MILE	Y/N: DISTRICT CAR AVAILABLE	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
BRAYLYNN MERCADO	October 27, 2	$ 10	$ 15		$ 25	ALBUQUERQUE, NEW MEXICO		$ 230	N				$ 390	$ 500	$ 450	$ 315
	October 28, 2			$ 30	$ 30											
	October 29, 2			$ 30	$ 30											
TERRY MERRILL	Oct 27, 2024	$ 10	$ 15		$ 25	ALBUQUERQUE, NEW MEXICO			N				$ 390	$ 500	$ 450	$ 85
	Oct 28, 2024			$ 30	$ 30											
	Oct 29, 2024			$ 30	$ 30											
									N							
					$ -											
					$ -											
					$ -											
					$ -											
					$ -											
					$ -											
					$ -							$-				
					$ -											
					$ -											
		$ 20	$ 30	$ 120	$ 170			$ 230		$ -			$ 780	$ 1,000	$ 900	400

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OFFICE USE ONLY

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.
PERDIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE: GEARUP FUNDS PROGRAM DIRECTOR INITIAL: TOTAL COST OF REQUEST $ 3,080

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE	DESTINATION
WAYPOINT CONFERENCE	BOISE IDAHO
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)
PROFESSIONAL DEVELOPMENT FOR COLLEGE/CAREER PROGRAMMING	BOARD STAFF TEAM

REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

CHECK ONE			
IN-RADIUS	X	OUT-RADIUS	
STUDENT TRAVEL OVERNIGHT Y/N			
# STUDENTS		# CHAPERONES	

FUNDING SOURCE (MARK ONE)					
DISTRICT PD		SPECIAL ED		ACTIVITIES	
FEDERAL	X	SAFETY		VOCATION	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS: BREAKFAST $10	MEALS: LUNCH $15	MEALS: DINNER INSTATE $20 OUT STATE $30	MEALS:	MILEAGE: DESTINATION CITY OR AIRPORT	MILEAGE: MILES	MILEAGE: TOTAL 0.57 MILE	Y/N: DISTRICT CAR AVAILABLE	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
BRAYLYNN MERCADO	SEPT 29, 2024		$ 15	$ 20	$ 35	BOISE		$ 216	N				$ 185		$300	$ 291
	SEPT 30, 2024			$ 20	$ 20											
	October 1, 20			$ 20	$ 20											
					$ -											
					$ -											
					$ -											
					$ -											
					$ -											
					$ -											
					$ -											
					$ -							$-				
					$ -											
			$ 15	$ 60	$ 75			$ 216		$ -			$ 185		$ 300	291

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OFFICE USE ONLY

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.
PERDIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE: GEARUP FUNDS PROGRAM DIRECTOR INITIAL: _____ TOTAL COST OF REQUEST $ 776

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE

July 2024
Regular Board Meeting - Stipends
Personnel Recommendation/Requests for Board Consideration
All recommendations are pending Board approval and District Office receiving state mandated paperwork.

Stipends paid with East SWIP Building funds 2024-2025

Julie Kraus	Math Training $180.00
Lara Barfuss	Math Training $180.00
Krisandra Darrington	Math Training $180.00
Allison Stevenson	Math Training $180.00
Cami Pratt	Math Training $180.00
Amy Gibson	Math Training $180.00
Donna Maughan	Math Training $180.00

July 2024
Regular Board Meeting
Personnel Recommendation/Requests for Board Consideration
All recommendations are pending Board approval and District Office receiving state mandated paperwork.

Certified 2024-2025

Transfers

Karyn Amen	From 1 FTE Minico HS to .80 FTE Minico HS
Conny Nelson	From 1 FTE Minico HS to .80 FTE Minico HS

New Hires

Dylan Corless	CTE Sports Medicine – Minico HS
Tariah Fife	SPED (Self-Contained Classroom) - Heyburn Elementary
Emily Johnson	4th Grade – Paul Elementary
William Ward	Math Teacher – West Minico MS
Allison Weikle	6th Grade Science Teacher- East Minico MS
Mitchell Young	8th Grade Science Teacher- East Minico MS
Lisa Cole	.25 Speech Language Pathologist – District
Susie Mead	.25 Speech Language Pathologist – District
Karen Thomas	.25 Speech Language Pathologist – District

Classified 2024-2025

Transfers

Karlene Ashcraft	Behavior Tech from Minidoka JR High to Community School Coordinator West Minico MS

New Hires

Micah Ellis	Community Schools Coordinator- East Minico MS
Jonathan Mortensen	Bus Driver - Transportation
McKinzee Naftel	Prep Para Professional – Rupert Elementary
Manuel Negrete	PE Para Professional – Rupert Elementary
Aubrey Shurtz	Bus Driver/ Para Para Professional – Transportation
Lezly Tellez	Food Service Secretary- School Nutrition

Athletics & Activities 2024-2025

Sidney Hamilton	Ticket Taker- Minico HS
Carolyn Robbins	Assistant Tennis Coach - Minico

Resignation(s), 2024-2025

Melva Carson	Behavior Tech – Special Services
Margarita Espinoza	ELA Teacher -East Minico
Dana Hammer	SPED Teacher, West Minico MS
Jessica Okelberry	Music – Paul Elementary

Retirement(s), 2024-2025

Cadance Jones	Teacher - Rupert Elementary

Administration
Mr. Spencer Larsen, Superintendent
Kerri Tibbitts, Board Clerk
Daryl Kent, Business Manager

Board Members
Russ Suchan, Chair
Mary Andersen, Vice Chair
Rick Kent, Trustee
Juan Perez, Trustee
Jake Claridge, Trustee

Minidoka School District Board,

I am reporting the 2024 Summer School to be a general success; we graduated 3 students, I have never witnessed a Summer School graduation that does not choke me up; accounted for 188 credits (this I believe is wrong, I am still learning the reports in PowerSchool, I will amend when I have the updated data) pushed to pass or recovered due to failure to attend. This was a transitional year as I replaced Josh Greenwaldt as principal as he has become the principal of Paul Elementary School.

During this transition, I have worked extremely hard to ensure the success of the program. Since accepting the position, I personally worked seventy-four of seventy-nine days straight a minimum of two to three hours beyond my regular contract either after hours during school days or weekends to bring myself up to speed for the tasks at hand including onboarding, busing communication, food service communication, state of Idaho communication, etc.

At school we spoke often about challenging ourselves to take on hard tasks, do things that may not be fun, embrace intrinsics as our primary source motivator and as we do this extrinsic will work their way out. We as a team were vigilant in stopping inappropriate behavior in the parking lot as both the right thing to do and increasing campus safety; we were vigilant in managing the restrooms, with no physical damage to the property; we were vigilant in encouraging the students to embrace the opportunities provided to them. Doing the right things, the right way may not be the easy path in the short term; however, their thirty, forty, fifty-year selves will thank them one day.

Lessons learned and a mistake for which I take full credit, I thought I had Spanish language needs covered based upon what I had read in the job applications and assumptions. This did not stop the school; however, it was an error and we were able to get through. I am not interested in getting through, I want this done right and effectively. I am currently learning Spanish and I promise I will be functionally conversational by next June to support this need. I appreciated the mentoring and patience of Veronica Granillo, Sarah Pelayo, Leticia Espinoza helping our school, they are heros and high value assets to the entire district! I will be working with Mrs. Granillo and Pelayo to place *Latino Action* students from Boise State and Idaho State into our school next year to help them with student teaching hours in a complete *win-win* for all.

Thank you to Cyndi Gerfers and her staff Aprill McCoy and district maintenance assets. East transitioned on very short notice as road construction in front of West Minico dictated this need. East Minico was more than accommodating and their support was nothing short of world-class. Thank you to all of East Minico for your support.

Thank you to Coleen Jones and the entire transportation staff, your efforts to bring our students to and from school safely every... words do no justice to your daily efforts, thank you.

Our counselors, Nikki & Kent, you both freaking rock, so much prep work to working with all the building counselors prior to the program itself, session start support, daily need support. Also, a shout out to Amber Thompson for setting the middle school schedule as she has done for many years, Amber you rock! Thank you so much, Kent Chandler & Nikki Sayer, your flexibility during the day, after hours, you name it, I cannot thank you enough!! Mission critical day in, day out.

Stephen Ambrose one of the great World War II historians, Band of Brothers, Citizen Soldier, the Pacific, credits the American & British lieutenant and sergeant as the critical element that changed the war effort, when confronted with a problem or bad plan, they adapted and they overcame, it was the converse for the adversary. I believe the same praise holds for our Summer School teachers and the American Teacher as a whole as the critical difference in our students' lives, the literal sergeants, lieutenants, and captains of our nation.

Our teachers & paras, these professionals are the locomotives that make this train go! Samara Arthur, Carley Grant, Lane Baker, Shylo Garrett, Dawn Jensen, Mindy Vail, Amber Thompson, Kate Young, Brandi Milliron, Jamie Mclean, Candace Hurst, Angela Schneider, Bobby Ryan, Karen Ferguson, Brett Thompson, Kallie O'Neal, Claudia Amen, Dee Lewis, Erin Cotant, Shilo Vanderlinden. Thank you!

I am proud of the work we accomplished, I will work hard to improve personally. Thank you.

Sincerely,

Timothy John Behunin

Migrant Summer School 2024

Summer School Information
12 Days
143 Students

Student Achievement

Students that made at least a 5% increase

ELA

PK 37%

K-5 69%

Math

PK 58%

K-5 79%

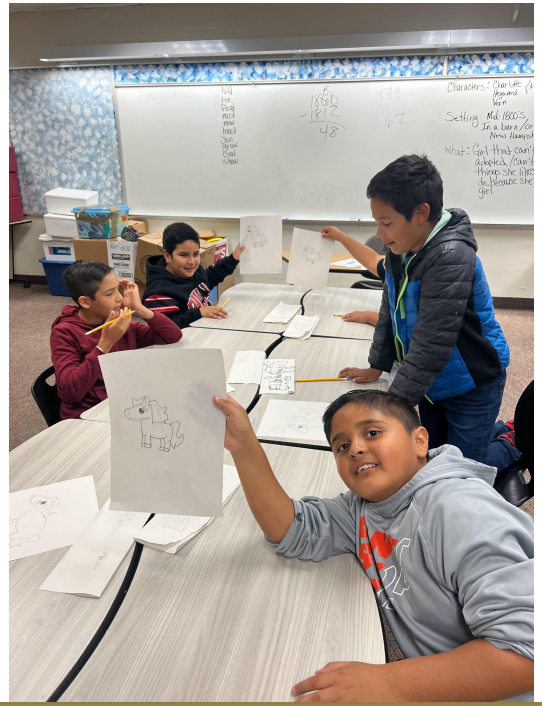
PRE KINDERGARTEN

KINDERGARTEN

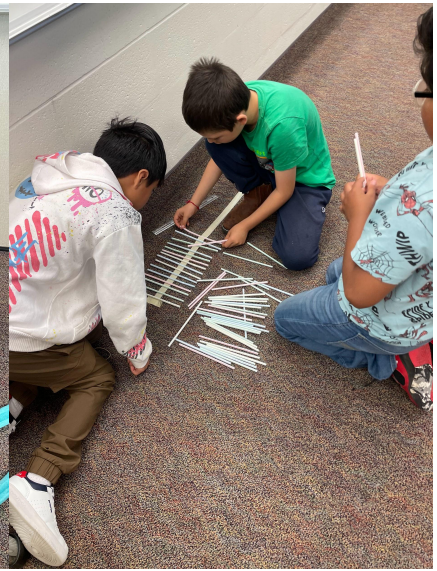
1ST GRADE

2ND GRADE

3RD GRADE



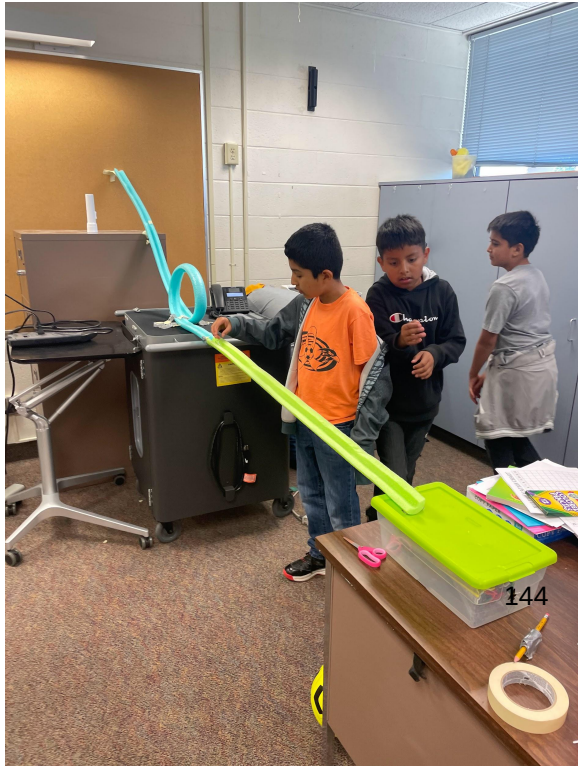
4TH GRADE



4TH GRADE

4TH GRADE

4TH GRADE



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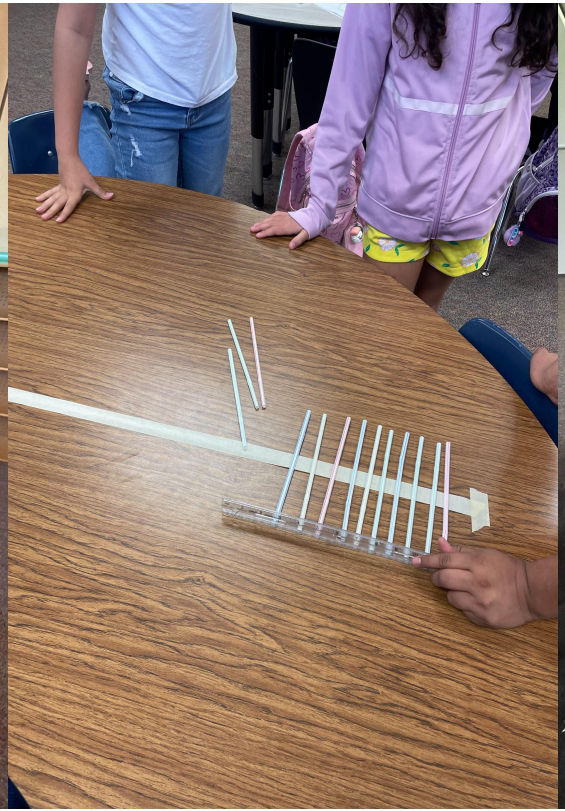

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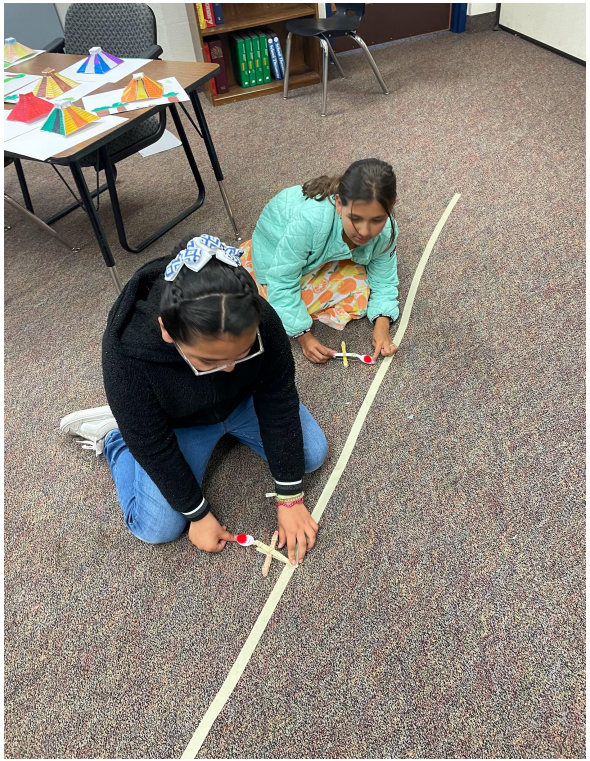
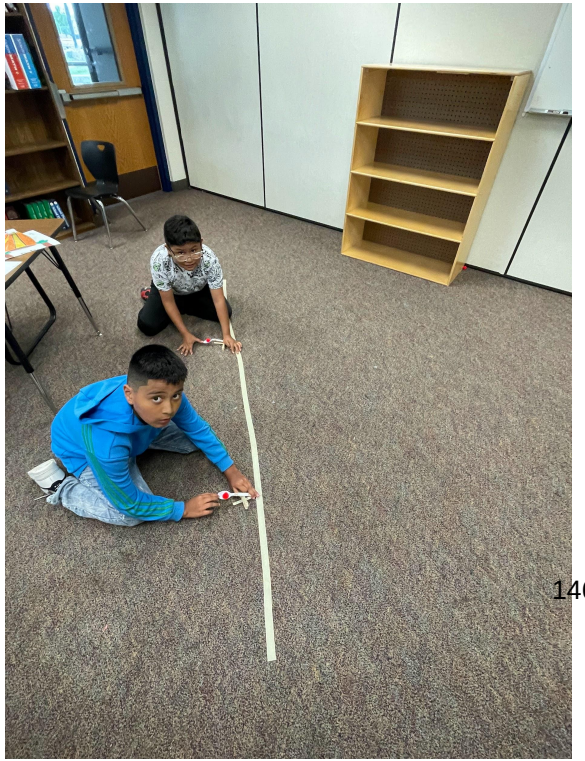


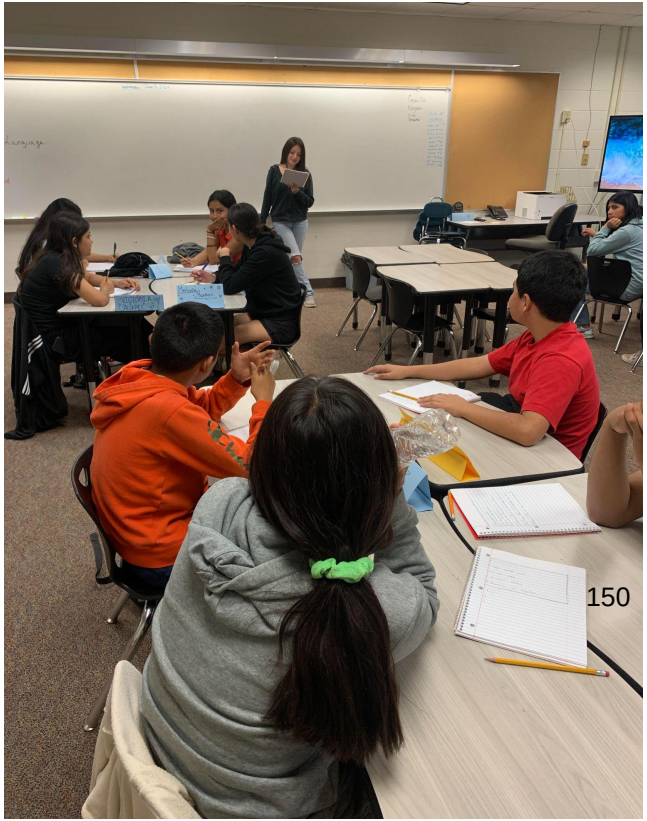


5TH GRADE

6TH GRADE

7TH AND 8TH GRADE

ALL GRADES



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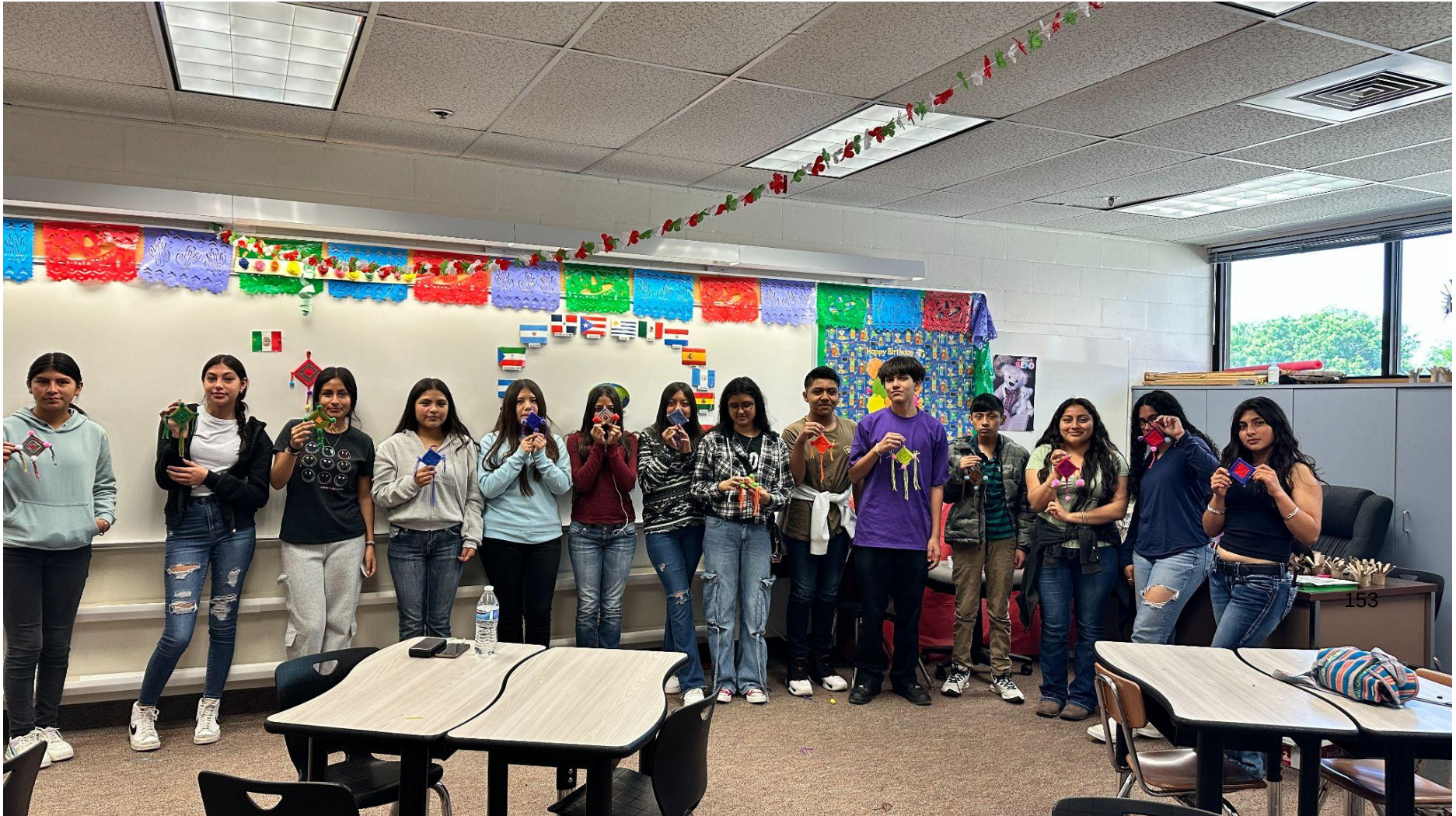
Everly


Happy Birthday

PUMA
Happy Birthday

PERU
EAST
PIRATES
Levi's
Happy Birth

PERU
Happy Birthday

Your ATTITUDE Determines
Your DIRECTION
DECLO TRACK
Today
I CHOOSE
Joy
new balance
NIKESPORTS
NIKE
HILFIGER
EARTH
puma

OFFICE OF THE GOVERNOR
GOVERNOR
GOVERNOR
ABERCROMBIE AND FITCH
CACTUS COUNTRY

Cra-Z-Art
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SUN EARTH UNIVERSE
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EXIT
CREW

MOTOR COACH
2081434-2848

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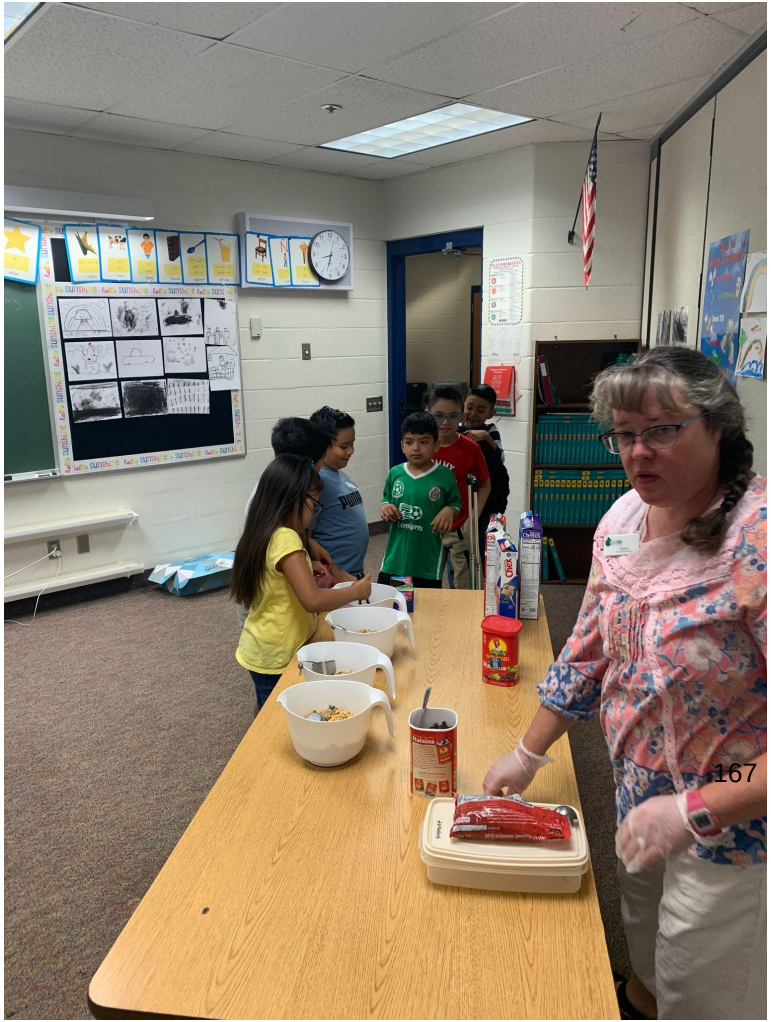
KIND



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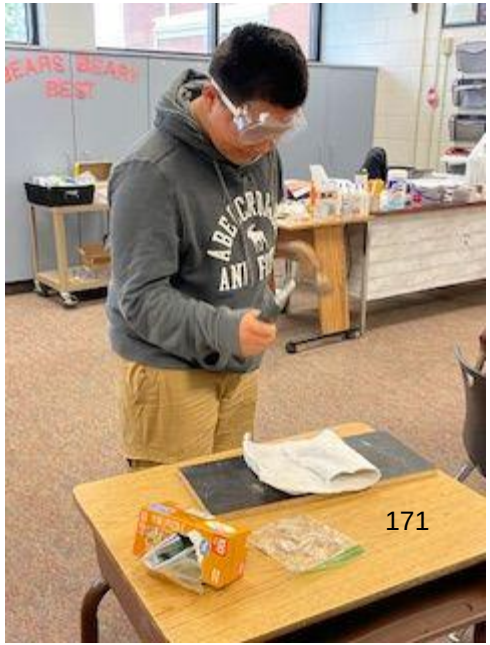


OFFICE OF THE GOVERNOR

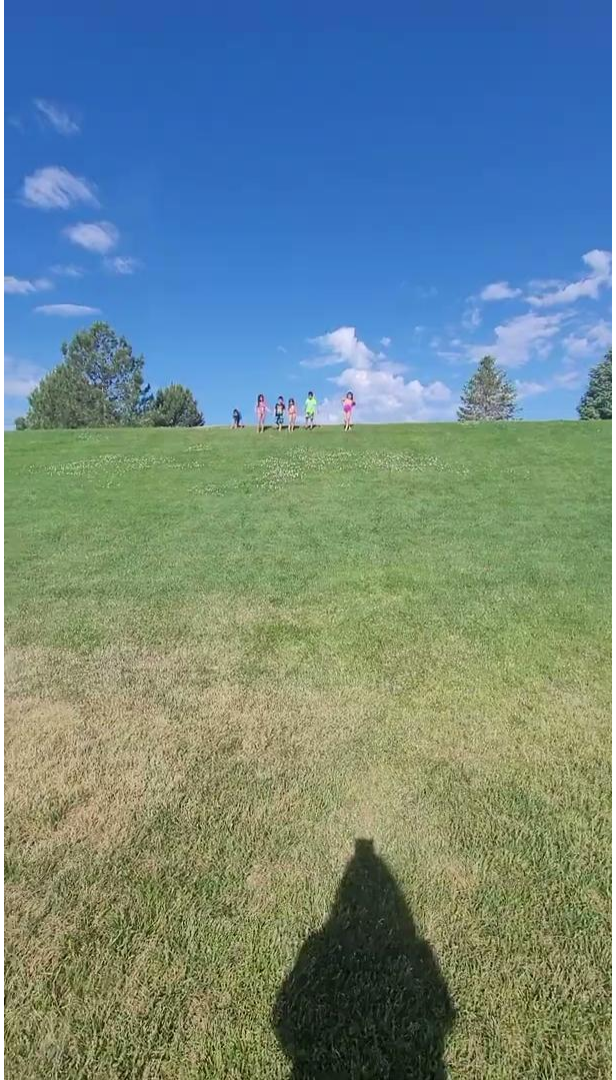
BEARS BEARS
BEST

Diagram of a Volcano

ROCKS AND MINERALS

TAEKWONDO

abcde
fghijk
lmnop
qrstu
vwxyz
Everly



Minidoka County School District

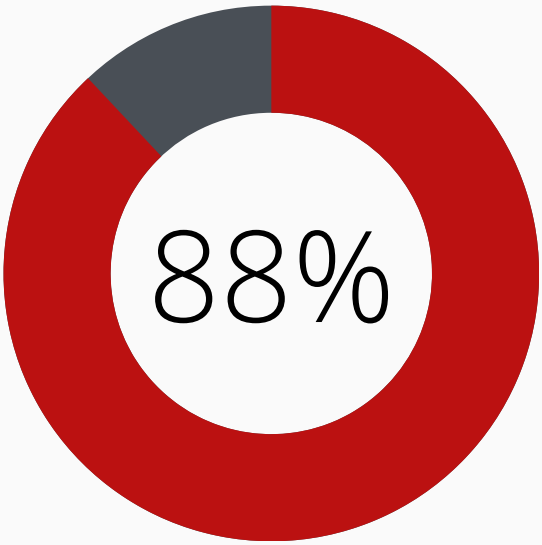
TECHNOLOGY DEPARTMENT

BOARD REPORT

July 2024

Projects

- iPad Replacements and Reorganization
- PowerSchool Summer School Finalization
- PowerSchool Roll-up/Next Year Creation
- *Network Upgrade - In Progress*
- Server Migration - In Progress
- Active Directory Upgrade
- Certificate Renewals
- Licenses Renewals



Tickets

36 submitted

32 resolved

TRANSPORTATION REPORT
JULY 22, 2021

To Mr. Larsen and our School Board,

Well we are in the hot part of the summer, and trying to stay cool. We are working on buses for the upcoming school year.

We did a job fair on Wednesday July 17th from 9:00 to 11:00 a.m. at the bus garage and had 4 people show up and visit with us.

We would like to simplify some of our routes this year instead of stopping at every corner - this will save time and confusion. Here are the stops we would like to do:

We will be pulling out of subdivisions all over the district.

Rupert. North of the tracks

Sharon Height will meet at the LDS church on 18th St.

E. 16 and Meridian

Soren way and Noah Drive with meet at the entrance & 100 W.

Ruby drive and the new sub division will meet at the entrances and 100 W.

Pleasant way, Crescent Rd. West side Dr. with LDs church on 100 W.

Buck board will meet and 8th and Christian Way Rd.

9th and H for the Elementary

Methodist church at 6th and H. for Elementary

And at 4th & H for the Elementary & Jr. high school

10th and J for the High school

6th & J. for the High School

From 11th St to 8th St. from H St to A St will all meet at DSC.

From 8th St to 6th St will meet at the bus garage

Across the cancel

We will stop at 13th & H St. for Elementary

15th Drive & H St. for Elementary

17th St & H St. For Elementary

Little Sprouts Daycare. For Elementary

ALL Jr. High and High school will walk to East Minico from 13th St to 100 N Rd.

Rose bud and Apple Blossom will meet at 100 N.

Rupert Southside of the tracks

The LDS Church on S F. St

The tank/ swimming pool

Maria's Daycare

S H St. & 5th St.

Between S. D. St and S. C St on 7th St.

S 4th St and S. C St

S. C. St. &1 St.

C. St. and 3nd St.

E. 3rd and Walnut St. For Elementary

E. 5th and Walnut for Elementary

E. 6th St and Trailer Crt. For Elementary

All Jr. High and High school will walk to Meridian @

E. 6th St and Meridian

E 4th St and Meridian

2nd St & Meridian

Southwood apt.

E.5th and Linden

Maple wood Circle

Acequia

Everyone that lives in the town of Acequia will meet at the LDS. Church

Heyburn

South of tracks

Bailey Dr. Birch Dr, Locust Dr. Elm. The subdivision directly behind Heyburn school will walk to Heyburn Elementary School

18th St. & D. St

16th St. & D. St

14th St. & D. St

Project Hope

A St.

J and the Hwy 30

North side of Tracks

In the McBride addition

Maca and Tessa

Elsie And Tessa

Going East of O St.

On 20th St stop will be at H St. J St L St. Elementary

On 18th St stop s will be at J St, L St N St. Elementary

On 18th St J St and N St for High school and Jr. High

Going west of O St.

On 20th St Elementary will meet at S. & 20th and U and 20th

On 18th St Elementary will meet at S and 18th and U and 18th

Jr High and High school will meet at P and R St on 18th St

ALL MT. High School (North of the Rail crossing) from 21st St to 14th St.

Meet at 600 W and 21st for Kid that live down by Merrill's Mink

Behind McDonalds

All kids will walk to Miller street and 4th N. and Miller street and W. 3rd N.

Paul

All of Meadowbrook will meet at 100 S. and Larkspaur way

642 W. will meet at 100 S.

Behind Swensen all will meet at

S. 2nd E and Highland drive

2nd And Clark and 5th 2nd Clark

These are the changes we know of as of now. We would appreciate continuing support to make additional changes as the need arises. Safety bus zones will be submitted next month for board approval.

July Birthdays:

Ashley Jobe July 6

Nathan Lowder July 7

Lawrance Valdez July 15

Carrie Martsch July 21

We would like to thank Mr. Larsen and the school board for their continued support of our department.

Thank you,

Coleen Jones

Minidoka County School District

Monthly Maintenance Report
July 16, 2024

June – 63 New Requests
435 Work in Progress
55 Complete

July – 37 New Requests
428 Work in Progress
44 Complete

Maintenance Department Updates

Current Projects:

Mt. Harrison

1. HVAC - Gary Jones Construction has HVAC units on the roof and are working. Waiting for a final inspection.

East

1. Track – Is complete. Getting bids for stripping.

2. Asphalt patching is complete.

West

1. Track – Is complete. Getting bids for stripping.

2. Asphalt patching is complete.

Minico

Asphalt patching is complete.

Paul

1. Asphalt patching is complete.

Hail damage throughout the District

Met with HVAC contractors and insurance company on 6 schools. We marked every unit that was damaged. Waiting for a report.

Irrigation

Multiple problems with broken lines.

Ag Building

Utility work complete. Concrete for walls will be complete around the 17th. Building erection will start around the 22nd.

Parent/Student **Handbook**

Minidoka Preschool

2
4
-
2
5

Principal:
Dyann Blood

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Introduction Section

Letter from the Principal

It is a privilege to offer academic, behavioral, and social supports at the Minidoka Preschool Center. The opportunity to be part of a team offering a quality education to young students is richly rewarding. I want to thank you for allowing our staff to be an important part of your child's life.

When parents and faculty join forces, we can achieve amazing progress in students' academic and behavioral growth. Our focus at the Minidoka Preschool Center is to provide migrant or students with developmental delays a stimulating and exciting learning environment for their children. The migrant education program supports educational programs for migratory children to reduce the impact of academic disruptions from repeated moves. Our goal is to provide each child the same opportunity to meet the academic content standards that all children are expected to meet so they can overcome barriers and transition successfully into elementary education programs.

Our teachers have been trained in the "Teaching Pyramid Observation Tool", which was developed to promote the social-emotional competence of all children. When both home and school have the same goals and understanding, your child will experience optimal success. As educational professionals we commit to working hard to provide a comprehensive education for your child.

Dyann Blood
Minidoka Preschool Center Principal

School Staff

Principal	Dyann Blood
Secretary	Jennifer Gonzalez
Early Childhood Special Education Teacher	Deb Fisher
	Lindsey Smith
Migrant Preschool Teacher	
Paraprofessionals	Janene Downing
	Kelsey Anderson
	Heather Soderberg
	Mariela Castro
Speech Pathologist	Jaelee Crane
	Savannah Condie
Psychologist	Felicia Johnson
	Tiffany Bliss
	Chelsey Ball
Cook	Wendy Mcclean

Identification Section

Statement of Purpose

The Minidoka Preschool Center is a specialized school serving three early childhood populations in the Minidoka County School District. The primary purpose of the developmental preschool is to provide early intervention for children with disabilities or delays. Our center also provides instructional services to early learners who face additional barriers such as: school disruptions due to constant moves in and out of the district.

District Mission Statement

Empowering Students for Success

Minidoka Preschool Mission Statement

When both home and school have the same goals and understanding, your child will experience optimal success. As educational professionals we commit to working hard to provide a comprehensive education for your child.

Admission Guidelines:

● Migrant children qualify after an interview process with the district recruiter: 208-436-4728 ext. 1154.

● Children may be referred and screened for delays in speech and language, physical health, gross and fine motor skills, self-help abilities, social skills and pre-academic skills, vision and hearing. It is very important to identify children with delays early so they will have time to build skills they will need to be successful in kindergarten.

Screenings will be held at the District Service Center, located at 310 10th Street on the following dates:
Aug 9, 2024
Nov 8, 2024
Feb 7, 2025
Apr 11, 2025
Please call the District office at (208)436-4727 to schedule an appointment.

Procedures Section

Registration

A child is not officially enrolled until parents have provided all the following forms:

___Birth certificate (required at enrollment)
___Immunization records (required at enrollment)
___Emergency contact form
___Student enrollment form
___Residency questionnaire
___Medical alerts/medication consent form
___Permissions form
___Residency and Home Language Survey
___Court documents if needed

Free and Reduced Meals

Breakfast & lunch will no longer be free for all students. You will either have to pay for meals or qualify for the free/reduced meal pricing. **All** students are required to have a completed form.

Breakfast: $2.25 Lunch: $2.50

Visitors

Prearrange with the teacher prior to visiting the classroom.

Academics

Conferences

Parent/teacher conferences will be held twice yearly to review student progress.

Attendance

Regular attendance is a critical component for success in school. A student is expected to be in attendance except when ill or unable to attend because of emergency circumstances or a death in the family. If your child is unable to attend, please contact the bus garage (208-436-3311) and teacher.

Pick-up/Drop-Off

(NOTE: No student is to be left unattended at the drop-off or pick-up area.)

Children may be picked up or dropped off at the bus drop-off area as arranged with your child's teacher. If you arrive before start time, please wait with your child.

If someone else is picking up or dropping off your child for you, please inform them of the start/stop times. Identification is required prior to student release for any person other than parent.

Times

Monday - Thursday (No school on Friday)
8:00 -11:00 AM Preschool
12:00 - 3:00 PM Preschool

Busing

An adult must be present at the bus drop-off for students to be released. ***Bus will not release students without an adult present.***

Health and Safety

Student Illness

Do not send your child to school if he/she has an excessive runny nose, cough, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting and diarrhea, or if they have a fever of 100.4* or higher. A student may return to school after being symptom free without medication for 24 hours.*

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

General and Miscellaneous Information

Student Dress/Belongings

Appropriate student dress will not be disruptive to the educational process.

Label all items belonging to your child. Send an extra change of clothes in the child's backpack for accidents. No flip-flops or sandals during **field trips**. No costumes or dress up play attire or accessories allowed.

(Policy D344.00)

Change of Address or Phone

If your family moves during the school year, or your contact numbers change; the office **must** be notified.

Toys

Toys are not allowed on the bus or in class. Please do not let your child bring toys to class or in their backpacks.

Backpacks

Some children will be bringing home crafts and important papers, please encourage your child to use a regular size backpack in order to enclose some items. Backpacks need to be checked daily for important communication from the school.

Outside Play

Preschool parents need to be aware of weather conditions to ensure that their student(s) are dressed appropriately. Hats, coats, and gloves need to be sent with your children during cold weather to be used during recess times.

Contact Information

Lindsey Smith: 208.436.4727 ext. 1216 linsmith@minidoaschools.org
Deb Fisher: 208-4364727 ext. 1215@minidokaschools.org
Jennifer Gonzalez: 208-436-4727 ext 1101 jgonzalez@minidokaschools.org
Bus Garage: 208-436-3311

Statement of Cooperation

This agreement is made between (parent)_____ and Minidoka

Preschool Center regarding the care and education of _____.

1. I understand that student suspension may be invoked in situations where district policy is violated.

2. The staff at Minidoka Preschool Center has been trained and certified in Advanced CPI (Crisis Prevention and Intervention). These are physical intervention procedures which will be used in situations where students become a danger to themselves or others.

3. We agree to keep our child at home when they are sick, until they are symptom free for 24 hours; especially if they exhibit symptoms such as fever, vomiting, cough, sore throat, or other signs of illness. Please inform the teacher of any absences.

4. We acknowledge that our child may have behavioral challenges, and we agree to work collaboratively with the school to address these behaviors. We will support and adhere to any behavior plans or strategies put in place by the school to help manage our child's behavior.

5. We recognize the importance of open and transparent communication between home and school. Therefore, we agree to promptly inform the school of any changes in our child's health status, behavior, or other relevant information that may impact their education or well-being.

6. We understand that successful partnership between home and school requires mutual respect, trust, and cooperation. Therefore, we agree to treat school staff with respect and courtesy, and to work together in the best interests of our child.

7. We will attend **all** required meetings, conferences, and other school-related activities as needed to support our child's education and overall success.

We, the undersigned, acknowledge that we have read and understand the terms of this agreement and agree to abide by them.

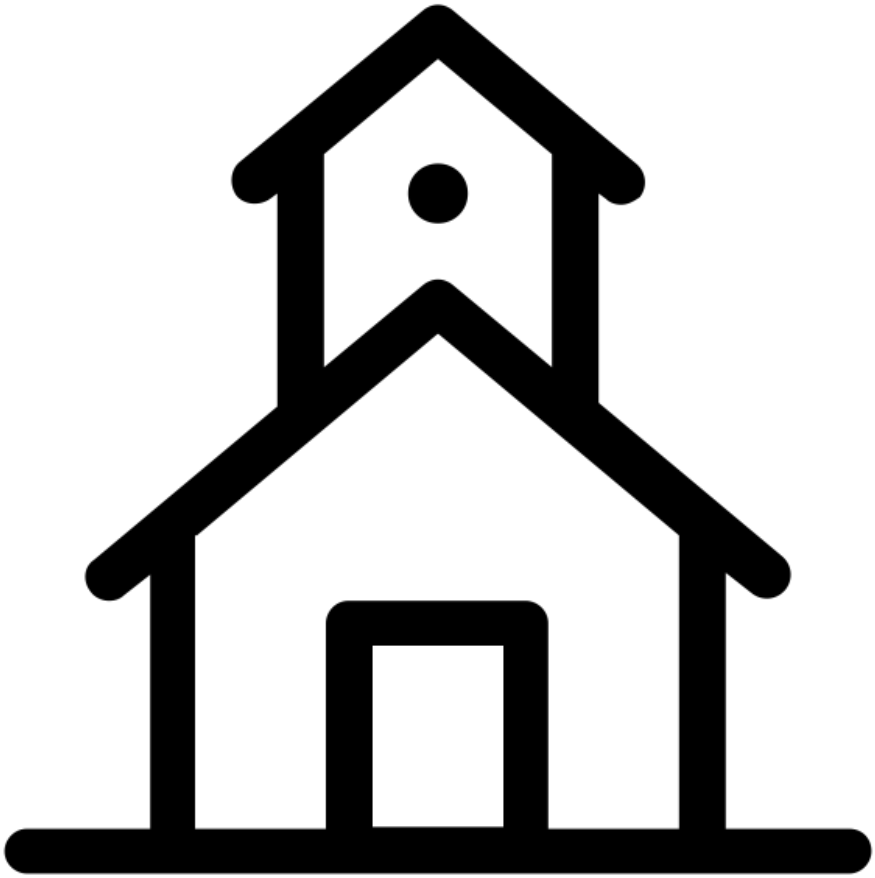
Parent/Guardian Signature: _____

Date: _____

School Representative Signature: _____

Date: _____

STUDENT HANDBOOK
2024-2025



ACEQUIA ELEMENTARY SCHOOL

PRINCIPAL: MRS. HEATHER HEPWORTH
360 N 350 E RUPERT, ID 83350
PHONE: 208.436.6985 FAX: 208.436.4359

WELCOME

The staff at Acequia Elementary would like to welcome you to school. Our mission is to work with our staff, students, and community to provide a safe, positive, and challenging environment where students can reach their fullest potential. Students will develop technical skills and achieve academic excellence with clear criteria for success and accountability. Students will be empowered to communicate, compete, and contribute as responsible citizens and valued members of the community. We hold students to high standards of behavior and learning through Love and Logic techniques.

ATTENDANCE/TARDIES

Good attendance at school is an extremely important aspect of each student's education. The Minidoka County Joint School District's attendance policy states that students are expected to be in attendance whenever school is scheduled. Failure to attend denies the student learning opportunities and decreases the effectiveness of the teacher's presentation. Parents are encouraged to call the school and report the absence of their child. With any absence, the student is to complete all assignments as required by the teacher. Excused absences are illnesses that are verified by a physician and reported to the school office by a doctor's note.

After three absences, a letter of concern is sent home to parents who are asked to help improve the attendance problem of their child. If absences continue after this, the absences will be referred to attendance court and may be considered truant. We ask that parents not pick up their children prior to the end of the school day.

Teachers begin instruction at 7:45 a.m. and it is important that all students are present for opening routines, likewise students are dismissed at 2:45 p.m. and need to be present up until school is over. Continual tardies or early pick-ups violate district attendance policies (3 tardies = 1 absence). Please avoid tardies and early-picks ups as it disrupts the learning process for all students.

BIRTHDAY PARTIES

Occasionally students wish to observe his/her birthday at school. Each teacher has his/her own policy concerning this activity. However, there are some general guidelines we all follow:

- Food treats are permissible, but interruption of the school program should be kept to a minimum.
- Food treats need to be individually wrapped and prepared commercially.
- Please avoid red punch or frosting.
- Please do not provide gum.
- Please do not pass out invitations to private birthday parties at school. We do not want to have any student feel left out, so it is more appropriate to do this privately.

- Please do not send balloons to school.

CELL PHONES/ELECTRONIC DEVICES/SMARTWATCHES:

Electronic devices must be kept in backpacks, turned off or silenced during the school day. If an electronic device is damaged or lost, it is not the responsibility of the school.

Smartwatches are allowed in school, but are to be used as a normal timepiece. All communication and video/picture-capturing applications should be disabled during school hours.

Student's may come to the office and use the phone during the day if there is a need.

CONSEQUENCES FOR THE MISUSE OF ELECTRONIC DEVICES/SMART WATCHES:
The student's device will be confiscated by the teacher. A parent or guardian will be expected to pick up the device from the building principal. Repeat offenders will receive a day of in school suspension.

CPT ORGANIZATION (CARING PARENTS AND TEACHERS)

Acequia Elementary School is fortunate to have a wonderful CPT program that helps to bring school and community together. Please be sure to refer to monthly newsletters sent home with the children, and the school website.

The CPT also organizes and assists with other numerous activities throughout the year that support our school. Please contact CPT board members to volunteer your services.

DISCIPLINE

In order to provide a safe learning environment, the staff of Acequia Elementary School believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure the rights of each student to attend a school with a safe and positive learning environment while also helping students to see that there are consequences for inappropriate behavior. Our goal is to help students learn to become responsible citizens. We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

DRESS CODE

Students shall show proper attention to personal cleanliness, neatness, and conservative, appropriate standards of dress and appearance. Student dress and student conduct should not disrupt or distract from the instruction at school. Student dress that is deemed inappropriate by the school staff will be corrected in accordance with district policy #344.00. Students should always dress appropriately for weather conditions.

FIRE & SAFETY DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Monthly fire drills and other emergency drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

INCLEMENT WEATHER/INSIDE RECESS

Extremely cold weather can be very dangerous. Parents and guardians should be certain that their children are appropriately dressed with gloves, hats, coats, etc. so they can be comfortable both inside and outside. Most days students will be going outside for some period of time either at recess or travelling to/from school. The front office will have a sign indicating inside or outside recess each day. Decisions for outside recess will be based on weather as listed on www.weather.com for Acequia, Idaho.

NO OUTSIDE RECESS:

- If the air temperature or wind chill is 15°F or lower (For example: 25°F but feels like 10°F)

INTERNET POLICY

Acequia Elementary School integrates current technology into classroom learning. Students will complete an Internet permission form, and adhere to the rules of the form. Violation of the internet agreement can result in loss of device privileges or disciplinary action.

LOST AND FOUND

Lost and found items are kept in the gym and accumulate quickly as the year proceeds. It is very helpful if parents will check as soon as items turn up missing. At the end of the year, all items not accounted for will be donated locally.

Children are not to bring items to school such as toys, radios, trading cards and electronic devices that can be broken or lost and lead to classroom disruptions. If brought to school, these items will be kept by the teacher or office until the end of the day.

MEAL CHARGES

Students at the Elementary Schools will be allowed five charges. An alternative meal such as a sandwich will be provided for two additional days. The Food Service staff will send home notices of low and negative balances as well as trying to contact parents. Free and Reduced Applications will be sent home in an envelope with the child. No charging will be allowed the last three weeks of school. Charges that are not collected will be carried over to the next school year.

PARENT DROP-OFF AND PICK-UP:

- Drop-off is from 7:15-7:40 a.m. (on the west side of the building) If you come later than 7:40 and there are NO buses in the bus lane, you may pull in and quickly drop off your child. If there is a bus, you must drop your student off on the west side of the building.
- Please DO NOT PARK your cars in the bus loop during this time. If you need to come into the school, please park in the designated area on the west side of the building.

- Pick-up time is at 2:45 p.m. in front of the school. Please be sure to use the right lane to wait and pull forward. Please DO NOT PARK in the drive through loop. This blocks the flow of traffic. Please do not wave your child to walk through traffic to your vehicle as well.
- When picking-up your child in the bus loop, please use the right hand lane (next to the curb) to wait patiently in line for your student to come to your vehicle. The left lane is for cars to drive away. Please do not block the flow of traffic.

PLAYGROUND RULES AND CONSEQUENCES

The person on duty is in charge and students will cooperate as requested. The duty person will issue warnings and time-outs when necessary, and the student may lose recess privileges.

Rules are posted outside on the gym railing.

1) Students will use all playground equipment (swings, slides, tires, etc.) correctly.
2) Students will not throw rocks, dirt, snowballs or other objects that could hurt others or participate in any action that causes bodily harm or property damage.
3) Students must always ask the duty person for permission to leave the playground.
4) Students are not to harass, intimidate or provoke others. This includes no foul language or gestures.
5) Rough play is not allowed: intentionally pushing, tackling, grabbing, tripping, hitting or kicking others is strictly forbidden.

We want the playground to be a fun place to be and get good exercise and fresh air. We expect students to treat others with respect and play safely.

SOCIAL MEDIA

Acequia Elementary uses multiple platforms of social media to reach all parents and community members of the wonderful happenings in our building. This is used weekly to promote activities in the classroom as well as reminders for upcoming events, etc. If you wish to not have your child appear on social media, please let the office know as soon as possible. *This is different than the District publicity policy.*

Follow along... Facebook: Acequia Elementary School & Instagram: acequia.eagles

SCHOOL CLOSURE

When it becomes necessary to dismiss school because of inclement weather or an emergency, announcements will be made through local radio stations, District automated dialer and/or Remind messages. Online learning will be provided to your child by their teacher if possible.

SCHOOL IMMUNIZATION LAW

The immunizations listed are required of children who are to attend preschool, kindergarten through grade twelve (12) in any Idaho public, private, or parochial school (Idaho Code 39-4801). Immunizations must be administered in the manner and in accordance with medical standards

recognized by the Idaho Board of Medicine and within "Immunization Recommendations" available from the Bureau of Communicable Disease Prevention.

- 5 doses of DPT vaccine (Diphtheria, Pertussis, Tetanus) unless fewer doses are medically recommended;
- 4 or more doses of Polio vaccine, unless fewer doses are medically recommended;
- 2 doses each of MMR (measles/mumps/rubella vaccine, given after one year of age;
- 3 doses of Hepatitis B vaccine for children
- 2 Hepatitis A vaccine
- 2 Varicella (chicken pox) vaccine

Students not in compliance with Idaho Immunization Law will not be permitted to attend school.

SCHOOL MEDICATIONS

The Minidoka County School Board has established that no medication will be given to students (prescription and non-prescription) except in cases where failure to take prescribed medications would jeopardize the child's health. In these cases, the following procedures will be followed:

- A letter from a doctor giving detailed instructions will be provided to the school by the parent/guardian. The letter must be also signed by the parent/guardian.
- The medicine, to be furnished by the parent, shall be plainly labeled with the student's name, the name of the medicine, prescription number, the amount to be given, the time of day to be taken, and the expected duration of treatment. The physicians name must be on the label.
- Students who use Inhalers should either leave them at the office or with their teacher unless due to severity they must carry with them.

SNOW DAY/ONLINE LEARNING GUIDELINES

When MCSD calls a snow day, students will have an online learning day. Students in grade K-5 will take their device home if there is advance warning/notification that a snow day is possible. Students will be provided four hours of instruction/school work each snow day. Please note, the work assigned should be review work or work that is a continuation of what they have been doing in class. The intent for snow days to be online learning days is to continue with student instruction and still meet state requirements for hours.

Attendance - Check In

Elementary - Student attendance will be checked by their teacher, based on student work.

ELEMENTARY K-5 EXPECTATIONS

Teachers will post all assignments for the day no later than 9:30 AM on the snow day.
Teachers will post a reading, math, and writing assignment
Teachers will be available to respond to emails, student questions, etc. from 10:00 AM - 2:00 PM

504/IEP MEETINGS

504/IEP Meetings will be held virtually or by phone at the time scheduled

ELL SERVICES

K-8 ELL students have access to Imagine Learning and Imagine Math. We encourage teachers to assign at least 20 minutes of either, or both, to ELLs who may benefit from extra practice.

SPECIAL ACCOMMODATIONS

Any person needing special accommodations to participate in school activities should contact Acequia Elementary by calling 208-436-6985.

TRANSPORTATION

When riding on district buses students are required to adhere to all rules and regulations as stipulated by transportation personnel. Disruptive behavior will not be tolerated and student cooperation is greatly appreciated. Citations will be issued if students are uncooperative with bus drivers or other school personnel on bus duty or acting as supervisors. Please be very cautious when loading and unloading children from private vehicles and be aware of crosswalks, parking areas, and one-way streets.

VISITORS

The front doors of the school are locked. Please ring the doorbell in the corner of the entryway to notify the secretary of your arrival. The secretary will unlock the door for you. Upon coming into the building, we ask that all visitors sign in at the office and pick up a visitor's badge. If it is your first time checking into the office, please have your drivers license available. To ensure our student's safety, we closely monitor traffic in our building. We do not permit students to bring friends or relatives to spend the day with them in class, as these situations are too disruptive to our educational program. Any person needing special accommodations to participate in school activities are welcome to contact our school at 436-6985.

WEAPONS

The Minidoka County School District has very detailed and strict policies concerning the possession or use of weapons, drugs or alcohol at school. Extensive policies listing appropriate consequences also exist for student behavior concerning harassment, fighting, theft or destruction of property. Parents are encouraged to review these and other policies on the school's website. If parents do not have access to a computer at home, we will gladly assist you at the school.

Thank you for following the guidelines to provide a fun and safe education for all at Acequia Elementary. If you have any questions, please contact the school.

Heather Hepworth

PRINCIPAL, ACEQUIA ELEMENTARY

Si gusta esta información en Español, llame a la escuela a 436-6985.

Heyburn Elementary School

Handbook

Home of the Cougars

Principal, Mrs. Danelle Stutzman
Vice-Principal, Mr. Cory Kniep
1151 7th Street
Heyburn, ID 83336
Phone: (208) 679-2400
Fax: (208) 679-5877

Heyburn Elementary Handbook

Welcome to Heyburn Elementary! This handbook is provided to you for school information, procedures and policies.

SCHOOL HOURS

Classes begin at 7:45 a.m. The tardy bell rings at 7:50 a.m. Our school day ends at 2:45 p.m. Supervision is provided each morning beginning at 7:30 a.m. **PLEASE DO NOT SEND YOUR CHILD BEFORE 7:30 a.m.** We are not responsible for your child before this time. Students who walk to school should arrive at approximately 7:40 a.m.

SCHOOL DISMISSAL

Our school dismisses at 2:45 p.m. All students will be released at 2:45. **Parent pick-up times are between 2:45 and 3:00 p.m.** It is essential that those walking leave the school grounds as soon as possible. Parents are asked to pick up their student in the designated drop-off/pick-up area at the front of the building by no later than **3:00 p.m.** This is the designated area for parents to park and watch for their student. We ask that parents dropping off and picking up students do so along the edge of the sidewalk. If you are in the drop-off/pick-up lane, **please pull to the end of the drop-off area so that others may park behind you** – we will deliver your child to your car. If you choose to park in our parking area and drop off or pick up your child, you will need to walk them to the sidewalk or from the sidewalk to your car for their safety. **Please do not pick up or drop off students in the bus loading zone or staff parking lot**, as this creates a very unsafe situation.

SCHOOL CLOSURES

When it becomes necessary to dismiss school because of inclement weather or an emergency, announcements will be made through local radio stations and/or the district automatic dialer. If school is closed during the school day, students will be sent home according to the instructions the parents filled out at the time of registration.

KINDERGARTEN

The **morning session of kindergarten begins promptly at 7:45 a.m. and ends at 11:00 a.m. Morning** pick-up will be in the front of the school. The **afternoon session begins promptly at 11:30 a.m.** and **ends at 2:45 p.m.** Drop off for the afternoon session is at the front doors of the school. Please refer to the school calendar and Monday Memos for early dismissal days because the kindergarten schedule may be different on these days. We ask that parents dropping off and picking up students do so along the edge of the sidewalk, **pulling to the farthest end of the drop-off lane so that others may park behind you** – we will deliver your child to your car if you are in the drop-off/pick-up lane. If you choose to park in our parking area to drop off or pick up your child, you will need to walk them from your car to the sidewalk or from the sidewalk to your car for their safety.

TRANSPORTATION

As a staff, we are concerned for each of our students and want them to arrive home safely at the appointed time. Therefore, it is very important we are aware of what is happening during bus loading and unloading. A few guidelines need to be understood and followed.

- All students must ride their designated buses unless a written note from the parents is brought to school.
- **Without parental and school permission, no student will be allowed on an alternate bus route, allowed to walk home, or allowed to go home with someone else.**
- Students who ride buses are subject to school discipline. Students who fail to follow bus rules may receive bus tickets and possible disciplinary consequences at the school.
- Buses will load and unload in the back east end of the school.
- When students get off the buses in the morning, they will immediately go to gym for breakfast.
- Parents picking up and dropping off students need to do so in the designated area in the front of building.

Our school's office telephone number is (208) **679-2400**. Please use this number when calling about transportation changes for your student. Students cannot make arrangements during school hours to go to another child's house. This must be done at home. **Written notes from parents must be sent to the school if a child is going to another person's house.** This is a safety precaution for everyone.

If you have questions or concerns regarding bus transportation, please contact the transportation supervisor, Coleen Jones, at the **bus garage: 208-436-3311**.

ATTENDANCE

Regular attendance is critical to student success, since missed days are missed opportunities for instruction and learning. With this in mind, the Minidoka County Joint School District's attendance policy states that students are expected to be in attendance at least 90% of the time. That means a student may only miss 1 day of school for every 10 days they are enrolled. The school's goal is to communicate with parents when attendance problems arise. Attendance letters are sent home when a child has exceeded the 90% attendance rule in accordance with state and district policy. **Continued absences may result in a referral to truancy court.**

TARDIES: Learning activities begin at 7:45 a.m. in the classroom. All students who arrive at school **after 7:55 a.m.** are considered tardy and must check-in at the office. Excessive tardiness may also be **referred to attendance court.** Excessive is defined as more than 6 tardies in a single trimester.

ABSENCES

We ask that parents call the school before 9:00 a.m. the day of an absence or provide a note the following day that explains the absence. Please send all doctor excuses to the office to **officially** excuse the absence. Parents are also encouraged to contact their child's teacher for make-up work.

BIRTHDAY PARTIES

Occasionally students wish to observe their birthdays at school. Each teacher has their own policy concerning this activity. However, there are some general guidelines we all follow:

- Food treats are permissible, but interruption of the school program should be kept to a minimum.
- Food treats need to be individually wrapped and prepared commercially.
- Please do not provide gum.
- Please do not pass out invitations to private birthday parties at school. We do not want to have any student feel left out, so it is more appropriate to do this privately.

CALENDAR

The official school year calendar is available at the school office or on the school and district website at www.minidokaschools.org. All early dismissals, conferences, holidays, vacations, etc. will be listed on this calendar and the district website. We also post details about special events to our school website.

CALENDAR

The official school year calendar is available at the school office or on the school and district website at www.minidokaschools.org. All early dismissals, conferences, holidays, vacations, etc. will be listed on this calendar and the district website. We also post details about special events to our school website.

CELL PHONES, ELECTRONICS, TOYS, ETC.

Please do not send students to school with valuable jewelry, large amounts of money, electronic games or toys, trading cards, etc. or other expensive objects. If these items are brought to school, they **may be taken by the teacher for safe keeping and must be signed for and picked up at the office by a parent or guardian**. The school is not responsible for any lost or stolen items. Any object that diverts a student's attention from his/her schoolwork should not be at school.

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of electronic communication devices, the district has established policy governing student use of electronic communication devices (ECDs). Smartwatches are allowed to be used as a normal time piece. All communication and video/picture-capturing applications should be disabled during school hours. Heyburn Elementary will follow the district policy for ECDs —Policy #503. Students may not use cell phones/smartwatches during the school day without permission. **If a student uses their personal electronic communication device during school time without permission, it will be taken by staff and turned into the office where it will remain until signed for and picked up by a parent or guardian.** Likewise, if a student misuses an electronic device provided by the school, consequences may include replacement of the device and/or a suspension of privileges.

CONFERENCES

Regular communication with your child's teacher about your child's progress is an important element of student success. We encourage our parents to contact their child's teacher any time there is a question or concern. Formal parent-teacher

conferences will be held two times a year and are listed on the district calendar. Parent-teacher conference forms will be sent home with an appointment time prior to the conference. If your schedule conflicts with the assigned appointment time, we will be happy to reschedule the conference for a time that is more convenient so that we can still meet. At each scheduled conference, parents will receive an oral and written report relating to student progress. The written report will not provide traditional A, B, C, D, F grades, but will instead, focus on individual student progress towards mastery of the standards. Please refer to our school website for a more detailed description of the Common Core State Standards and our report card rubric. Please do not hesitate to contact your child's teacher should the need arise for additional conferences at any time during the school year.

DRESS CODE

Students shall show proper attention to personal cleanliness, neatness, and conservative, appropriate standards of dress and appearance. Student dress and student conduct should not disrupt or distract from the instruction at school. Student dress that is deemed inappropriate by the school staff will be corrected in accordance with district policy #344.00. Students should always dress appropriately for weather conditions.

EMERGENCY DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and other emergency drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

EVACUATION PROCEDURE

In case of an emergency evacuation, all students will be evacuated to a designated building. A reunification plan is in place to ensure students are safely reunited with their families in the event of an emergency. In the event of an emergency, all possible efforts will be made to contact parents to determine further action for the safety of their child.

FEES

Parents are encouraged to pay a $13 activity fee for their student and kindergarten parents are encouraged to pay an $8.00 fee. These fees provide for various student activities that enhance the education of every child during the school year. Examples include: assemblies, student recognition awards, graduation ceremonies, field trips and field day activities, etc. Please note: all fees are optional.

FIELD TRIPS/ACTIVITIES

Properly supervised and planned educational field trips and activities are an important part of the instructional program. Please contact the classroom teacher or the office to fill out the necessary forms to volunteer. Any person needing special accommodations to participate in school activities should contact Heyburn Elementary one (1) day prior to the activity at: **1151 7TH St., Heyburn, ID 83336, telephone (208) 679-2400**. Please note: a signed permission form from a parent or guardian is required for all field trips.

FOOD SERVICE

Students have the opportunity to eat a hot lunch and breakfast at the school. They are also welcome to bring a cold lunch from home. Please contact the office or cafeteria for current lunch prices for students and adults. Families may also qualify for free or reduced priced lunches. All families are encouraged to pick up an application at our school office for this service. Parents will be notified by phone and/or in writing when lunch balances are low. Parents may check their child's lunch account balance and pay online for lunches at www.myschoolbucks.com.

Parents are always welcome to have lunch with us at school, please be aware that for the safety of all students parents are not allowed out on the playground. If you would like to come and enjoy lunch with your student, please call the office that morning before 9:00 a.m. so that our cooks can prepare enough food for you. Be sure and check in at the office before going into the cafeteria. **Parents: please do not send sodas or carbonated beverages for your child to drink at lunchtime.** Menus are posted online at www.minidokaschools.org so parents can plan ahead. For more information about school lunch at Heyburn, please refer to our school webpage.

INCLEMENT WEATHER

When the weather becomes extremely cold, we allow students to stay indoors during recess time. As a school staff, we

recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, hat, gloves, and boots.

IRI AND ISAT TESTING

As mandated by state law, all students are tested each year. Heyburn Elementary follows state testing requirements. The results of these tests are used to help us help your child improve in any area of weakness. Parents will be notified of the results following each testing period.

LIBRARY/MEDIA CENTER

1. Students may check out two books every week as long as books have been returned.
2. Help students learn to be responsible for their library books by bringing them back on time. If your child is not finished reading a book, they may check the book out again for another week.
3. When your child is absent, he/she needs to return the library book the first day he/she comes back to the library. He/she needs to let the librarian know they have been absent and it is their first day back.
4. **Remember you and your child are responsible for returning books on time and paying for lost or damaged books.** When books have not been returned, students will lose the privilege of checking out books.
5. Please return damaged books to the school for repair. Please do not repair the books at home.
6. Help your child find a place for his/her book which is out of reach of pets or little brothers and sisters.

LOST AND FOUND

Lost and found clothing items are kept in the gym. Please label your child's clothing. Lost items such as glasses, jewelry, keys, toys, etc. are kept in the office. All unclaimed items will be donated to a charitable organization.

MEDICATION

Do not send any medication, including over the counter medications, to school with your child. Medicine cannot be dispensed at school without a completed Medication Authorization Form. For more information, please contact the school.

NEWSLETTER- MEMOS

Communicating with families is a top priority at Heyburn. School newsletters, Monday Memos, and reminders are sent home and posted on our school website throughout the year. Our webpage contains information that will help keep parents informed of events that are taking place at the school. Please make sure have access to Remind via Email or text to get direct messages from your student's classroom and school wide announcement about events. Many announcements are also made through social media please join us to keep up to date. Facebook: Heyburn Elementary Instagram : heyburncougars follow and share in all our fun.

PARENT TEACHER ORGANIZATION (PTO)

Our school is very fortunate to have an active PTO organization. Many parents have been involved in projects that have proven very beneficial to our school. PTO nights are scheduled throughout the year where parents can gain information about the school and see our students perform. We encourage all parents to join and participate in PTO; a great organization that does GREAT things for Heyburn Elementary students. Membership is $1.

PROCEDURES

One of our goals at Heyburn is to maintain an orderly climate that is conducive to learning. In order to provide that climate, hallway, cafeteria, and assembly procedures have been implemented.

RELEASING STUDENTS FROM SCHOOL

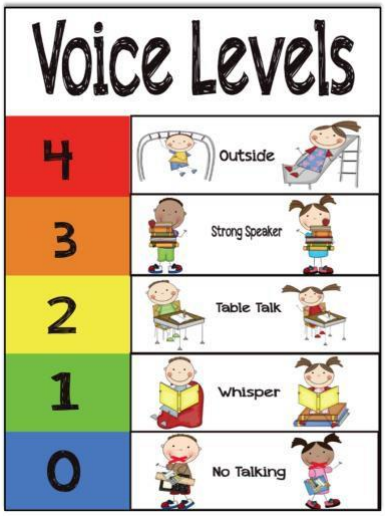
We assume responsibility for your child's well being during the school hours. Please come to the office to sign your child out of school so that we are aware that your student will be leaving. The office will send for your child by using the intercom system. This precaution is taken solely for the protection of your child. **We must have permission from parents to release their student to another person.** Any person you would like to come and get your child any time during the school day must check them out at the office.

SCHOOLWIDE BEHAVIOR EXPECTATIONS AT HEYBURN

The staff at Heyburn believes it is our responsibility to administer a fair and comprehensive schoolwide behavior program. We utilize a progressive discipline program that is designed to be preventative and change behaviors at the lowest level possible. There are three types of behavior defined below: minor, major, and severe. Schoolwide behavior expectations are explained in the chart "Heyburn Elementary School – Behavior Expectation Matrix" below. These are the expectations for all students, kindergarten through fifth grade. You will notice across the bottom of the chart are acceptable voice levels that students will be asked to use throughout the school. The voice level chart here is posted throughout the school as a gentle reminder to students. In the event that a student's behavior falls within the major and severe categories below, possible consequences for student misbehavior may include time outs, missing recesses/activities, in-school detention, out-of-school suspension, etc. When behavior is this significant parents will be notified by written notice or telephone as outlined below.

MINOR Behaviors are those behaviors that occur occasionally. These behaviors do not significantly interfere with the learning of others. These are behaviors that can be resolved by the teacher with re-teaching and classroom consequences. Corrections of these behaviors do not require more than 3 consequences or re-teaching opportunities. Parents are not normally notified of these behaviors as they are typical elementary behaviors, such as speaking out of turn or not following directions.

MAJOR Behaviors are those behaviors that can be classified as chronic minor behaviors, or that **moderately** interfere with the learning and safety of others. These behaviors have not been resolved through classroom consequences and re-teaching. Major behaviors interrupt the learning of others and may compromise safety. Major behaviors require a written office discipline referral (formerly known as a citation) and parent notification by the teacher.



SEVERE Behaviors are those major behaviors that are chronic, severely interrupt the learning atmosphere, or **significantly** compromise the safety of others. It also includes blatant defiance and/or disrespectful behaviors. Severe behaviors require immediate office referral, parent notification by administration, and may or may not involve law enforcement. These behaviors include such things as fighting, on-going bullying, theft, possession of weapons, drugs or alcohol and are subject to the penalties set by school board policy. They require that the school take action to protect the learning, health, and safety of other students. School board policy is available at the district web-site: www.minidokaschools.org

Heyburn works diligently to foster and teach kindness to all students. Kids say and do unkind things, however our focus is to prevent those behaviors by teaching student's appropriate behaviors and responses. Bullying is defined by State law as follows:

No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another student. "Harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat by a student that: A reasonable person under the circumstances should know will have the effect of:

1. Harming a student; or
2. Damaging a student's property; or
3. Placing a student in reasonable fear of harm to his or her person; or
4. Placing a student in reasonable fear of damage to his or her property; or
5. Is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student.

An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

Heyburn Elementary School- Behavior Expectation Matrix							
	School Wide	Classroom	Bathroom	Hallway	Playground	Lunch Room	Bus & Bus Loading Area
Be Kind	-be to school on time and ready to learn -dress appropriately	-be on time -have appropriate materials -be ready to work	-use the bathroom quickly and quietly	-hands to self -quiet walking feet -looking forward	-dress for the weather -line up immediately when the bell rings	-keep hands to self -face forward in the line	-go directly to bus line -sit in your bus line 2 by 2
Be Safe	-keep hands, feet, objects, and hurtful words to self -be kind and courteous to students, staff, and visitors -follow all safety rules -to our building and equipment	-be courteous of others -be considerate of others' personal property and space	-put paper towels in trash can -be mindful of others privacy -use soap, toilet paper, and paper towels appropriately	-stay on the right side of the hall -hold doors for others	-take turns -follow game rules -include others -be a good sport -apologize for mistakes -keep hands, feet, objects, and hurtful words to self	-use manners - pick up trash and dump your own tray -eat your own food -eat main dish or drink all your milk	-walk to and from busses -follow teacher and driver instructions
Be Responsible	-keep clean -keep correct voice level -be responsible for personal belongings	-complete all assignments -do your personal best -follow directions -stay focused on learning	-flush when finished -use closest student bathroom -report serious problems to your teacher -wash hands and return promptly	-go directly to your destination -have permission from staff to be in the hallway	-use equipment appropriately -play in designated areas -immediately and accurately report problems to an adult	-clean up after yourself -sit were directed until dismissed -always walk in the lunchroom	-follow bus rules to and from school -wait to load bus until directed by a teacher or driver -allow bus number sign to be visible by all
Appropriate Voice Level	-as directed by teacher	-as directed by teacher	-Level 0	-Level 0	-Level 4	-Level 1 (in line) -Level 2 (at tables)	-Level 2

SCHOOL-WIDE PROGRAMS

Heyburn Elementary School is a Schoolwide Title I school. This means that we continue to develop and act on plans developed with all stakeholders for using federal funds to support schoolwide improvement efforts. Curricular programs are based on effective school research and the Idaho Common Core Standards. Several areas of school improvement will continue to be focused on as a complete school team effort,

1. **Improving student achievement in reading, math, and writing**
2. **Parent and community involvement**
3. **Student Achievement and Recognition**

These are supplemented with support programs.

SPECIAL SERVICES

TITLE I - our Title I staff provide extra help to students in the areas of math and reading. This is done in the classrooms, as well as in small groups or individually. The objective is to help build necessary skills that will enable the student to work at grade level. Building motivation and interest are important elements of the Title I program.

ENGLISH LANGUAGE LEARNER – all students who have a language other than English spoken in the home are tested for English proficiency. If a student is not fluent in English, additional services are provided by the school in small groups to help students acquire English proficiency.

RESOURCE ROOM - the Idaho State Department of Education and our school district recognize that all children

must have the opportunity to receive an educational program which is appropriate for their abilities, needs, and talents. The state and local district also recognize that children may require special programs and services that are supplemental to, or different from, regular classroom instructions. These services are provided at Heyburn Elementary by qualified staff.

SPECIAL ACCOMMODATIONS - We are always happy to have visitors come into our school and participate in our educational programs. If at any time special accommodations are needed for individuals with disabilities, please contact the office so that we may arrange for those accommodations.

SPIRIT DAY

Spirit Days are days that our students will be asked to wear red and white to help build school spirit. Heyburn Elementary School spirit shirts have been made available by our PTO for all those who would like to purchase one. These shirts will help us celebrate Spirit Day. Students without shirts are encouraged to participate by wearing red and white.

TELEPHONE

All staff members have a phone placed in their classroom for the purpose of improving communication with parents. Whenever you need to leave a message, you can call the school and your call will be transferred. Please know that during instruction, teachers are not likely to answer the phone. Likewise, the administrators have a number of responsibilities outside of the office and therefore may not be able to answer your calls when you call. If an immediate response is needed, please ask the secretary for an appointment. Staff members will check their voice mail periodically and return calls promptly. You are encouraged to use this phone system to leave a message with the teacher on concerns regarding your student. Teachers can also be contacted through their email. Email addresses are on our school website at: www.minidokaschools.org

WITHDRAWING STUDENTS

If your child must leave Heyburn to transfer to another school, please notify the office or your child's teacher in advance. This will allow time to complete the check-out procedures and ensure a smooth transition for your child at their next school. Please take care to see that all school books and other property have been returned.

VISITORS / VOLUNTEERS

All visitors and volunteers must check in at the office. Volunteer Application must be completed and approved prior to volunteers being in the building or chaperoning on a field trip. We appreciate very much the many parents who come into our school to visit and/or volunteer their time to help out. We are very grateful for the many hours of service that have been given. When volunteers come to the school, we ask them to please come to the office first, sign in, and obtain an identification badge. Please call the school if you are able to volunteer in any way. We need volunteer participation. Please contact the classroom teacher or the office to fill out the necessary forms to volunteer.

If parents wish to observe a teacher, arrangements must be made with the building administrator in advance. The administrator will be happy to join the parent(s) during the observation.

Creating a successful learning experience for every child is our top priority. Please help us to fulfill our mission by:

1. **Sending your child to school regularly** – *missed days are missed opportunities and we look forward to having your child in school every day.*
2. **Regularly communicating with your child's teacher about their progress** – *waiting until the next scheduled PTC may cause unneeded frustration for both you and your child.*
3. **Being actively involved in your child's education** – *being actively involved can be as simple as ensuring your child comes to school regularly and does their homework each day. While we certainly welcome and appreciate volunteers, we recognize that some of our parents have other obligations that may prohibit them from being a volunteer at the school. Instilling in your child the importance of doing the work of learning demonstrates to them that you care about education and the work your child is doing.*

Parent/Student Signature Page

Parents, please initial that you have reviewed with your child and understand our handbook and behavior expectations. A parent and student signature are required. Please return this page signed to your child's teacher.

Parent/Padre _____ Date/ Fecha: _____

Student/Estudiante_____Date/Fecha: _____

☐ I have read and understand the student handbook for Heyburn Elementary. (He leido y entiendo el handbook de estudiantes para Heyburn Elementary.)

☐ I have read and understand the behavior expectations for Heyburn Elementary. (He leido y entiendo las expectativa de comportamiento a Heyburn Elementary.)

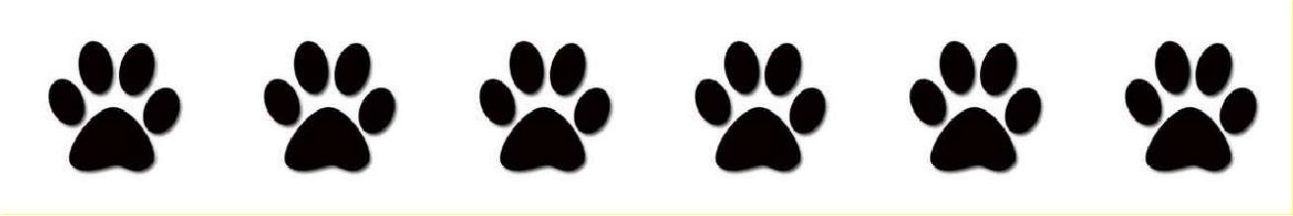
Additional Parent Information:

Parent Name: _____

Parent Email Address: _____

Parent or Guardian Daytime Phone: _____

Again, welcome to Heyburn Elementary, we look forward to working with you and your child!



Student/Parent Handbook
2024-2025

Welcome TO PAUL ELEMENTARY

Principal: Josh Greenwalt
201 1st Street W Paul, Idaho 83347
(208) 438-2211

For School Safety - All external doors will be locked during school hours. The office inter-com button will need to be pushed to enter the building.

Student/Parent Handbook

WELCOME TO PAUL ELEMENTARY SCHOOL

Home of the Panthers!

(208) 438-2211

School Business Hours 7:30 am - 4:00 pm

The staff at Paul Elementary would like to welcome you to school. Our mission is to work with our staff, students, and community to provide a safe, positive, and challenging environment where students can reach their fullest potential. Students will develop technical skills and achieve academic excellence with clear criteria for success and accountability. Students will be empowered to communicate, compete, and contribute as responsible citizens and valued members of the community.

GENERAL INFORMATION

TITLE ONE SCHOOL

Paul Elementary is designated a **Title I** school. That means that the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

SCHOOL PROCEDURES

SCHOOL SAFETY & SECURITY

Periodically, our school receives a safety audit by the School Safety & Security Analyst. We have made a few changes to help keep your students as safe as possible. As in the past, parents are to report to the office to check in and sign students out. Due to Intruder Awareness, visitors will be asked to remain in the office and the child will be called to the office as needed. If the parent has a specific reason to visit a classroom such as an invitation for a student presentation or pre-arranged conference, he or she will follow the procedure for a visitor and be issued a badge. **We ask that all visitors sign in at the office and pick up a visitor's tag. To ensure our student's safety, we closely monitor traffic in the building.** We do not permit students to bring friends or relatives to spend the day with them in class, these situations are too disruptive to our educational program. Any person needing special accommodations to participate in school activities are welcome to contact Paul School one (1) day prior to the activity at 438-2211.

ATTENDANCE

Good attendance at school is an extremely important aspect of each student's education. The Minidoka County Joint School District's attendance policy states that students are expected to be in attendance whenever school is scheduled at least 90% of the time.. Failure to attend denies the student learning opportunities and decreases the effectiveness of the teacher's presentation. Excused absences are illnesses that are verified by parents or a physician and reported to the school office by note or phone call. Pre-excused absences need to be approved by the principal and/or teacher. Unexcused absences are absences that are not approved as described above.

Parents are encouraged to call (208-438-2211) no later than 9:00 a.m. the day of the absence or provide a note the following day to explain the student's absence. Without a phone call or note, the absence may be considered unexcused. If a pre-excused absence has been approved, all schoolwork shall be completed prior to the absence, or at the teacher's discretion. With any excused absence from a Dr., the student is to complete all assignments as required by the teacher and will be permitted two days make-up for each day of absence. Continual unexcused absences may be considered as truancies.

Students not meeting the 90% attendance requirements set by the district may be denied advancement and will be referred to Attendance Court. **We ask that parents not pick up their children prior to the end of the school day as this causes missed instruction and disruption for the classroom teacher.**

REQUEST FOR EARLY DISMISSAL

Requests for early dismissal must be made in writing by the child's parent or legal guardian. We ask you to use these times sparingly, as the class work often cannot be duplicated. Dismissal will be from the school office. Only those who are pre-approved to pick up the child from the school and show proper identification will be allowed to sign that child out of school. The early dismissal sign-out log is located in the school office.

TARDY

It is important for students to be in class on time. The morning bell will be 7:40 am and teachers begin instruction at 7:45am. It is important that all students are present for opening routines. 3 instances of being late, counts as an absence according to district policy. Continual tardiness violates district attendance policies and will be referred to Attendance Court.

AUTOMOBILE DROP OFF / PICK UP DIRECTIONS

If you choose to drive your child to/from school, it is important that you follow the drop-off and pick up procedures. Once you have pulled up to the designated "Drop Off" area, then your student(s) should exit or enter the car. **Please do not have your child cross between the cars that are on the road.** If you would like to park and walk your child to the school, please park in the designated areas and walk your child to the front entrance using care as cars will be moving in the drop off lanes.

TRANSPORTATION

When riding on district buses students are required to adhere to all rules and regulations as stipulated by transportation personnel. Disruptive behavior will not be tolerated and student cooperation is greatly appreciated. Citations will be issued if students are uncooperative with bus drivers or other school personnel on bus duty or acting as supervisors. Bus drivers require written permission for students to ride buses that are not the students' assigned bus.

Please be very cautious when loading and unloading children from private vehicles and be aware of crosswalks, parking areas, and one-way driveways.

CHANGE OF ADDRESS/TELEPHONE NUMBERS

Parents should notify the school office in writing of any change in home or work addresses and phone numbers, as well as cell phone numbers. This information is vital for emergency contacts. Before the start of the school year, parents and guardians will be able to update demographic and contact information.

CLASSROOM INTERRUPTIONS

When a student forgets lunch, homework, musical instruments, etc. and parents bring these items to school, it can create a disruption to the educational process. On the occasion a forgotten item needs to be brought to school, the following procedures have been developed to avoid unnecessary classroom disruptions.
All contact with students and teachers must be made through the main office, and those items should be left at the office for the child to pick up.
Only emergency telephone messages will be delivered. If you must change a student's after school arrangement, please send a written notice signed by the parent or guardian to the school office. If the school does not receive this notice, the child will follow the regular routine.

FEES

An optional $13.00 activity fee is charged at registration for each student. This fee provides for various student activities and field trips that occur during the school year and individual earbuds for iPads. Activities include numerous assemblies, recognition awards and field trips. Third grade students are invited to pay $4.00 (optional) to purchase a recorder for music.
Supply lists are available from the office. Kindergarten has an optional fee for supplies.

CITIZENSHIP EXPECTATIONS

LEARNING ENVIRONMENT

In order to provide a safe learning environment, the staff of Paul Elementary School believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure the rights of each student to attend a school with a safe and positive learning environment while also helping students to see that there are consequences for inappropriate behavior. Our goal is to help students learn to become responsible citizens.
Teachers are responsible for maintaining classroom discipline. Every attempt is made to resolve problems with students with positive interactions and recommendations for improvement. Classroom refocus papers are used to help student's correct inappropriate behavior. Citations are issued when serious discipline problems arise. Citations are issued to inform the student and the parent that this behavior will not be tolerated. When a citation is issued, the student will bring home a copy for the parent to sign and return it to the classroom teacher. Citation forms are available at the school office for parent review if desired.
We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

TECHNOLOGY AND INTERNET POLICY

Paul Elementary School integrates current technology into classroom learning. Students must complete an Internet permission form agreeing to follow District technology policy. Technology users are expected to follow guidelines outlined in the District's Acceptable Use Policy. These guidelines include internet use as well as rules of network etiquette, social media guidelines, and copyright ethics when involving software utilizations. Any user who does not comply with the policy rules will receive remediation on technology use and possibly lose technology privileges for a period of time under the discretion of the administrator. Repeated or severe infractions of the policies may result in termination technology privileges permanently.

IPADS

Students in K-5 will be using iPads during the school day. The purpose is to provide current tools and resources to the 21st century learner. To maximize the students' full potential, prepare them for post-secondary education and the workplace. iPad use by students is subject to the district Acceptable Use policy. This policy can be found on the district website under Board Policies 360.00 Electronic Services for Students.

PERSONAL CELL PHONES and SMART WATCHES

If a student needs to have a cell phone it needs to be kept in his or her backpack. Student smart watches must be used for the purposes of a watch and not a communication device during school hours. If the student is using the cell phone or smart watch for communication during school or recess time, the following consequences will apply:

1st offense – warning
2nd offense – citation and phone call to parents
3rd offense – citation and phone will be sent to the office for parents to pick up.

For more information, please review the district policy 362.00 P - Student Use of Personal Electronic Device Procedure.

PERSONAL ITEMS AND MONEY

Students are not allowed to bring large amounts of money, expensive equipment (electronic games, tablets, trading cards, cell phones, etc.), or jewelry to school. Students are not allowed to buy or sell items to or from other students in school, or on the school grounds. **The school cannot accept responsibility for loss or damage to any items brought to school.**

PLAYGROUND RULES AND CONSEQUENCES

The person on duty is in charge and students will cooperate as requested. The duty person may issue **time-outs, warnings** or **citations** if necessary.

- Students will use all playground equipment(swings, slides, tires, etc.) correctly.
- Students will not throw rocks, dirt, snowballs or other objects that could hurt others or participate in any action that causes bodily harm or property damage.
- Students must always ask the duty person for permission to leave the playground.
- Students are not to harass, intimidate or provoke others. This includes no foul language or gestures.
- Rough play is not allowed: intentionally pushing, grabbing, tackling, tripping, hitting or kicking others is strictly forbidden.

DRESS CODE

Students shall be required to show proper attention to personal cleanliness, neatness, and conservative, appropriate standards of dress and appearance. Student dress and student conduct should not disrupt or distract from the instruction at school. Make-up is not allowed at school. Student dress that is deemed inappropriate by the school staff will be corrected **in accordance with district policy.** Pants/slacks are to be worn at the waist. Belts are not required, but if worn, must be in belt loops and are not to hang down. No extremely tight-fitting clothing will be worn. Clothes must conceal undergarments at all times. Clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school's instructional program, is unacceptable. Skirts and shorts should be fingertip length or mid-thigh (determined by the building principal) and leggings or tight jeans can only be worn under garments that meet this length criterion. Holes in jeans must also be below the above length or have other garments beneath the holes.

***Students should always dress appropriately for weather conditions and label coats and jackets.**

BULLYING

Bullying creates an imbalance of power which creates fear and intimidation.
Not all misbehaving is an act of bullying. Repeated behaviors such as teasing, name-calling, taunting, or fighting that have received other discipline consequences such as a citation but still do not deter the aggressor, move into the category of bullying. At this level of discipline, a parent meeting will be called with a discussion about school suspensions and depending on the severity, the Resource Officer may be contacted.

WEAPONS

The Minidoka County School District has very detailed and strict policies concerning the possession or use of weapons, drugs or alcohol at school. Extensive policies listing appropriate consequences also exist for student behavior concerning harassment, fighting, theft or destruction of property. Parents are encouraged to review these and other policies on the district's homepage at www.sd331.k12.id.us. If parents do not have access to a computer at home we will gladly assist you at the school.

Progressive Discipline Policy

At Paul Elementary, we believe that discipline should be a learning experience that helps students grow and develop into responsible, respectful, and productive members of the school community. Our Progressive Discipline Policy is designed to address inappropriate behavior in a fair, consistent, and educational manner.

Objectives:

- **Ensure a Safe and Positive Learning Environment:** Maintain an atmosphere conducive to learning.
- **Promote Responsibility and Accountability:** Encourage students to take responsibility for their actions.
- **Provide Support and Guidance:** Offer support to help students understand and correct their behavior.

Steps in Progressive Discipline:

1. **Verbal Warning:**
    - **Description:** The teacher or staff member discusses the behavior with the student, explaining why it is inappropriate and how it can be corrected.
    - **Purpose:** To make the student aware of the issue and provide an opportunity for immediate correction.
2. **Written Warning:**
    - **Description:** A written notice is sent home to inform parents/guardians of the behavior. This may include a reflection activity for the student.
    - **Purpose:** To formally document the behavior and involve parents/guardians in addressing it.
3. **Loss of Privileges:**
    - **Description:** The student may lose certain privileges (e.g., recess, participation in special activities).
    - **Purpose:** To reinforce the consequences of inappropriate behavior by temporarily removing enjoyable activities.

4. **Time-Out or In-School Suspension:**
    - **Description:** The student is removed from the classroom environment for a designated period but remains in school under supervision.
    - **Purpose:** To provide a break for the student to reflect on their behavior in a structured setting.
5. **Parent-Teacher Conference:**
    - **Description:** A meeting involving the student, parents/guardians, teacher, and possibly other school staff to discuss the behavior and develop a plan for improvement.
    - **Purpose:** To collaboratively create strategies to support positive behavior and address any underlying issues.
6. **Out-of-School Suspension:**
    - **Description:** The student is temporarily removed from school for a specified period.
    - **Purpose:** To provide a serious consequence for severe or repeated inappropriate behavior, emphasizing the need for behavior change.
7. **Expulsion:**
    - **Description:** Permanent removal from the school in extreme cases of severe or repeated misconduct.
    - **Purpose:** To maintain the safety and integrity of the school community when other measures have failed.

Appeals:

Parents/guardians have the right to appeal disciplinary decisions by contacting the school administration. A review meeting will be scheduled to discuss the concerns and determine appropriate next steps.

By following this Progressive Discipline Policy, we aim to help students learn from their mistakes, make better choices in the future, and contribute positively to our school community.

HEALTH & SAFETY

SCHOOL IMMUNIZATION LAW

The immunizations listed are required of children who are to attend preschool, kindergarten through grade twelve (12) in any Idaho public, private, or parochial school (Idaho Code 39-4801). Immunizations must be administered in the manner and in accordance with medical standards recognized by the Idaho Board of Medicine and within "Immunization Recommendations" available from the Bureau of Communicable Disease Prevention.

- 5 or more doses of DPT vaccine (Diphtheria, Pertussis, Tetanus) unless fewer doses are medically recommended;
- 4 or more doses of Polio vaccine, unless fewer doses are medically recommended;
- Two dose each of MMR (measles/mumps/rubella vaccine, given after one year of age;
- 3 doses of Hepatitis B; 2 doses of Hepatitis A
- 2 Varicella.

Students not in compliance with Idaho Immunization Law will not be permitted to attend school.

GENERAL RULES FOR ALL ILLNESS

Please observe your child carefully each day before sending him/her to school. Do not send your child if there are any signs of illness or infection. For example, a temperature elevation above 100 degrees, a cold with symptoms that include the following: sore throat, ear ache, persistent coughing, red eyes, nausea, and **never** if the child vomited during the night or upon rising. **Students must be fever free and vomit free for 24 hours prior to returning to school.**

COMMUNICABLE DISEASES

Our school has a commitment to keep students and staff as healthy as possible. We will continue to monitor our area and make the best possible choices regarding the education as well as the health and safety of the people in our building.

Minidoka School District Nurses give us new and updated information from the Idaho South Central Public Health and CDC regarding the current health situation of our community. Please be patient as plans may change depending on the need and health wellbeing of the students and staff.

LICE

Per district policy- 386.60 - The student is to be sent to the office for a head check. Maintain student's confidentiality as much as possible throughout this procedure. If available, the nurse will perform the head check. If unavailable, the secretary will perform the head check. The head check will consist of the nurse or secretary going through the student's hair in sections (with gloves on) to see if lice or nits can be detected; this will be done in a private area with adequate lighting, not visible to other students. If no lice or nits are detected, the student will be sent back to class. If lice or nits are detected, student's guardians will be notified that proper treatment of head lice will need to occur at home. Nurse or secretary will educate the student and guardian on the topics of: how to avoid spreading head lice, proper treatment for head lice, and how to sanitize the home and other necessary items. An educational handout will also be sent home with the student. Whether or not the student is to be sent home depends on the severity of the lice infestation - this will be determined by the nurse, secretary, and parent's discretion. The CDC recommends that students diagnosed with live head lice do not need to be sent home early from school. Please refer to the CDC's Head Lice Information for Schools document for exact information. The student will either go back to class or will wait to be picked up by their guardian (if this was the determined course of action). The secretary or school nurse should follow up with the teacher on what course of action was decided. Refer staff to this procedure as needed. Routine classroom screening for head lice should not occur, per the American Academy of Pediatrics (https://pediatrics.aappublications.org/content/135/5/e1355)

SCHOOL MEDICATIONS

The Minidoka County School Board has established that no medication will be given to students (prescription and non-prescription) except in cases where failure to take prescribed medications would jeopardize the child's health. In these cases, the following procedures will be followed:

- A letter from a doctor giving detailed instructions will be provided to the school by the parent/guardian. The letter must be also signed by the parent/guardian.
- The medicine, to be furnished by the parent, shall be plainly labeled with the student's name, the name of the medicine, prescription number, the amount to be given, the time of day to be taken, and the expected duration of treatment. The physician's name must be on the label.
- Students who use Inhalers should either leave them at the office or with their teacher unless due to severity they must carry them.

HEALTH ROOM

A room is available by the office for students that are ill or injured during the school day. Students must report to their classroom teacher and receive permission to come to the Health Room. If necessary, parents will be contacted to take children home who are too ill to return to the classroom. Students must be sent home that have untreated conditions such as pink eye or ringworm. **It is very important that parents be sure that accurate emergency information is on file at the school office.**

FIRE AND SAFETY DRILLS

Fire and safety drills are held monthly throughout the year. These drills are specifically designed to teach students the appropriate behavior in a disaster or dangerous situation. The children are given instructions as to proper procedures for each condition.

EMERGENCY SCHOOL CLOSURES

When a very cold day or snow day comes, please watch for notifications by Remind, listen to local radio stations, and check the school website to find out if school will be in session or not.

SCHOOLWIDE INFORMATION

CURRICULUM

The curriculum taught at Paul Elementary is based on the district adopted curriculum which is aligned to state standards. Strong emphasis is placed on individual reading and mathematics. The curriculum promotes strong academic and technical skills. We encourage parents to become active participants by monitoring homework, communicating with classroom teachers, and ensuring good attendance for your students. Together, we can ensure a positive and rewarding learning experience.

ASSESSMENTS REQUIRED BY THE STATE OF IDAHO

Kindergarten through grade 3 - Idaho Reading Indicator (IRI) in Reading
Grades 3 through 5 - Performance and Comprehensive assessments in Idaho State Achievement Test (ISAT) in English Language Arts and Math
Grade 5 - Idaho Science Assessment (ISAT Science)
Kindergarten through grade 5 - Limited English Proficient students only: Assessing Comprehension and Communication in English test (ACCESS)

RECESS

Students in grades Kindergarten through 5th grade participate in recess activities. Recess periods are supervised each day. Appropriate dress is expected. **A child well enough to attend school can participate in fresh air activities.** Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's issue, the time period during which the student is excused, and the specific kind of activity to be avoided. These requests must be in writing. **Please note that children will be outside in cold snowy weather; please have them dress accordingly.**

HOMEWORK

Homework may be assigned to help students practice skills taught during the day and develop good study habits. In addition to assigned work, students in grades 1 through 5th are encouraged to read 20 minutes each night. **If your child is absent for several days, we encourage you to call the office and arrange to have homework ready to pick up after school.**

PARENT TEACHER ORGANIZATION

Paul Elementary School is fortunate to have a wonderful PTO organization that helps to bring school and community together. Please contact us if you would like to volunteer on the PTO.

VOLUNTEERS

We appreciate all the parents and family members that volunteer to assist classroom teachers. *We strongly support volunteerism in our school and encourage everyone to spend some time helping in a classroom.*

Please contact the classroom teacher or the office to fill out the necessary forms to volunteer.

The PTO also organizes and assists with numerous activities throughout the year that support our school. **Please contact PTO board members to volunteer your services.**

BREAKFAST AND LUNCH

Students at the elementary schools will pay for breakfast and lunch. The Food Service staff will send home notices of low and negative balances as well as trying to call parents. Free and Reduced Applications will be sent home in an envelope with the child.

*** No charging will be allowed the last three weeks of school. Charges that are not collected will be carried over to the next school year.**

BIRTHDAY PARTIES

On the last Thursday of each month, classrooms celebrate all student birthdays for that month. (Please wait to celebrate your child's birthdays until this day). If you wish to help provide treats, please contact your child's teacher. Just a reminder, **all food must be individually wrapped and prepared commercially.** ***Please do not send balloons to school. They are not allowed on the bus.**

LOST AND FOUND

Lost and found items accumulate quickly as the year proceeds. It is very helpful if parents will check at the office as soon as items turn up missing. All unclaimed items will be donated to a charitable organization.

COLD WEATHER OR SNOW DAYS

When the weather becomes extremely cold or wet, we allow students to stay indoors during recess time. As a school staff, we recognize the difference between "uncomfortable" temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they come back in. Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, gloves, hat and boots.

Minidoka Communication Plan for Parents

The Minidoka Communication Plan outlines the steps to be taken to communicate information with parents/guardians before, during, and after an incident.

BEFORE AN INCIDENT

Communicating with the school community begins before an incident occurs. In the event of an incident, parents/guardians, media, and first responders will require clear and concise messaging from the Minidoka County School District about the incident, what is being done about it, and the safety status of the children and staff.

Before an incident occurs, Minidoka County School District will:

- ✔ Develop a relationship with parents/guardians so that they trust and know how to access alerts and incident information.
- ✔ Inform parents/guardians about the school's Emergency Response Plan, its purpose, and its objectives. Information will be included in registration packets (typically the student handbook) and posted to the school and district websites.
- ✔ Be prepared with translation services for non-English speaking families and students with limited English proficiency.

DURING AN INCIDENT

The School District will communicate with parents during an incident by:

- ✔ Disseminating information via *text messages, radio announcements, emails, Remind and Facebook to* inform parents about exactly what is known to have happened.
- ✔ Implement a plan to manage phone calls and parents who arrive at school. Describing how the school and school district are handling the situation.

The principal will notify the district office and designate a staff member to monitor all communication.

RUMOR CONTROL

The School District and/or principal will:

- ✔ Designate and brief personnel answering calls to help control misinformation.
- ✔ Conduct briefing for community representatives directly associated with the school.

AFTER AN INCIDENT

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, the Minidoka County School District will collect and disseminate accurate information to help facilitate the recovery process.

The School District will:

- ✔ **Schedule an open question and answer meeting for parents and guardians as soon as possible.**
- ✔ **Conduct public meetings as needed to provide the community with the opportunity to ask questions and receive accurate information.**
- ✔ **Provide information regarding possible reactions of their children and ways to talk with them.**
- ✔ **Provide a phone number, website address, or recorded hotline where families can receive updated incident information; informing families and students when and where school will resume.**
- ✔ **Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.**
- ✔ **Educate students, and parents on available crisis counseling services.**
- ✔ **Develop alternative teaching methods for students unable to return immediately to classes**
- ✔ **Create a plan for conducting classes when facilities are damaged**

Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

Acknowledgement of Student/Parent Handbook

(*All students and parents or legal guardians should return this acknowledgment form within 15 days of enrollment at the school.*)

Family Acknowledgement

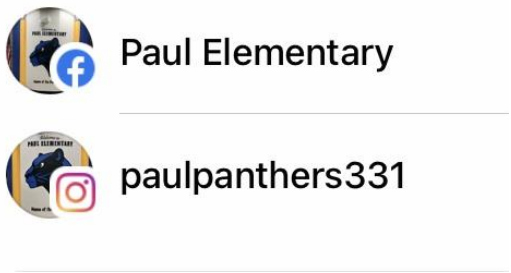
My signature acknowledges that I have received a copy of Paul Elementary Student/Parent Handbook.

I understand that my child and I are responsible for reviewing the handbook and becoming familiar with the school policies and expectations set forth in the handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramification if he or she violates any policy or agreement set forth in the handbook.

Date _____ _____

Parent Signature (or legal guardian)

Follow Us on Facebook and Instagram!



Manual para padres y estudiantes 2024-2025

Welcome TO PAUL ELEMENTARY

Directora: Josh Greeenwalt
201 1st Street W Paul, Idaho 83347
(208) 438-2211

Para la seguridad escolar: todas las puertas externas permanecerán cerradas durante el horario escolar. Será necesario presionar el botón del intercomunicador de la oficina para ingresar al edificio.

Manual para padres y estudiantes

BIENVENIDOS A LA ESCUELA PRIMARIA PAUL¡

Hogar de los Panthers!

(208) 438-2211
Horas de oficina de la escuela 7:30 am - 4:00 pm

El personal de la Primaria Paul le da la bienvenida a la escuela. Nuestra misión es trabajar con nuestro personal, estudiantes y comunidad para proporcionar un entorno seguro, positivo y desafiante donde los estudiantes puedan alcanzar su máximo potencial. Los estudiantes desarrollarán habilidades técnicas y alcanzarán la excelencia académica con criterios claros de éxito y responsabilidad. Los estudiantes estarán capacitados para comunicarse, competir y contribuir como ciudadanos responsables y miembros valiosos de la comunidad.

INFORMACIÓN GENERAL

ESCUELA de TÍTULO UNO

Primaria Paul está designada como una escuela **Título I.** Eso significa que la Ley de Educación Primaria y Secundaria, según enmendada (ESEA) proporciona asistencia financiera a las escuelas con un alto número o un alto porcentaje de niños de familias de bajos ingresos para ayudar a garantizar que todos los niños cumplan con los exigentes estándares académicos estatales.

PROCEDIMIENTOS ESCOLARES

SEGURIDAD Y SEGURIDAD ESCOLAR

Periódicamente, nuestra escuela recibe una auditoría de seguridad por parte del Analista de seguridad y protección escolar. Hemos realizado algunos cambios para ayudar a mantener a sus estudiantes lo más seguros posible. Como en el pasado, los padres deben presentarse en la oficina para registrar la entrada y la salida de los estudiantes. Debido a la conciencia de intrusos, se les pedirá a los visitantes que permanezcan en la oficina y se llamará al niño a la oficina según sea necesario. Si el padre tiene una razón específica para visitar un salón de clases, como una invitación para una presentación estudiantil o una conferencia preestablecida, seguirá el procedimiento para un visitante y se le entregará una credencial. **Pedimos que todos los visitantes se registren en la oficina y recojan una etiqueta de visitante. Para garantizar la seguridad de nuestros estudiantes, monitoreamos de cerca el tráfico en el edificio.** No permitimos que los estudiantes traigan amigos o familiares para pasar el día con ellos en clase, estas situaciones son demasiado perjudiciales para nuestro programa educativo. Cualquier persona que necesite adaptaciones especiales para participar en las actividades escolares puede comunicarse con Paul School un (1) día antes de la actividad al 438-2211.

ASISTENCIA

La buena asistencia a la escuela es un aspecto extremadamente importante de la educación de cada estudiante. La política de asistencia del Distrito Escolar Conjunto del Condado de Minidoka establece que se espera que los estudiantes asistan siempre que la escuela esté programada al menos el 90% del tiempo. No asistir niega las oportunidades de aprendizaje del estudiante y disminuye la efectividad de la presentación del maestro. Las ausencias justificadas son enfermedades que son verificadas por los padres o un médico y reportadas a la oficina de la escuela por nota o llamada telefónica. Las ausencias pre-justificadas deben ser aprobadas por el director y / o el maestro. Las ausencias injustificadas son ausencias que no están aprobadas como se describe arriba.

Se anima a los padres a llamar al (208-438-2211) a más tardar a las 9:00 am el día de la ausencia o proporcionar una nota al día siguiente para explicar la ausencia del estudiante. Sin una llamada telefónica o una nota, la ausencia puede considerarse injustificada. Si se ha aprobado una ausencia con excusa previa, todo el trabajo escolar se completará antes de la ausencia, oa discreción del maestro. Con cualquier ausencia justificada de un Dr., el estudiante debe completar todas las tareas según lo requiera el maestro y se le permitirán dos días de recuperación por cada día de ausencia. Las ausencias continuas sin excusa se pueden considerar faltas injustificadas.

A los estudiantes que no cumplan con los requisitos de asistencia del 90% establecidos por el distrito se les puede negar el avance y serán remitidos al Tribunal de Asistencia. **Les pedimos a los padres que no recojan a sus hijos antes del final del día escolar, ya que esto causa la falta de instrucción y la interrupción del maestro del salón de clases.**

SOLICITUD DE SALIDA TEMPRANA

Las solicitudes de salida anticipada deben ser hechas por escrito por el padre o tutor legal del niño. Le pedimos que utilice este tiempo con moderación, ya que el trabajo de clase a menudo no se puede duplicar. La salida será de la oficina de la escuela. Solo aquellos que estén pre aprobados para recoger al niño de la escuela y muestren la identificación adecuada podrán firmar al niño fuera de la escuela. El registro de salida temprano se encuentra en la oficina de la escuela.

LLEGADAS TARDE

Es importante que los estudiantes lleguen a clase a tiempo. La campana de la mañana sonará a las 7:40 am y los maestros comenzarán la instrucción a las 7:45 am. Es importante que todos los estudiantes estén presentes para iniciar las rutinas. 3 casos de llegar tarde, cuenta como una ausencia.

Las tardanzas continuas violan las políticas de asistencia del distrito y serán referidas al Tribunal de Asistencia.

DIRECCIONES PARA DEJAR / RECOGER EN AUTOMÓUIL

Si decide llevar a su hijo a/desde la escuela, es importante que siga los procedimientos para dejar y recoger a su hijo. Una vez que se haya detenido en el área designada para “Dejar”, entonces su (s) estudiante (s) deben salir o entrar al automóvil. **Por favor, no permita que su hijo cruce entre los autos que están en la carretera.** Si desea estacionar y caminar a su hijo a la escuela, estacione en las áreas designadas y lleve a su hijo a la entrada principal con cuidado, ya que los automóviles se moverán en los carriles de entrega.

TRANSPORTE

Al viajar en los autobuses del distrito, los estudiantes deben cumplir con todas las reglas y regulaciones estipuladas por el personal de transporte. No se tolerará el comportamiento perturbador y se agradece enormemente la cooperación de los estudiantes. Se emitirán citaciones si los estudiantes no cooperan con los conductores de autobús u otro personal escolar en servicio de autobús o actuando como supervisores. Los conductores de autobuses requieren un permiso por escrito para que los estudiantes viajen en autobuses que no son los autobuses asignados a los estudiantes.

Tenga mucho cuidado al cargar y descargar niños de vehículos privados y tenga en cuenta los cruces de peatones, las áreas de estacionamiento y los caminos de entrada de un solo sentido.

CAMBIO DE DIRECCIÓN / NÚMEROS DE TELÉFONO

Los padres deben notificar a la oficina de la escuela por escrito sobre cualquier cambio en las direcciones y números de teléfono de la casa o el trabajo, así como los números de teléfono celular. Esta información es vital para los contactos de emergencia. Antes del comienzo del año escolar, los padres y tutores podrán actualizar la información demográfica y de contacto.

INTERRUPCIONES EN EL SALÓN DE CLASES

Cuando un estudiante olvida el almuerzo, la tarea, los instrumentos musicales, etc. y los padres traen estos artículos a la escuela, puede crear una interrupción en el proceso educativo. En caso de que sea necesario traer un artículo olvidado a la escuela, se han desarrollado los siguientes procedimientos para evitar interrupciones innecesarias en el aula.

Todo contacto con los estudiantes y maestros debe hacerse a través de la oficina principal, y esos artículos deben dejarse en la oficina para que el niño los recoja.

Solo se entregarán mensajes telefónicos de emergencia. Si debe cambiar los arreglos para después de la escuela de un estudiante, envíe un aviso por escrito firmado por el padre o tutor a la oficina de la escuela. Si la escuela no recibe este aviso, el niño seguirá la rutina regular.

TARIFA

Se cobra una tarifa de actividad opcional de $13.00 al momento de la inscripción para cada estudiante. Esta tarifa provee para diversas actividades estudiantiles y excursiones que ocurren durante el año escolar y audífonos individuales para iPads. Las actividades incluyen numerosas asambleas, premios de reconocimiento y excursiones. Se invita a los estudiantes de tercer grado a pagar $4.00 (opcional) para comprar una grabadora de música.

Las listas de suministros están disponibles en la oficina. El jardín de infantes tiene una tarifa opcional para los suministros.

EXPECTATIVAS DE CIUDADANÍA

AMBIENTE DE APRENDIZAJE

Con el fin de proporcionar un ambiente de aprendizaje seguro, el personal de la Escuela Primaria Paul cree que es nuestra responsabilidad administrar una política de disciplina justa y completa. El propósito de esta política es asegurar los derechos de cada estudiante de asistir a una escuela con un ambiente de aprendizaje seguro y positivo mientras también ayuda a los estudiantes a ver que hay consecuencias por comportamiento inapropiado. Nuestro objetivo es ayudar a los estudiantes a aprender a convertirse en ciudadanos responsables.

Los maestros son responsables de mantener la disciplina en el aula. Se hace todo lo posible para resolver los problemas con los estudiantes con interacciones positivas y recomendaciones para mejorar. Los papeles de reenfoque en el aula se utilizan para ayudar al estudiante a corregir el comportamiento inapropiado. Las citaciones se emiten cuando surgen problemas disciplinarios graves. Se emiten citaciones para informar al estudiante y al padre que este comportamiento no será tolerado. Cuando se emite una citación, el estudiante traerá a casa una copia para que los padres la firmen y la devuelvan al maestro de la clase. Los formularios de citación están disponibles en la oficina de la escuela para que los padres los revisen si así lo desean.

Alentamos a los padres a que mantengan un contacto regular con los maestros acerca de sus inquietudes para que podamos trabajar en equipo para ayudar a sus hijos.

POLÍTICA DE TECNOLOGÍA E INTERNET

La Escuela Primaria Paul integra la tecnología actual en el aprendizaje en el aula. Los estudiantes deben completar un formulario de permiso de Internet aceptando seguir la política de tecnología del Distrito. Se espera que los usuarios de tecnología sigan las pautas descritas en la Política de uso aceptable del Distrito. Estas pautas incluyen el uso de Internet, así como las reglas de etiqueta de la red, las pautas de las redes sociales y la ética de los derechos de autor cuando se trata de usos de software. Cualquier usuario que no cumpla con las reglas de la política recibirá una reparación por el uso de la tecnología y posiblemente perderá los privilegios de la tecnología por un período de tiempo a discreción del administrador. Las infracciones repetidas o graves de las políticas pueden resultar en privilegios de tecnología de terminación de forma permanente.

IPADS

Los estudiantes de K-5 usarán iPads durante el día escolar. El propósito es proporcionar herramientas y recursos actuales al alumno del siglo XXI. Para maximizar el potencial de los estudiantes, prepárelos para la educación postsecundaria y el lugar de trabajo. El uso del iPad por parte de los estudiantes está sujeto a la política de uso aceptable del distrito. Esta política se puede encontrar en el sitio web del distrito bajo las Políticas de la Junta 360.00 Servicios electrónicos para estudiantes.

TELÉFONOS

CELULARES PERSONALES y RELOJES INTELIGENTES

Si un estudiante necesita tener un teléfono celular, debe guardarlo en su mochila. Los relojes inteligentes para estudiantes deben usarse como reloj y no como dispositivo de comunicación durante el horario escolar. Si el estudiante está utilizando el teléfono celular o reloj inteligente para comunicarse durante el horario escolar o de recreo, se aplicarán las siguientes consecuencias:

1ra ofensa - advertencia
2da ofensa- citación y llamada telefónica a los padres
3ra ofensa - citación y teléfono será enviado a la oficina para los padres recoger.

Para obtener más información, consulte la política del distrito 362.00 P - Procedimiento de uso de dispositivos electrónicos personales por parte de los estudiantes.

ARTÍCULOS PERSONALES Y DINERO

A los estudiantes no se les permite traer grandes cantidades de dinero, equipos costosos (juegos electrónicos, tabletas, tarjetas de intercambio, teléfonos celulares, etc.) o joyas a la escuela. No se permite que los estudiantes compren o vendan artículos a otros estudiantes en la escuela o en los terrenos de la escuela. **La escuela no puede aceptar la responsabilidad por la pérdida o daño de cualquier artículo traído a la escuela.**

REGLAS Y CONSECUENCIAS DEL PATIO DE JUEGOS

La persona de turno está a cargo y los estudiantes cooperarán según se solicite. La persona de servicio puede emitir **tiempos muertos, advertencias** o **citaciones** si es necesario.

- Los estudiantes usarán todo el equipo del patio de recreo (columpios, toboganes, llantas, etc.) correctamente.
- Los estudiantes no arrojarán piedras, tierra, bolas de nieve u otros objetos que puedan lastimar a otros o participar en cualquier acción que cause daño corporal o daño a la propiedad. ● Los estudiantes siempre deben pedir permiso a la persona responsable para salir del patio de recreo. ● Los estudiantes no deben acosar, intimidar o provocar a otros. Esto no incluye lenguaje o gestos obscenos.
- No se permite el juego brusco: está estrictamente prohibido empujar, agarrar, taclear, tropezar, golpear o patear a otros intencionalmente.

CÓDIGO DE VESTIMENTA

Se requerirá que los estudiantes muestren la debida atención a la limpieza personal, pulcritud y estándares conservadores y apropiados de vestimenta y apariencia. La vestimenta y la conducta de los estudiantes no deben interrumpir o distraer la instrucción en la escuela. No se permite el maquillaje en la escuela. La vestimenta de los estudiantes que el personal de la escuela considere inapropiada será corregida **de acuerdo con la política del distrito.** Los pantalones / pantalones se deben usar en la cintura. No se requieren cinturones, pero si se usan, deben estar en las presillas y no deben colgarse. Se prohíben los pantalones que no se puedan sujetar sin cinturón. Los overoles / overoles tipo babero se deben usar de una manera apropiada, segura y abrochada. No se usará ropa extremadamente ajustada. La ropa debe ocultar la ropa interior en todo momento. La ropa que sea excesivamente reveladora o que desvíe de alguna manera la misión educativa del programa de instrucción de la escuela, es inaceptable. Las faldas y pantalones cortos deben llegar hasta la punta de los dedos o hasta la mitad del muslo (determinado por el director de la escuela) y las mallas o jeans ajustados solo se pueden usar debajo de las prendas que cumplen con este criterio de longitud. Los agujeros en los jeans también deben estar por debajo de la longitud anterior o tener otras prendas debajo de los agujeros.

*** Los estudiantes siempre deben vestirse apropiadamente para las condiciones climáticas y etiquetar abrigos y chaquetas.**

ACOSO

El acoso crea un desequilibrio de poder que crea miedo e intimidación.
No todo mal comportamiento es un acto de intimidación. Los comportamientos repetidos como burlas, insultos, burlas o peleas que han recibido otras consecuencias disciplinarias, como una citación, pero que aún no disuaden al agresor, pasan a la categoría de intimidación. En este nivel de disciplina, se convocará una reunión de padres con una discusión sobre las suspensiones escolares y, dependiendo de la gravedad, se puede contactar al Oficial de Recursos.

ARMAS

El Distrito Escolar del Condado de Minidoka tiene políticas muy detalladas y estrictas con respecto a la posesión o uso de armas, drogas o alcohol en la escuela. También existen amplias políticas que enumeran las consecuencias apropiadas para el comportamiento de los estudiantes en relación con el acoso, las peleas, el robo o la destrucción de la propiedad. Se anima a los padres a revisar estas y otras políticas en la página principal del distrito en www.sd331.k12.id.us. Si los padres no tienen acceso a una computadora en casa, con gusto los ayudaremos en la escuela.

SALUD Y SEGURIDAD

LEY DE VACUNAS ESCOLARES

Las vacunas enumeradas se requieren para los niños que deben asistir a preescolar, jardín de infantes hasta el grado doce (12) en cualquier escuela pública, privada o parroquial de Idaho (Código de Idaho 39-4801). Las vacunas deben administrarse de la manera y de acuerdo con los estándares médicos reconocidos por la Junta de Medicina de Idaho y dentro de las "Recomendaciones de inmunización" disponibles en la Oficina de Prevención de Enfermedades Transmisibles.

- 5 o más dosis de la vacuna DPT (difteria, tos ferina, tétanos) a menos que se recomienden menos dosis por motivos médicos;
- 4 o más dosis de la vacuna contra la poliomielitis, a menos que se recomienden médicamente menos dosis;
- Dos dosis cada una de MMR (vacuna contra el sarampión / paperas / rubéola, administrada después de un año de edad;
- 3 dosis de Hepatitis B; 2 dosis de Hepatitis A
- 2. Varicela.

Los estudiantes que no cumplan con la Ley de Inmunización de Idaho no podrán asistir a la escuela.

REGLAS GENERALES PARA TODAS LAS ENFERMEDADES

Por favor observe a su hijo con atención todos los días antes de enviarlo a la escuela. No envíe a su hijo si hay signos de enfermedad o infección. Por ejemplo, una temperatura elevada por encima de los 100 grados, un

resfriado con síntomas que incluyen los siguientes: dolor de garganta, dolor de oído, tos persistente, ojos rojos, náuseas y **nunca** si el niño vomitó durante la noche o al levantarse. **Los estudiantes deben estar libres de fiebre y vómitos durante 24 horas antes de regresar a la escuela.**

Política de disciplina progresiva

En Paul Elementary, creemos que la disciplina debe ser una experiencia de aprendizaje que ayude a los estudiantes a crecer y convertirse en miembros responsables, respetuosos y productivos de la comunidad escolar. Nuestra Política de Disciplina Progresiva está diseñada para abordar el comportamiento inapropiado de una manera justa, consistente y educativa.
Objetivos:

- **Garantizar un entorno de aprendizaje seguro y positivo:** mantener una atmósfera propicia para el aprendizaje.

- **Promover la responsabilidad y la rendición de cuentas:** anime a los estudiantes a asumir la responsabilidad de sus acciones.

- **Proporcionar apoyo y orientación:** ofrecer apoyo para ayudar a los estudiantes a comprender y corregir su comportamiento.

Pasos en la disciplina progresiva:
Advertencia verbal:
Descripción: El maestro o miembro del personal analiza el comportamiento con el estudiante, explica por qué es inapropiado y cómo se puede corregir.
Propósito: Informar al estudiante sobre el problema y brindarle la oportunidad de corregirlo de inmediato.
Advertencia escrita:
Descripción: Se envía un aviso por escrito a casa para informar a los padres/tutores sobre el comportamiento. Esto puede incluir una actividad de reflexión para el estudiante.
Propósito: Documentar formalmente el comportamiento e involucrar a los padres/tutores para abordarlo.
Pérdida de Privilegios:
Descripción: El estudiante puede perder ciertos privilegios (por ejemplo, recreo, participación en actividades especiales).
Propósito: Reforzar las consecuencias del comportamiento inapropiado eliminando temporalmente actividades placenteras.

Tiempo fuera o suspensión dentro de la escuela:

Descripción: El estudiante es retirado del ambiente del salón de clases por un período designado pero permanece en la escuela bajo supervisión.

Propósito: Proporcionar un descanso para que el estudiante reflexione sobre su comportamiento en un entorno estructurado.

Conferencia de padres y maestros:

Descripción: Una reunión que involucra al estudiante, los padres/tutores, el maestro y posiblemente otro personal de la escuela para discutir el comportamiento y desarrollar un plan de mejora.

Propósito: Crear estrategias de manera colaborativa para apoyar el comportamiento positivo y abordar cualquier problema subyacente.

Suspensión fuera de la escuela:

Descripción: El estudiante es retirado temporalmente de la escuela por un período específico.

Propósito: Proporcionar una consecuencia grave por conducta inapropiada grave o repetida, enfatizando la necesidad de un cambio de conducta.

Expulsión:

Descripción: Expulsión permanente de la escuela en casos extremos de mala conducta grave o repetida.

Propósito: Mantener la seguridad e integridad de la comunidad escolar cuando otras medidas hayan fallado.

Apelaciones:

Los padres/tutores tienen derecho a apelar las decisiones disciplinarias comunicándose con la administración de la escuela. Se programará una reunión de revisión para discutir las inquietudes y determinar los próximos pasos apropiados.

Al seguir esta Política de Disciplina Progresiva, nuestro objetivo es ayudar a los estudiantes a aprender de sus errores, tomar mejores decisiones en el futuro y contribuir positivamente a nuestra comunidad escolar.

ENFERMEDADES CONTAGIOSAS

Nuestra escuela tiene el compromiso de mantener a los estudiantes y al personal lo más saludables posible. Continuaremos monitoreando nuestra área y tomando las mejores decisiones posibles con respecto a la educación, así como la salud y seguridad de las personas en nuestro edificio. Las enfermeras del distrito escolar de Minidoka nos brindan información nueva y actualizada del Departamento de Salud Pública de Idaho South Central y los CDC con respecto a la situación de salud actual de nuestra comunidad. Tenga paciencia ya que los planes pueden cambiar dependiendo de la necesidad y el bienestar de la salud de los estudiantes y el personal.

PIOJOS

Según la política del distrito- 386.60 - El estudiante debe ser enviado a la oficina para un control de la cabeza. Mantenga la confidencialidad del estudiante tanto como sea posible durante este procedimiento. Si está disponible, la enfermera realizará el control de la cabeza. Si no está disponible, la secretaria realizará el control de cabeza. El chequeo de cabeza consistirá en que la enfermera o secretaria revise el cabello del estudiante en secciones (con guantes) para ver si se pueden detectar piojos o liendres; esto se hará en un área privada con iluminación adecuada, no visible para otros estudiantes. Si no se detectan piojos o liendres, el estudiante será enviado de vuelta a clase. Si se detectan piojos o liendres, se notificará a los tutores del estudiante que se deberá realizar un tratamiento adecuado de los piojos en el hogar. La enfermera o secretaria educará al estudiante y al tutor sobre los temas de: cómo evitar la propagación de piojos, el tratamiento adecuado para los piojos y cómo desinfectar el hogar y otros artículos necesarios. Un folleto educativo también será enviado a casa con el estudiante. Si el estudiante debe o no ser enviado a casa depende de la gravedad de la infestación de piojos; esto será determinado por la enfermera, la secretaria y la discreción de los padres. El CDC recomienda que los estudiantes diagnosticados con piojos vivos no necesiten ser enviados a casa antes de la escuela. Consulte el documento Información sobre piojos para las escuelas de los CDC para obtener información exacta. El estudiante regresará a clase o esperará a que su tutor lo recoja (si este fuera el curso de acción determinado). La secretaria o la enfermera de la escuela debe hacer un seguimiento con el maestro sobre el curso de acción que se decidió. Refiera al personal a este procedimiento según sea necesario. No se deben realizar exámenes de detección de piojos en el aula de rutina, según la Academia Estadounidense de Pediatría (https://pediatrics.aappublications.org/content/135/5/e1355)

MEDICAMENTOS ESCOLARES

La Junta Escolar del Condado de Minidoka ha establecido que no se les dará ningún medicamento a los estudiantes (con receta y sin receta) excepto en los casos en que no tomar los medicamentos recetados ponga en peligro la salud del niño. En estos casos, se seguirán los siguientes procedimientos:

- El padre / tutor proporcionará a la escuela una carta de un médico con instrucciones detalladas. La carta también debe estar firmada por el padre / tutor.
- El medicamento, que será proporcionado por los padres, deberá estar claramente etiquetado con el nombre del estudiante, el nombre del medicamento, el número de prescripción, la cantidad que se administrará, la hora del día en que se tomará y la duración esperada del tratamiento. El nombre del médico debe estar en la etiqueta.
- Los estudiantes que usen inhaladores deben dejarlos en la oficina o con su maestro a menos que debido a la severidad deban cargarlos.

SALA DE SALUD

Hay un salón disponible en la oficina para los estudiantes que están enfermos o lesionados durante el día escolar. Los estudiantes deben reportarse a su maestro de salón y recibir permiso para venir a la Sala de Salud. Si es necesario, se contactará a los padres para que lleven a los niños a casa que estén demasiado enfermos para regresar al salón de clases. Los estudiantes deben ser enviados a casa que

tengan afecciones no tratadas, como conjuntivitis o tiña. **Es muy importante que los padres se aseguren de que la oficina de la escuela tenga archivada la información de emergencia correcta.**

SIMULACROS DE INCENDIO Y SEGURIDAD

Los simulacros de seguridad y de incendio se llevan a cabo periódicamente durante todo el año. Estos simulacros están diseñados específicamente para enseñar a los estudiantes el comportamiento apropiado en un desastre o situación peligrosa. Los niños reciben instrucciones sobre los procedimientos adecuados para cada afección.

CIERRES ESCOLARES DE EMERGENCIA

Cuando llegue un día muy frío o con nieve, por favor esté atento a las notificaciones de Remind, escuche las estaciones de radio locales y consulte el sitio web de la escuela para averiguar si la escuela estará en sesión o no.

INFORMACIÓN ESCOLAR

PLAN DE ESTUDIOS

El plan de estudios que se enseña en la Primaria Paul se basa en el plan de estudios adoptado por el distrito que está alineado con los estándares estatales. Se pone un gran énfasis en la lectura y las matemáticas individuales. El plan de estudios promueve sólidas habilidades académicas y técnicas. Alentamos a los padres a que se conviertan en participantes activos monitoreando la tarea, comunicándose con los maestros del salón y asegurando una buena asistencia para sus estudiantes. Juntos, podemos garantizar una experiencia de aprendizaje positiva y gratificante.

EVALUACIONES REQUERIDAS POR EL ESTADO DE IDAHO

Kinder a 3er grado - Indicador de lectura de Idaho (IRI) en lectura
Grados 3 a 5 - Desempeño y evaluaciones integrales en la Prueba de rendimiento del estado de Idaho (ISAT) en artes del lenguaje inglés y matemáticas
Grado 5 - Evaluación de ciencias de Idaho (Ciencias ISAT)
Kinder a quinto grado - Solo estudiantes con dominio limitado del inglés: Evaluación de la comprensión y comunicación en la prueba de inglés (ACCESS)

RECREO

Los estudiantes de kinder a quinto grado participan en actividades de recreo. Los períodos de recreo se supervisan todos los días. Se espera vestimenta apropiada. **Un niño lo suficientemente bien para asistir a la escuela puede participar en actividades al aire libre.** Los estudiantes serán excusados del recreo al aire libre después de una enfermedad si los padres lo solicitan por escrito. En exceso de tres días, se requiere una declaración del médico sobre la naturaleza del problema del estudiante, el período de tiempo durante el cual el estudiante está excusado y el tipo específico de actividad que se debe evitar. Estas solicitudes deben hacerse por escrito. **Tenga en cuenta que los niños estarán al aire libre en un clima frío y nevado; por favor haga que se vistan en consecuencia.**

TAREAS

Se pueden asignar tareas para ayudar a los estudiantes a practicar las habilidades enseñadas durante el día y desarrollar buenos hábitos de estudio. Además del trabajo asignado, los estudiantes de los grados 1 a 5º se les anima a leer 20 minutos cada noche. **Si su hijo está ausente por varios días, le recomendamos que llame a la oficina y haga arreglos para tener la tarea lista para recoger después de la escuela.**

ORGANIZACIÓN DE PADRES Y MAESTROS

La Escuela Primaria Paul es afortunada de tener una maravillosa organización de PTO que ayuda a unir la escuela y la comunidad. Por favor contáctenos si le gustaría ser voluntario en el PTO.

VOLUNTARIOS

Agradecemos a todos los padres y miembros de la familia que se ofrecen como voluntarios para ayudar a los maestros del salón de clases. *Apoyamos firmemente el voluntariado en nuestra escuela y animamos a todos a que dediquen un tiempo a ayudar en el aula.*
Comuníquese con el maestro del salón de clases o con la oficina para completar los formularios necesarios para ser voluntario.
El PTO también organiza y ayuda con numerosas actividades durante el año que apoyan a nuestra escuela. **Comuníquese con los miembros de la junta de la PTO para ofrecer sus servicios.**

DESAYUNO Y ALMUERZO

Actualmente, no cobramos desayuno y almuerzo debido a fondos especiales. Cuando regrese el presupuesto normal y se requiera que los estudiantes paguen las comidas, a los estudiantes de las escuelas primarias se les permitirán cinco cargos. Se proporcionará una comida alternativa, como un sándwich de mantequilla de maní, durante dos días adicionales. El personal del Servicio de Alimentos enviará a casa avisos de saldos bajos y negativos y tratará de llamar a los padres. Las solicitudes gratuitas o reducidas se enviarán a casa en un sobre con el niño.
*** No se permitirá ningún cargo durante las últimas tres semanas de clases. Los cargos que no se recauden se transferirán al próximo año escolar.**

FIESTAS DE CUMPLEAÑOS

El último viernes de cada mes, los salones de clases celebran todos los cumpleaños de los estudiantes de ese mes. (Espere hasta este día para celebrar los cumpleaños de su hijo). Si desea ayudar a proporcionar golosinas, comuníquese con el maestro de su hijo. Solo un recordatorio, **todos los alimentos deben envolverse individualmente y prepararse comercialmente.**
*** Por favor no envíe globos a la escuela. No se les permite subir al autobús.**

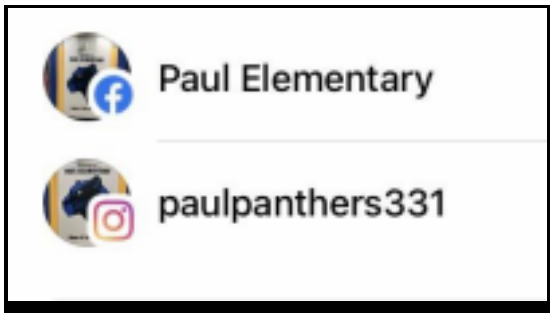
PERDIDOS Y ENCONTRADOS

Los artículos perdidos y encontrados se acumulan rápidamente a medida que avanza el año. Es muy útil que los padres revisen en la oficina tan pronto como falten artículos. Todos los artículos no reclamados serán donados a una organización benéfica.

DÍAS DE TIEMPO FRÍO O NIEVE

Cuando el clima se vuelve extremadamente frío o húmedo, permitimos que los estudiantes se queden adentro durante el recreo. Como personal escolar, reconocemos la diferencia entre las temperaturas "incómodas" y las que presentan un peligro para la salud de nuestros estudiantes. Hemos descubierto que cuando los estudiantes pueden salir durante el recreo, el aire fresco y el cambio de ambiente les da un descanso que los ayuda a sentirse renovados cuando regresan. Por favor prepare a su hijo para las temperaturas del invierno en Idaho vistiéndolo adecuadamente con un abrigo grueso, guantes, gorro y botas.

¡Síguenos en Facebook e Instagram!



Plan de comunicación de Minidoka para padres

El Plan de comunicación de Minidoka describe los pasos a seguir para comunicar información a los padres/tutores antes, durante y después de un incidente.

ANTES DE UN INCIDENTE

La comunicación con la comunidad escolar comienza antes de que ocurra un incidente. En el caso de un incidente, los padres/tutores, los medios de comunicación y los socorristas requerirán mensajes claros y concisos del Distrito Escolar del Condado de Minidoka sobre el incidente, lo que se está haciendo al respecto y el estado de seguridad de los niños y el personal.

Antes de que ocurra un incidente, el Distrito Escolar del Condado de Minidoka:

- ✔ Desarrollará una relación con los padres/tutores para que confíen y sepan cómo acceder a alertas e información sobre incidentes.
- ✔ Informar a los padres/tutores sobre el Plan de Respuesta a Emergencias de la escuela, su propósito y sus objetivos. La información se incluirá en los paquetes de registro (generalmente el manual del estudiante) y se publicará en los sitios web de la escuela y el distrito.
- ✔ Esté preparado con servicios de traducción para familias que no hablan inglés y estudiantes con dominio limitado del inglés.

DURANTE UN INCIDENTE

El Distrito Escolar se comunicará con los padres durante un incidente:

- ✔ Difundiendo información a través *de mensajes de texto, anuncios de radio, correos electrónicos, Remind y Facebook para* informar a los padres exactamente lo que se sabe que sucedió.
- ✔ Implemente un plan para administrar las llamadas telefónicas y los padres que llegan a la escuela. Describir cómo la escuela y el distrito escolar están manejando la situación.

El director notificará a la oficina del distrito y designará a un miembro del personal para monitorear toda la comunicación.

CONTROL DE RUMOR

El distrito escolar y/o el director:

- ✔ Designará e informará al personal que responda las llamadas para ayudar a controlar la información errónea.
- ✔ Llevar a cabo sesiones informativas para los representantes de la comunidad directamente asociados con la escuela.

DESPUÉS DE UN INCIDENTE

Después de que se haya asegurado la seguridad y el estado del personal y los estudiantes, y las condiciones de emergencia hayan disminuido después de un incidente, el Distrito Escolar del Condado de Minidoka recopilará y difundirá información precisa para ayudar a facilitar el proceso de recuperación.

El Distrito Escolar:

- ✔ Programará una reunión abierta de preguntas y respuestas para los padres y tutores lo antes posible.
- ✔ Llevar a cabo reuniones públicas según sea necesario para brindarle a la comunidad la oportunidad de hacer preguntas y recibir información precisa.

- ✔ Proporcionar información sobre las posibles reacciones de sus hijos y formas de hablar con ellos.
- ✔ Proporcionar un número de teléfono, dirección de sitio web o línea directa registrada donde las familias puedan recibir información actualizada sobre incidentes; informar a las familias y a los estudiantes cuándo y dónde se reanudarán las clases.
- ✔ Establecer un acuerdo con organizaciones de salud mental para brindar asesoramiento a los estudiantes y sus familias después de un incidente.
- ✔ Educar a los estudiantes y padres sobre los servicios de consejería de crisis disponibles.
- ✔ Desarrolle métodos de enseñanza alternativos para los estudiantes que no puedan regresar inmediatamente a clases
- ✔ . Cree un plan para impartir clases cuando las instalaciones estén dañadas.
- ✔ Obtenga información de las partes interesadas sobre las medidas de prevención y mitigación que se pueden incorporar en los planes de recuperación a corto y largo plazo.

Reconocimiento del Manual para Padres y Estudiantes

(*Todos los estudiantes y padres o tutores legales deben devolver este formulario de reconocimiento dentro de los 15 días posteriores a la inscripción en la escuela***).**

Reconocimiento familiar

Mi firma reconoce que he recibido una copia del Manual para padres y estudiantes de Paul Elementary.

Entiendo que mi hijo y yo somos responsables de revisar el manual y familiarizarnos con las políticas y expectativas de la escuela establecidas en el manual. Entiendo que mi hijo será responsable de su comportamiento y puede estar sujeto a medidas disciplinarias u otras ramificaciones si viola cualquier política o acuerdo establecido en el manual.

Fecha _____ _____

Firma del padre (o tutor legal)

Rupert Elementary School

Be **S**afe
Be **K**ind
Be **R**esponsible
Be **A**wesome

Student Handbook 2024-2025

RUPERT ELEMENTARY
Student Handbook

WELCOME! ***Si Gusta esta informacion en Espanol, llame a la escuela (208)436-9707.***

The staff at Rupert Elementary School would like to welcome you! We are excited to become a team with you and to have your student with us this year.

RUPERT ELEMENTARY VISION STATEMENT

At Rupert Elementary we maintain high expectations and promote academic excellence for all students.

Parents and the community are encouraged to be a part of each child's educational experience by offering their skills, talents, and resources. Our visionary school creates a learning environment that enables children to become meaningful contributors to society. In this place of learning and sharing, all feel safe to express their creativity and individuality within the standards of our school and community.

SCHOOL-WIDE CODE OF CONDUCT

- **Safety:** My actions need to be safe for myself and for others.
- **Respect:** My actions need to show respect for myself and for others.
- **Honesty:** My words and actions need to represent truth.
- **Responsibility:** My actions need to meet the expectation to take care of myself and be a dependable member of the community.
- **Courtesy:** My actions need to help make this a safe or/ an educational place where people feel welcome and accepted, and where they can do their work without disruptions.

Angela Davidson—Principal
Cory Kneip—Assistant Principal
Katie Hartley—Secretary
School phone: (208)436-9707
Fax: (208)436-1726

School starts at 7:40 A.M. **Tardy bell rings at 7:45 A.M.** **School dismisses at 2:45 P.M.**

Lunch/Recess Schedule
1st Grade: 10:55- 11:30
2nd Grade: 11:20-11:55
3rd Grade: 11:45-12:20
4th Grade: 11:05-11:40
5th Grade: 11:30-12:05

VISITORS

The front doors of the school are locked. Please ring the doorbell on the wall in the entryway to notify the secretary of your arrival. The secretary will unlock the door for you if you need to come into the building. Upon coming into the building, we ask that all visitors sign in at the office and pick up a visitor's badge **(please set up an appointment prior with the teacher).** If it is your first time checking into the office, please have your driver's license available. To ensure our student's safety, we closely monitor traffic in and out of our building. We do not permit students to bring friends or relatives to spend the day with them in class, as these situations are too disruptive to our educational program. Any person needing special accommodations to participate in school activities are welcome to contact our school at 208-436-9707.

ILLNESS

Students should not come to school if they have a temperature of 100 degrees or more, have diarrhea, or are vomiting within the past 24 hours. If a doctor has diagnosed COVID-19, the student will need to bring in directions given by the doctor to excuse your student. If students have any contagious conditions such as chicken pox, head lice, scabies, ringworm, mumps, pink eye, HFM, etc., they will be sent home. Please call the school office to report the student's absence. If a doctor visit is made during school hours, please bring the doctor's excuse into the school.

BIRTHDAY PARTIES

Guidelines for celebrating birthdays at school:

- Food treats need to be individually wrapped and prepared commercially (no homemade treats)
- No gum or Balloons
- Check with your child's teacher to find the best time of day to bring treats
- Please pass out invitations to private parties outside of school.

COLD WEATHER OR SNOW DAYS

When the weather becomes extremely cold, we may have students stay indoors during recess time. As a school staff, we recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they return. **Please prepare your child for the cold temperatures of Idaho weather by dressing them properly with a heavy coat, hat, gloves, and boots. Be sure that ALL items are marked with the student's name.**

MEDICATIONS

The only medications we will dispense at school are prescription medications and over the counter medications as authorized by a physician on the school district's Authorization To Administer Medication form. All prescription medication needs to be in the original prescription bottle. Parents may, however, come to the school and administer the medication to their child.

RELEASING STUDENTS FROM SCHOOL

Please come into the school to notify us that you will be taking your child out of school so that we are aware that your student is leaving. The office will send for your child. Your child will not be released to walk home alone. We must have permission from parents to release their student to another person (this is for the protection of your child). If your child needs to go to an alternative destination, a written note or call to the school is **mandatory**. Without this notification, students will need to go home as usual. Please make all notifications to the office by 2:00. After 2:00 it is hard to guarantee your child will get the notification.

AUTOMOBILE DROP OFF / PICK UP DIRECTIONS

If you choose to drive your child to/from school, it is important that you follow the drop-off and pick up procedures. Once you have pulled up to the designated "Drop Off" area, then your student(s) should exit or enter the car. Please do not have your child cross between the cars that are on the road or in the parking lot. If you would like to park and walk your child to the school, please park in the designated areas and walk your child to the front entrance using care as cars will be moving in the drop off lanes.

SPECIAL ACCOMMODATIONS

Any person needing special accommodations to participate in school activities should contact Rupert Elementary one day prior to the activity at 202 18th Street, (208) 436-9707.

Practice Drills

Fire Drills(Evacuation)- Held Monthly
Relocation-Once a year
Hall Check-Sporadically
Lockdown- Sporadically

Discipline

In order to provide a safe learning environment, the staff at Rupert Elementary believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of the policy is to ensure the rights of each student to attend a school with a safe and positive learning environment while also helping students to see that there are consequences for inappropriate behavior. Our goal is to help students learn to become responsible citizens. We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

School Bus Discipline

It is very important that the school is aware of what is happening on the bus and during bus loading and unloading. We are concerned for each of our students and want them to arrive home safely at the appointed time. Students who fail to follow bus rules will receive bus tickets and possible school disciplinary consequences.

APPROPRIATE DRESS

Students shall show proper attention to personal cleanliness, neatness, and conservative, appropriate standards of dress and appearance. Student dress and student conduct should not disrupt or distract from the instruction at school. Student dress that is deemed inappropriate by the school staff will be corrected in accordance with district policy 344.00. Students should always dress appropriately for weather conditions.

ATTENDANCE

Regular attendance is critical for student success and missed days are missed opportunities for instruction and learning. With this in mind, the MCSD's attendance policy states that students are expected to be in attendance at least 90% of the time. That means a student may only miss 1 day of school for every 10 days they are enrolled. The school's goal is to communicate with parents when attendance problems arise. Attendance letters are sent home when a child has exceeded the 90% attendance rule with state and district policy. Continued absences may result in a referral to truancy court. **We ask that parents not pick up their children prior to the end of the school day as this causes missed instruction and disruption for the classroom teacher**.

TARDIES: Learning activities begin at 7:45 a.m. in the classroom. All students who arrive at school after 7:50 a.m. is considered tardy and must check-in at the office. Students could also be considered Tardy if they leave school early consistently. Excessive tardiness may also be referred to attendance court. Excessive is defined as more than 10 tardies in a single semester.

ABSENCES: **We ask that parents call the school before 9:00 a.m. the day of an absence or provide a note the following day** that explains the absence. Please send all doctor excuses to the office to officially excuse the absence. Parents are also encouraged to contact their child's teacher for make-up work.

Recess

Students in grades Kindergarten through 5th grade participate in recess activities. Recess periods are supervised each day. Appropriate dress is expected. A child well enough to attend school can participate in fresh air activities. Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's issue,

the time period during which the student is excused, and the specific kind of activity to be avoided. These requests must be in writing. Please note that children will be outside in cold snowy weather; please have them dress accordingly.

PLAYGROUND RULES

The person on duty is in charge and students will cooperate as requested. The duty person will issue warnings and time-outs when necessary, and the student may lose recess privileges.
1) Students will use all playground equipment (swings, slides, tires, etc.) correctly.
2) Students will not throw rocks, dirt, snowballs or other objects that could hurt others or participate in any action that causes bodily harm or property damage.
3) Students must always ask the duty person for permission to leave the playground.
4) Students are not to harass, intimidate or provoke others. This includes no foul language or gestures.
5) Rough play is not allowed: intentionally pushing, grabbing, tripping, hitting or kicking others is strictly forbidden.
We want the playground to be a safe and fun place to get good exercise and fresh air. We expect students to treat others with respect and play safely.

BUILDING RULES

- Be respectful by keeping quiet halls and assemblies.
- Use quiet voices in the restrooms, and leave restrooms clean.
- Keep litter picked up in the building and cafeteria.
- Take only your or your classroom's playground equipment, not another person's equipment.
- Be in the classroom only when there is supervision.
- Walk through the halls without skipping, running or hopping
- Display good behavior in the classroom without disruption

Student Use of Personal Electronic Devices

- Electronic devices must be kept in backpacks, turned off or silenced, and may not be used during school without permission.
- The school will not take responsibility for damage to or the loss of any personal electronic device**.**
- School authorities will not investigate lost or stolen devices.
- Students who choose to bring devices to school take sole responsibility for those devices.
- Any use of electronic devices which involves bullying, intimidation, threats, sexting, or other like activity while at school will result in investigation, possible loss of the use of the electronic device at school, and discipline up to expulsion.
- Staff members can confiscate any electronic device being misused by students. The person responsible for taking away the electronic device will turn the device over to the office where parents will be notified to pick it up..

INTERNET

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District.

PERSONAL ITEMS

Any objects that divert a student's attention from his/her schoolwork should not be at school. Children are not to bring toys, valuable jewelry, large amounts of money, Heelys with wheels, or electronic devices to school. If personal items are brought to school, they may be confiscated and can be picked up at the office by a parent or guardian. The school is not responsible for any lost, stolen or broken items.

CURRICULUM

The curriculum taught at Rupert Elementary is based on the district adopted curriculum which is aligned to state standards. Strong emphasis is placed on individual reading and mathematics. The curriculum promotes strong academic and technical skills. We encourage parents to become active participants by

monitoring homework, communicating with classroom teachers, and ensuring good attendance for your students. Together, we can ensure a positive and rewarding learning experience.

HOMEWORK

Homework may be assigned to help students practice skills taught during the day and develop good study habits. In addition to assigned work, students in grades 1 through 5th are encouraged to read 20
minutes each night. If your child is absent for several days, we encourage you to call the office and arrange to have homework ready to pick up after school.

WEAPONS/DRUGS/ALCOHOL

The Minidoka County School District has very detailed and strict policies concerning the possession or use of weapons, drugs or alcohol at school. Extensive policies listing appropriate consequences also exist for student behavior concerning harassment, fighting, theft or destruction of property. Parents are encouraged to review these and other policies on the school's website. If parents do not have access to a computer at home, we will gladly assist you at the school.

BULLYING

Bullying creates an imbalance of power which creates fear and intimidation. Not all misbehaving is an act of bullying. Repeated behaviors such as teasing, name-calling, taunting, or fighting that have received other discipline consequences such as a citation but still do not deter the aggressor, move into the category of bullying. At this level of discipline, a parent meeting will be called with a discussion about in-school suspension and, depending on the severity, the Resource Officer may be contacted.

PARENT TEACHER ORGANIZATION

Rupert Elementary School is fortunate to have a wonderful PTO organization that helps to bring school and community together. Please contact us if you would like to volunteer with the PTO.

VOLUNTEERS

We appreciate all the parents and family members that volunteer to assist classroom teachers. We strongly support volunteerism in our school and encourage everyone to spend some time helping in a classroom. Please contact the classroom teacher or the office to fill out the necessary forms to volunteer. The PTO also organizes and assists with numerous activities throughout the year that support our school. Please contact PTO board members to volunteer your services.

Acknowledgement of Student/Parent Handbook

(All students and parents or legal guardians should return this acknowledgment form within 15 days of enrollment at the school.)

---------- Please return this portion to the school/teacher ----------

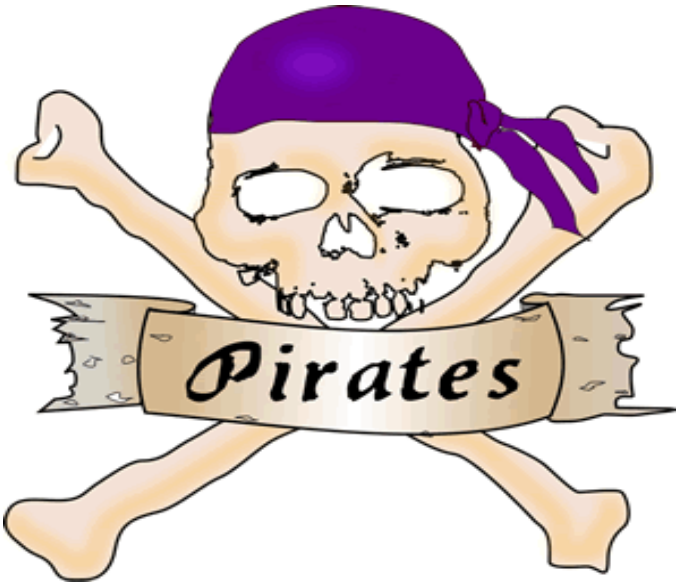
Family Acknowledgement

My signature acknowledges that I have received a copy of Rupert Elementary Student/Parent Handbook.

I understand that my child and I are responsible for reviewing the handbook and becoming familiar with the school policies and expectations set forth in the handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramification if he or she violates any policy or agreement set forth in the handbook.

DATE _____ PARENT SIGNATURE_____

East Minico Middle School Student Handbook



2024-25

Welcome to East Minico Middle School! We are excited for the upcoming year! Our goal is to assist you in becoming confident learners and productive members of our community, both now and in the future. We have high expectations of our students, and will assist you in creating a positive experience this year! This handbook explains some of our common rules and procedures. If you have any questions or concerns, please let us know. Welcome aboard!

BUILDING HOURS

The school entrances will be opened at approximately 7:00 a.m. and locked at 4:00 p.m. Students participating in after-school activities should have rides arranged in advance and should not loiter in the building. Hallway hours are: 7:40am - 4:00pm. Students not participating in school activities need to be off school grounds by 4:00. Hallways are closed during lunches.

ATTENDANCE

When a student is absent for any reason, a parent or guardian must call the school for each day of absence. A student will be required to check in at the office before going to class if he/she enters school late in the morning or later throughout the day due to illness, appointments, etc... Parents or guardians are required to check their child out of school throughout the school day by signing a sheet in the office. Only legal guardians of students will be allowed to check them out of school. Students may receive no credit (FA - Failure to attend) if they miss more than 7 days of school in a semester. Students must attend 80% of a given class period in order to be considered "present" in that class, otherwise it will be considered an absence. This includes advisory.

*Students will receive a tardy if late, unless protected by "excused absence" provision below.

The following attendance requirements are district-wide (Policy #320.00):

Definitions: Excused absences/tardies will include:

- funerals
- absence with a doctor's note
- court/counseling with note
- school activities
- snow/flood/weather conditions
- voluntary staff excused and sporting events

Students shall be counted as absent on a period by period basis unless they are excused as listed above.

These absences will **NOT** count against the State's 90% attendance requirement.

Parent Confirmed absences are those absences that the parents are aware of and approve. However, unless an absence meets the State's criteria for being Excused (as listed above) the absence will still count toward the State's 90% attendance rule (7 per semester).

Parents should contact the school prior to a non-illness absence to determine whether the proposed absence will be excused. A student's current grades and progress in classes may affect a principal's decision in approving or disapproving absences other than for illness or emergencies.

Unexcused absences (or Parent Confirmed) may include:

- illness/sickness without a doctor's note
- vacations
- court/counseling without a note
- unrelated school activities

Truancy – Attendance

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Unexcused or Parent Confirmed absences or attendance below the State's 90% attendance mark per reporting period will constitute grounds for a habitual truancy petition. The school may also deny promotion to the next grade level due to poor attendance.

Students who are repeatedly being dismissed early from school may also be considered truant, and the time missed may need to be made up.

CREDIT REQUIREMENTS

MCSD middle schools require students to attain a minimum of eighty percent (80%) of the total available credits (11/14 overall credits for the year). To be considered for promotion to the next grade, students must earn 2 credits of math, 2 credits of ELA, and at least 1 credit in science and 1 credit in social studies during a school year. In order to obtain credit, students must achieve a 60% (D- or better) in each class.

GRADING

The following grading scale will be used:

97-100%	A+	73-76	C
93-96	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-		
77-79	C+		

TARDIES

Student tardiness is disruptive to the educational process. Students who arrive after the start of class will be considered tardy (District policy # 320.00). Consequences for excessive tardiness per semester, per class, are as follows:

4th, 5th, 6th Tardies:	**30-minute detention for each offense**
7 Tardies:	**60-minute detention**
8+ Tardies:	**1 day of in-school suspension (ISS) and parent meeting with administration**

TRUANCY

Truancies occur when:

- Students leave school without permission after reporting to school
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel
- There is an absence from any class that is not authorized
- Students are found in an area they neglected to get permission to be in

Students who are truant will be subject to the following disciplinary action:

1st Offense: One day of ISS
2nd Offense: Two days of ISS
3rd Offense: Further consequences as determined by administration. Students may be considered habitually truant and referred to the court system.

BEHAVIOR ON SCHOOL BUSES

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules will be subject to disciplinary action from the director of transportation, school administrators, or both (See District Policy # 378.20)

BACKPACKS

Backpacks that are brought to the classroom must be kept out of walking areas. Students are welcome to leave backpacks in their lockers as well. This is subject to change, as determined by the school administrative team.

CHEATING

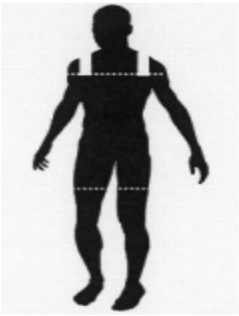
Students are expected to do their own work. Students who are caught cheating in their classes will receive a zero on that assignment/test as well as be given a 60-minute detention. Any student allowing another student to cheat will receive the same consequence. If the problem persists, the student will be referred to the building administrator.

STUDENT DISCIPLINE

Detentions will be served with an assigned teacher after school on Tuesdays and Wednesdays until 4:45pm. If a student skips a detention, the time of the detention will be doubled. Teachers and other staff members are allowed to write detention slips. Parents will be contacted when a citation is issued, and will be contacted by the employee who issued the citation. Following the 3rd detention in any given class, a meeting must be held with the student, parent, teacher, and administrator. Multiple detentions could result in further disciplinary action, including suspension or expulsion. Administration has the right to determine the consequences for any disciplinary situation. East Minico policies and procedures are governed by those established by the school board and district.

DRESS CODE (School District Policy # 344.00)

The Minidoka County School District's student dress code supports equitable educational access for all students. The School Board and administration acknowledges students as individuals and students' dress should respect the District's intent and responsibility to ensure the health, safety and mental well-being of all students. The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The responsibility for the dress and grooming of a student rests primarily with the student and his/her parents/guardians in consultation with building administrators. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited. A student's attire or grooming should not be grounds for exclusion from his/her participation in school classes or in school-related activities. If, however, the attire or grooming of a student poses a threat to the health and safety of any other person, the appropriate solution as stated in this handbook will be followed. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire. Special exceptions may be made for students with a documented health condition or disability. Below is a graphic which may be used to help determine the appropriateness of attire.



CONSEQUENCES: Students who are in violation of dress code will be sent to the office where they will be given the choice to call home and have someone bring them appropriate clothing, or wear school-issued clothing for the day. They will remain in the office until they are dressed appropriately.

FINAL CONSIDERATIONS: This policy will be in effect during all school hours and at all school sponsored activities and events. Coaches and teachers, with the approval of the individual school site administration, may impose dress requirements to accommodate the special needs of participants in certain sports, classes, and activities. The administration of the individual school site or district department has the authority to set the mode of attire for "special occasion" days and activities. The administration of the individual school site or district department shall have the discretion to determine if students' attire, hair, and/or grooming is acceptable and within appropriate standards.

EXTRACURRICULAR ACTIVITIES

Students must attend at least 3 classes of the school day to participate in any extracurricular activity. To participate in athletic activities, students must purchase an activity card, maintain a minimum grade point average (GPA) of 2.0, not be failing more than 2 classes, have a current physical or interim questionnaire on file, and have insurance coverage (either school or family).

The following activities are offered to students at East Minico:

-7th and 8th football
-7th and 8th volleyball
-7th and 8th girls' basketball
-7th and 8th Cheer
-Track
-Ski Club
-Student Council
-Publications
-E-Sports
-Soccer
-Cross Country
-7th and 8th boys' basketball
-7th and 8th Dance
-Builder's Club
-STEM Club
-Renaissance
-Hope Squad

FEES

Fees will be charged for special projects made in the elective classes based on the student's choice of project and supplies needed.

FIRE AND SAFETY DRILLS

Fire and safety drills are held periodically throughout the year. These drills are specifically designed to teach students the appropriate behavior in a disaster or dangerous situation. Students are given instructions as to proper procedures for each condition.

SUPERVISION OF STUDENTS

No students shall be in the gym or any other location on school grounds unless there is a supervisor in that particular area. Students will be informed of designated areas during lunch (both inside and outside of the school building).

HALLWAY/COMMONS ETIQUETTE

The hallways and commons area should be a safe place for students to navigate to and from the classroom environment at all times. Any behavior interfering or disrupting that process is subject to disciplinary action. Discipline will be determined by administration and staff. This includes loitering, roughhousing of any kind, putting your hands on another individual, as well as any related behavior.

BULLYING/HARASSMENT/INTIMIDATION/AGGRESSIVE BEHAVIOR/FIGHTING

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, physical altercations, hazing and/or intimidation of students and/or employees are prohibited and **WILL NOT BE TOLERATED**.

As defined by www.stopbullying.gov, bullying is aggressive in nature and includes an imbalance of power (such as physical strength, access to embarrassing information or popularity), and is or has the potential to be repeated.

Cyber-bullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual.

Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions. Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization.

Gang activity includes wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things that suggest gang membership.

Fighting is defined as when two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Consequences for fighting will include automatic suspension and involvement of law enforcement. First offenders will be given a restorative option in place of law enforcement measures. The restorative alternative can be found at www.tinyurl.com/emsrestorative.

Behaviors that are prohibited under *District Policy No. 502* include, but are not limited to:

- physical abuse
- verbal abuse
- psychological abuse
- intentional gestures or any intentional written, verbal or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property
- inappropriate touching (petting)
- implied sexual favors
- suggested sexual activity
- verbal harassment, or
- abuse that is gender-oriented

All instances are taken seriously and resolved at the discretion of the building administration. Anyone who believes he or she has been a victim of bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately to a teacher, counselor, supervisor, or principal. Refer to school district policy #372.00 for further information.

LOCKERS

Lockers and desks are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the security of their lockers and desks. Damage to lockers beyond normal wear and tear may result in restitution and/or suspension. Lockers will be inspected at least monthly throughout the school year. Locker Do's and Don'ts:

- Use only your assigned locker
- Keep your locker combination confidential
- Keep your locker locked
- Keep your locker neat and clean
- Do not keep drinking mugs, opened bottles, or perishable foods in your locker

VISITORS

All visitors are required to sign in at the school office and obtain a visitor pass, without exception. Students from other schools may not visit during regular school hours.

STUDENT USE OF ELECTRONIC DEVICES:

The use of any electronic device, such as cell phones, tablets, USB drives, earbuds, air pods, or any other privately owned device that is used for audio, video or text communication in school will be governed by MCSD Policy 362.00. 9

Students need to know that:

- **Devices must be kept out of sight, turned off, or silenced, and may not be used during instructional time without teacher approval.**
- The school will not take responsibility for damage to or the loss of any device.
- The **use of devices for communication and/or entertainment during instructional time is prohibited** in all District schools, without teacher approval. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school is prohibited. If a student violates this policy, the devices will be confiscated and given to the principal. Only the student's parent or guardian may pick up the device with the student present. Prior to receiving the device, the student shall sign that he or she has read District Policy 360.00 and understands the consequences of future violations. Further violations will be at the discretion of administration.
- **Students are not to take any pictures of other students or staff without permission of the person in the photograph. This includes all videos and photos including Snapchat.** Violations of this rule may include detention, confiscation of cell phones, and/or suspension. Repeated or extreme offenses may result in a recommendation for expulsion. *except in official capacity as a yearbook or newsletter photographer.
- Consequences for electronic devices taken from a student include the following:
    - 1- phone will be returned at the end of the period at the discretion of the teacher and/or administrator.

    - 2- phone will be returned at the end of the day at the discretion of the administrator.
    - 3- phone will be returned to a parent or guardian only
    - 4- may result in suspension.
- Students refusing to surrender an electronic device to administration will be sent home.

***Refer to School District Policy #362.00 for further information.**

STUDENT-ASSIGNED DEVICES

Each student will be assigned a device for the 2023-24 school year. It is a great opportunity to expand the learning opportunities available to students at East Minico. Students are responsible for the careful use and protection of assigned devices. The following expectations accompany the assignment of devices to each student at East Minico:

- **You are responsible for your own device**. Do not loan your device to another individual, and do not borrow a device from anyone else.
- Each device is considered school property and can be searched and/or confiscated at any time. You are responsible for the content on your device. Only access internet sites and platforms that are educationally based and approved by East Minico teachers or administration. Avoid using the device for personal use and communication.
- Follow school protocol when reporting damage to the device or have concerns about maintenance of the device.
- It is expected that each student will bring their device to school every day. There will not be extra devices at the school for use if a device is left at home. Take your device with you to every class, unless otherwise instructed by a teacher(s).
- Report missing devices immediately to teacher/administration.
- Students are expected to take care of the device assigned to them. Be aware of where your device, case, and charger are at all times.
- Students may lose the privilege of having a device if they are in violation of school or district policy regarding internet use or violation of expectations regarding proper use of devices. All final decisions regarding device use will be made by the building administration team.

INTERNET USE - District Policy 360.00 (Electronic Services for Students)

General Internet access and interconnected computer systems are available to the district's students and faculty. Electronic networks, including access to the Internet, are a part of the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. In order for the district to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that

one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students will be required to sign and abide by the Appropriate Use agreement (360.00F) on an annual basis.

PROFANITY

Language that is foul, profane, vulgar, lewd, obscene, threatening, disruptive, harassing, coercive, intimidating, discriminatory, or offensive in nature or content by students or employees is prohibited on school premises, at school activities or events without regard to location or on school-sponsored transportation. Use of such language may result in progressive discipline of the student or employee by the principal or supervisor. Depending upon the severity of the incident, the principal or supervisor may refer the incident directly to the Board of Trustees and/or law enforcement for further action.

SCHEDULING POLICY

Students must have a VALID reason for a schedule change and consent from parent, teacher(s), school counselor, and administration. Not all requests will be granted.

SCHOOL CAFETERIA

The breakfast/lunch program is maintained as a vital part of the health program of the school. Students are expected to keep the commons area clean and to follow all cafeteria rules. No energy drinks or hot beverages of any kind are allowed at school or at any school activity. No food or drinks are to be consumed in the hallways or classrooms except when a special activity has been planned by the classroom teacher. Students are not allowed to go outside at lunch without accompaniment by faculty/staff to ensure proper supervision. No outside food or drink (deliveries) will be allowed without prior approval from office staff. Water bottles will be allowed in classrooms at the teacher's discretion.

SCHOOL PHONE

The school phone is available for student use. A student must have permission from the office staff prior to using the office phone.

STUDENT DISPLAYS OF AFFECTION

Any hand-holding, prolonged hugging, kissing, or other undue public display of affection in school, on school grounds, or when a student is in any school-sponsored activity is not appropriate. Students who fail to abide by these rules will be disciplined as follows:

1st Offense: Warning
2nd Offense: 60-minute detention
3rd Offense: 1 day of ISS
4th Offense: Further disciplinary action as determined by administration

INAPPROPRIATE ITEMS FOR SCHOOL

Skateboards, rollerblade skates, scooters, opened water bottles, opened sodas, energy drinks, Bluetooth speakers, etc. on school property are prohibited. Students who choose not to follow this rule

may have the items confiscated by the principal. Items not previously approved by the teacher for use in the classroom may be confiscated and turned into the office. All confiscated items must be picked up by a parent or guardian unless otherwise approved.

INTERNET POLICY FOR STUDENTS

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District. Consequences for violating this policy will be determined by the school administration team.

THEFT OR DESTRUCTION OF SCHOOL PROPERTY

Any student who steals or defaces the personal property of the school or another person while in school or at a school activity, shall make full restitution to the owner of the property. The student will receive up to 5 days' suspension and the incident may be referred to law enforcement. Any further violation will be grounds for expulsion from school.

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, law enforcement may be contacted, in addition to disciplinary considerations following district policy.

- Possession, use, or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (including fireworks/firecrackers)
- An assault or battery of a sexual nature
- Battery on school employees
- Threats of violence toward teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property
- Theft of school property/personal property

GANG ACTIVITY

All gangs and gang activities are prohibited on all school premises and at any school-sponsored activity, regardless of location. This includes, but is not limited to: creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gesture, code, or other evidence of membership or affiliation with any gang.

DRUGS, ALCOHOL, TOBACCO, AND VAPING

East Minico Middle School is a drug, alcohol, tobacco, and vapor-free zone. Students attending school will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia on school premises. Students are in violation when:

- He or she is on school premises, demonstrating behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
- He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
- He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia on school premises;
- He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
- He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
- He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises

CONSEQUENCES FOR DRUGS, ALCOHOL, TOBACCO, AND VAPING

Suspension/Expulsion: Suspension for the first offense of this policy will be for three to five **(3-5) days** unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal. The principal will determine whether or not the suspension will be served in or out of school. A referral to the DDRC (District Discipline Review Committee) to consider denial of attendance may also be made at the discretion of the principal. If deemed appropriate by the superintendent or the DDRC, the superintendent may request that the school board expel a student who has violated this policy for a second or third offense.

- **Referral to Law Enforcement:** If the incident involves using or being under the influence of alcohol or controlled substances, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.
- **Search and Seizure:** A student's person (including purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. Lockers and desks are school property and remain at all times under the control of the school. Authorized school officials may open and inspect lockers and desks when there is reasonable suspicion. Searches may be conducted without a search warrant, and without notice or consent.

STUDENT ASSISTANCE

Do you need help? Do you have a problem? Do you need to talk to someone? Is someone bothering you? Did you see or hear something that bothered you? The following assistance is available:

- **Teachers:** Your teachers will take time to listen and help you with homework. If you need help with things outside the class, they can make sure you get the help you need
- **School Counselor:** The school counselor is available in the office to help you with problems you may be having with your schedule, friends, or issues outside of school. Tell the office secretary if you want to see the school counselor
- **School Nurse**: If you have a medical issue, we have a school nurse available to answer your questions and get you the help you need
- **School Resource Officer**: We all want the school to be safe for everyone. Please tell the office secretary or administration if you need to see the resource officer so that we can schedule an appointment with them
- **Principal/Assistant Principal**: The principal's door is always open to students and parents. The principal wants your experience at East Minico to be both rewarding and enjoyable. The principal wants to hear your suggestions and know about any problems you have while at school. Tell the office secretary if you want to see the principal.
- **Parents:** If you feel you cannot talk to anyone at the school, tell your parents and they can call the school and talk to any of the people listed above.

Bell Schedules

Bell Schedule A		
Period	Begin	End
1st	7:50	9:00
2nd	9:04	10:08
3rd	10:12	11:16
Lunch A	11:20	11:46
4th A	11:20	12:24
Lunch B	12:28	12:54
4th B	11:50	12:54
5th	12:58	2:02
6th	2:06	3:10
Advisory	3:14	3:45

Bell Schedule B		
Period	Begin	End
1st	7:50	8:34
2nd	8:38	9:22
3rd	9:26	10:09
4th	10:13	10:56
Lunch A	11:00	11:26
5th A	11:00	11:43
Lunch B	11:47	12:13
5th B	11:30	12:13
6th	12:17	1:00

Bell Schedule C		
Period	Begin	End
1st	7:50	8:29
2nd	8:33	9:12
3rd	9:16	9:54
4th	9:58	10:36
Lunch A	10:40	11:06
5th A	10:40	11:18
Lunch B	11:22	11:48
5th B	11:10	11:48
6th	11:52	12:30
Advisory	12:34	1:00

MINIDOKA JR HIGH

Student Handbook
2024-2025

310 10TH STREET
RUPERT, ID 83350

208-436-4727

MINIDOKASCHOOLS.ORG

DYANN BLOOD
PRINCIPAL

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Introduction Section

Letter from the Principal

We are delighted to welcome you into our school family! MJH is pleased to introduce a new approach to teaching that is designed to improve student engagement, build stronger student-teacher relationships, and equip students with the skills and habits they need to become lifelong learners. We have joined hundreds of schools across the country that have adopted Gradient Learning.

Students will receive individualized educational experiences that will help them feel invested in their learning. Our teachers will tailor their teaching to each student's specific needs. We know that as we work in partnership with parents and families, students will benefit. This year, we are providing more opportunities for you to support your child's individual educational needs.

Each student will have a mentor teacher all the years he/she attends MJH. This person is a point of contact who is able to discuss your child's progress. You will be able to log on to an online platform and see everything your child is working on, feedback from their teachers, and goals being set with their mentor.

We look forward to the journey ahead of us in supporting your child in his/her school experience.

Dyann Blood
Minidoka Jr. High Principal

School Staff

Principal	Dyann Blood
Secretary	Jennifer Gonzalez
Math/P.E.	Colton Bruns
Science/Career Tech Ed	Richard Jarvis
Language Arts/Personal Finance	Terri Bruns
Social Studies/Health	Britton Bell
Behavior Technician	Karlene Ashcraft
School Psychologist	Chelsey Ball
Speech	JaeLee Crane

Identification Section

Statement of Purpose

Minidoka Jr. High is a specialized school in the Minidoka County School District established to provide students with academic and social supports. Our goal is to provide a safe, structured, consistent classroom environment so that the student gains the necessary skills needed to be successful in future educational and professional environments.

District Mission Statement

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and academic rigor which facilitates success in all aspects of life.

Minidoka Jr. High Vision Statement

1. I advocate for myself.
2. My peers help me grow as a student and person.
3. I learn by solving problems and doing tasks and not by sitting and listening.

Minidoka Jr. High Mission Statement

Our mission is to be focused, eager to explore new ideas, and work as a team as we display: **H**onesty, **A**ccountability, strong **W**ork ethic, and **K**indness in our quest for a successful life.

Admission Guidelines:

- Students can only be recommended for admission to Minidoka Jr. High by administrators from one of the middle schools in Minidoka County.
- A parent/guardian must register and participate in a parent/student/administrator intake meeting prior to new students attending school.
- Parent/guardian agrees to support the “Statement of Cooperation”on the following page by signing the statement form.

MINIDOKA JR HIGH STATEMENT OF COOPERATION

This parent/student contract is **required** to be signed upon registration.

1. I understand that student suspension/expulsion may be invoked in situations where district policy is violated.
2. Drugs, alcohol, e-cigarettes (vapes), tobacco, or open drink containers of any sort are not allowed. Students may be searched if there is reasonable suspicion of possession or use.
3. Compliance to the district dress code (policy D344.00) is expected. The uniform is a requirement of attendance at Minidoka Jr. High. Students attending school without the appropriate uniform will not be allowed to attend class until a uniform has been provided. For safety purposes, students will not be allowed to wear hoodies or jackets covering the uniform in the classroom. NO cargos, baggy pants, slide shoes, blankets, bags, purses, or backpacks.
4. If a student receives a bus citation, there may be a consequence of suspension from the bus and an additional consequence at school.
5. Minidoka Jr. High has a 90% attendance policy (students may miss a maximum of 7 days each semester/14 for the year). Students in violation of this policy will be offered a truancy class at "Teen Hope" OR their attendance record will be referred to truancy court. Initial_____
6. Cell phones and all distracting items will be turned in at the beginning of the day and returned at the end of the day. If a student does not turn in his/her cell phone, the principal will keep the phone until the end of the day. The second time a student does not turn in their cell phone, a parent will be required to pick it up from the school. If the student should choose to do this a third time, the student will not be allowed to bring a cell phone for the remainder of the school year. The student may also be subject to searches. Suspension for insubordination may be required. Inform the office of all cell phone changes for your student.
7. Bullying is defined as: repeated exposure over time to negative actions on the part of one or more students or when someone keeps doing or saying things to have power over another person (students or staff). Students who violate this policy will be subject to discipline and graduated consequences including: suspension, referral to law enforcement officials, and expulsion consistent with the Board's policy on student discipline.
8. Students are not allowed out of the designated areas of other schools in the district when they are riding a transfer bus.
9. If your child requires medication to be administered at school, you must sign a separate consent form. Please see the front office.
10. The staff at Minidoka Jr. High has been trained and certified in Advanced CPI (Crisis Prevention and Intervention). These are physical intervention procedures which will be used in situations where students become a danger to themselves or others.
11. Gang Signs, Symbols, Signals, Words, and Conduct is Prohibited.
13. Updated contact information is required during the school year. Please let the office know of any address or phone number changes as soon as possible.
14. 8 th grade students attending alternative Jr. High will transition to alternative High School. In the event of a parent/student preferring the student to attend Minico High School, the parent is responsible to reach out to their child's mentor teacher to set up a team meeting prior to second semester to determine the possibility of a trial transition to East or West Minico. Initial_____
15. Uninsured devices will not be checked out.

I have read, reviewed, and agree to abide by the guidelines in the student handbook.

Parent Signature_____ Student Signature_____

Does your student have a cell phone?
Students are required to hand their phones in every morning upon arrival.
They are returned at the end of the day as they leave.

What kind of phone? (i.e. Samsung/Apple)_____

Phone Description (color)_____

_____

Other phone/technology student may have access at home? (i.e. old cell phones, ipod)

Please list _____

_____

If your child does not have a phone, do you plan on getting them a phone throughout the year?
If so, please let the office or mentor teacher know.

Procedures Section
Admissions

Registration
A student is not officially enrolled until parents have provided all the following forms:

___Birth certificate (required at enrollment)
___Immunization records (required at enrollment)
___Student enrollment form
___Emergency contact form
___Residency questionnaire
___Idaho Migrant Education Survey
___Statewide Home Language Survey
___Medical alerts/medication consent form
___Student Appropriate Use Contract
___Signed Statement of Cooperation
___Permissions form

Academics

Credit Requirements
To be considered for promotion to the next grade, students must earn 2 credits of math, 2 credits of ELA, and at least 1 credit in science and 1 credit in social studies during a school year. In addition, students will be required to complete course work in the following content: P.E., Health, Career Tech, and Finance. (Grading for electives is Pass/Fail.) To obtain credit, students must each achieve a 60% (D or better) in each class.

Grading Scale
Grading for core classes will consist of
90-100%=A
80-89% =B
70-79% =C
60-69% =D
59% and below=F

Attendance (Attached Policy 320.00)
When a student is absent for any reason, a parent or guardian must call the school for each day of absence. The school secretary will call if a parent/guardian does not notify the school. A student will be required to check in at the office before going to class if he/she arrives after 7:55 am (unless it is a late school bus). The student will receive a tardy, even if a parent excuses it. If a student is more than 15 minutes late for a class, they will be marked absent for that period. Four missed periods will equal a day of absence. Parents/guardians who are picking students up before dismissal are required to check their child out by signing a sheet in the office. The following attendance requirements are district wide.

Excused Absences

Excused absences will include:

- JDC
- In-School Suspension
- Funerals
- Absences with a doctor's note (All notes verifying absences for doctor, court, and counseling appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent within 5 school days of returning to school in order to be accepted as an excused absence.).
- Court/Counseling with note
- Voluntary staff excused and sporting events.

Unexcused Absences

Unexcused absences may include:

- Illness/sickness without a doctor's note
- Out-of-school suspensions
- Vacations
- Court/Counseling without a note
- Unrelated school activities

Truancy

Unexcused absences or attendance below the State's 90% attendance per reporting period will constitute grounds for habitual truancy petition (any time after 14 days of absence). Attendance letters will be sent home; attendance/truancy court may be contacted.

Truancies occur when:

- Students leave school without permission from staff/checking out at the office.
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel.
- There is an absence from any class that is not authorized.
- Students not in designated areas of the premises.

Student Discipline Policy

Student Drug, Alcohol & Tobacco Use (Policy 342.20)

The District may take whatever action is deemed appropriate, including but not limited to, notifying the parent/legal guardian and notifying local law enforcement, suspension, and/or expulsion.

***Students are not allowed to bring open drink containers to Minidoka Jr. High.**

Suspension (Out of School) (Policy No. 340.20/390.20)

Out of school suspension is used when the student violates district policy. Some of the following may be applicable infractions:

- Incorrigibility
- Disruption of the educational process
- Violence or unsafe behavior
- Bullying
- Theft
- Simple assault
- Simple battery
- Trespass on school property
- Alcohol, drugs, tobacco (including vapes) (law enforcement will be contacted)
- Violation of weapons policy
- Sexual harassment
- Gang Activity or dress

Student Searches (Policy 340.40)

Search of a student's person or possessions (backpack, purse, etc.) are limited to situations in which there is a reasonable suspicion that the student is secreting evidence of a district or school rule violation, including, but not limited to possession of weapons, controlled substances, etc. Any time a search of a student must be conducted, a second adult shall be present and parents contacted.

Student Dress and Grooming (Policy No. 344.00)

The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited.

Uniforms are a requirement at **Minidoka Jr. High** as follows:

1. Students must be wearing the required uniform upon entrance of school transportation and school grounds.
2. All students wear black, blue, or gray pants without patterns, words, logos, or any other markings. NO cargo pants including modified or sewn pockets, capris, leggings, spandex pants or shorts allowed. Pants will not be baggy (as determined by staff), frayed, have holes, or have any words or graphics and must be worn at the waist level (without undergarments showing) at all times.

3. Uniforms are to be clean.
4. Students may not wear shoes that are predominantly red or blue. No slippers, slides or flip flops. Crocs are acceptable.
5. All uniform clothing and accessory layer clothing must be in good repair. Any part of the school uniform that is torn, faded, or altered, must be replaced.
6. Belts must be the appropriate length without excessive length hanging outside the loops. Belt buckle designs, emblems, insignias, monograms must be school appropriate. No blue or red belts, threads, or markings.
7. Accessory layering of clothing under the uniform shirt will include: a crew neck or t-shirt style in solid black, gray, or white. No words or graphics. **Hoodies are not allowed for layering purposes.**
8. No hats, bandanas, headbands, or other head coverings will be worn in the building or as an accessory.
9. No blankets
10. Students who do not comply with the Minidoka Jr. High Uniform Policy may be sent home. Repeated infractions may result in further disciplinary actions.

Polo shirts and layering shirts are available for purchase on Minidoka Jr. High district webpage. Polo shirts are $18.00, and layering shirts (white, black, or gray) are $8.00 each.

Harassment/Bullying (Attached Policy 372.00)

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities. It also applies to the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists. It shall include actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students or staff at school.

Gang Activity (Policy 372.00P)

All gangs and gang activities are prohibited on all school premises and at any school sponsored activity, regardless of location. This includes but is not limited to: creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gesture, code, or other evidence of membership or affiliation with any gang.

Backpacks/Bags

Backpacks and bags of any kind such as grocery bags, makeup bags, and purses, are not allowed at Minidoka Jr. High. Parents/Guardians may seek previous approval from Mrs. Blood for students to bring a bag.

Behavior on School Buses (Policy 378.20P)

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules may be subject to disciplinary action from the director of transportation, school administrators, and/or teachers.

Freedom of Speech and Expression (See Attached Policy 300.20)

Vulgar, profane, or abusive language will not be tolerated on campus or at any school activities.

Health & Safety

Distribution and Consumption of Medication (Policy 370.20)

If medication is required during school hours, parents must fill a medical release form. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours. All prescription medications dispensed at school shall be kept in a locked cabinet or drawer. Should your child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student as well as signing a medical permission slip for non-prescription medication. Students are not to carry any medication (prescription or over-the-counter) on their person.

Student Illness (Policy 380.10)

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child.

Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Evacuation– Evacuation to a designated area will be practiced with all students. Teachers will instruct students on proper procedures during evacuation drills.

Lockdown – May be implemented in situations involving intruders. All doors and windows will be locked. No one will be admitted until the clear signal is given by a law enforcement officer.

General and Miscellaneous Information

School Hours

School begins at 7:55 a.m. and dismisses at 3:30 p.m. **Students arriving before 7:30 will not be allowed entry to the building**. Students should be picked up no later than 3:45 p.m. Students will be placed on their assigned bus after school unless parent or guardian contact has been made with the school prior to noon.All students walking home are required to vacate school premises immediately after leaving the building. If an emergency arises and you need to make special arrangements, please call the school office.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 4:00 p.m.

Electronic Devices

Students may bring cellphones to school, but they will be turned in each morning and returned at the end of the day as students exit the building. Students who conceal phones or electronics will receive graduated consequences such as parents picking up phones, to them not allowed at school for repeated offenses. Students are not allowed to bring any headphones to school-they will use school-issued headphones included in the registration fees.

The district will provide each student a computer to be used at school. Students at MJH do not take their computers home unless there is an extenuating circumstance and they have paid the mandatory insurance fee. Students are responsible for replacements, loss, or damages.

Miscellaneous

Any materials unrelated to the educational process may be confiscated and returned to parents/guardians.

Internet Policy for Students (Policy 360.00A)

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. Students are required to sign the “Appropriate Use Agreement”. All internet users are expected to always access the network for purposes appropriate to the educational environment. Users must refrain from any use that is inconsistent with the policies, purposes, or objectives of the Minidoka County School District. (District policy 360.00A)

Students not following policy 360.00A will lose computer access for an indeterminate amount of time.

West Minico Middle School
Student Handbook
2024-2025

MISSION STATEMENT

The mission of West Minico Middle School is to provide a positive learning atmosphere in which our students achieve success in both school and life.

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ATTENDANCE

Students should be in attendance whenever school is scheduled. If a student is absent for any reason, the parent or guardian must call the school for each day of the absence. When arriving late to school in the morning or throughout the day, a student must check in at the office before going to class. Additionally, parents or guardians must sign the checkout sheet in the office to check their child out of school during the school day. All MCSD students are expected to maintain 90% or greater attendance each semester or quarter.

MCSD Policy 320.00

Excused Absences

Absences that will not be included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed below. They will include the following:

- funerals
- an absence verified by a doctor's note upon return to school
- court/counseling verified by a note from the court/counselor upon return to school
- incarceration (i.e. Juvenile Detention Center)
- in-school suspension
- school activities

Unexcused Absences

Absences that will be included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed above. They will include the following:

- illness/sickness without a doctor's note
- doctor, court or counseling absences with a note received more than 5 school days after returning to school
- vacations
- out-of-school suspensions
- unrelated school activities
- snow/flood/weather conditions approved by the District

Parent Confirmed Absences

Parent confirmed absences are those absences that the parents are aware of and have approved. However, unless an absence meets one or more of the excused absence criteria listed above, the absence will be included in the calculation for the 90% attendance requirement. Parents should contact the school prior to a non-illness absence to determine whether the proposed absence will be excused. A student's current grades and progress in classes may affect a principal's decision in approving or disapproving absences other than those for illness or emergencies.

ATTENDANCE-TRUANCY

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Unexcused or Parent Confirmed absences or attendance below the

State's 90% attendance mark per reporting period will constitute grounds for a habitual truancy petition. The school may also deny promotion to the next grade level due to poor attendance. Policy 320.00

BACKPACKS

Students may carry a backpack/bookbag to and from school; however, backpacks/bookbags must be stored in school lockers or in the classroom with teacher permission during the school day. Backpacks are not allowed in the bathroom or in the commons area during lunchtime.

BEHAVIOR ON SCHOOL BUSES

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules may be subject to disciplinary action from the director of transportation, school administrators, or both.

BULLYING/HARASSMENT/INTIMIDATION/ AGGRESSIVE BEHAVIOR/FIGHTING

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, physical altercations, hazing and/or intimidation of students and/or employees are prohibited and will not be tolerated.

Bullying, Harassment, Intimidation, and Aggressive Behavior are not tolerated at West Minico Middle School. If behavior is perceived as such, the victim should notify staff personnel immediately

Bullying occurs when:

- Harm is intended
- Imbalance of power
- Repeated

All instances are taken seriously and resolved at the discretion of the building administration. **For further information, see district policy#**372.00_Hazing_Harassment_Intimidation_Bullying_Cyber_Bullying

Fighting is defined as mutual participation in a physical conflict involving two (2) or more persons. Students who engage in fighting will be suspended from school for up to 5 days. Parents/guardians will be contacted by the administration and based on the severity of the "fight", law enforcement may be consulted. Continued fighting may result in the student being referred to the District Discipline Referral Committee.

BELL SCHEDULE

1st Hour	7:50 - 9:00
2nd Hour	9:04 - 10:08
3rd Hour	10:12 - 11:16
1st lunch	11:16 - 11:46
4th Hour	11:50 - 12:54
4th Hour	11:20 - 12:24
2nd Lunch	12:24 - 12:54
5th Hour	12:58 - 2:02
6th Hour	2:06 - 3:10
Advisory	3:14 - 3:45

BUILDING HOURS

School entrances will be opened at times consistent with bus arrival and departure. The main entrance into the front foyer will be unlocked at 7:20am. Students participating in after school activities should have rides arranged for in advance and should not loiter in the building. Students not participating in school activities need to be off the school grounds by 4:00 p.m. Hallways are closed during lunch times.

CHEATING

Students are expected to do their own work. Students who are caught cheating in their classes may receive a zero on that assignment/test without the option of a retake and could be given a 60-minute detention. Any student allowing another student to cheat will receive the same consequence. If the problem persists, the student will be referred to the building administrator.

CREDIT REQUIREMENTS

MCSD middle schools require students to attain a minimum of eighty percent (80%) of the total available credits (10/12 overall credits for the year). To be considered for promotion to the next grade, students must earn 2 credits of Math, 2 credits of ELA, and at least 1 credit in Science and 1 credit in Social Studies during a school year. In order to obtain credit, students must achieve a 60% (D- or better) in each class.

DETENTION

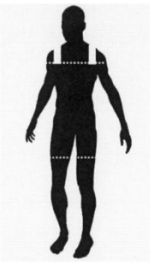
If a student is given detention, he/she will receive a copy of the detention notice which will inform the student and parent/guardian of the reason for the detention. Details of the detention will be worked out between the student, staff member and/or administration. An accumulation of disciplinary occurrences may result in the removal of activity privileges, which may also include extra-curricular activities.

DRESS CODE (School District Policy 344.00)

The Minidoka County School District's student dress code supports equitable educational access for all students. The School Board and administration acknowledges students as individuals and students' dress should respect the District's intent and responsibility to ensure the health, safety and mental well-being of all students.

The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The responsibility for the dress and grooming of a student rest primarily with the student and his/her parents/guardians in consultation with building administrators. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited.

A student's attire or grooming should not be grounds for exclusion from his/her participation in school classes or in school-related activities. If, however, the attire or grooming of a student poses a threat to the health and safety of any other person, the appropriate solution as stated in the student handbook will be followed. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire. Special exceptions may be made for students with a documented health condition or disability. Below is a graphic which may be used to help determine the appropriateness of attire.



CONSEQUENCES: Students who are in violation of dress code will be sent to the office where they will be given the choice to call home and have someone bring them appropriate clothing, or wear school- issued clothing for the day.
FINAL CONSIDERATIONS: This policy will be in effect during all school hours and at all school sponsored activities and events. Coaches and teachers, with the approval of the individual school site administration, may impose dress requirements to accommodate the special needs of participants in certain sports, classes, and activities. The administration of the individual school site or district department has the authority to set the mode of attire for "special occasion" days and activities. The administration of the individual school site or district department shall have the discretion to determine if students' attire, hair, and/or grooming is acceptable and within appropriate standards.

ELECTRONIC DEVICES

School provided Chromebooks will be distributed to students at the beginning of the school year. Students are expected to bring the device to school each day, charged and ready to use. Students who mistreat school issued electronics will be disciplined appropriately.

The school is not responsible for personal or school issued electronic devices if the device is lost, stolen, or broken.
All personal electronic devices are to be turned off when arriving on school property. This includes passing time and lunch. Students are only allowed to use PEDs (Personal Electronic Device) if the student has specifically been directed by a staff member or has received permission by a staff member.

If a student violates the expectations above, the following procedures will be followed:

- **1st Offense**: PED may be confiscated and kept by the teacher until the end of the day. The student can pick it up after school is dismissed.
- **Additional Offense**: PED may be confiscated, and parents may be contacted. The device may be kept by the teacher or in the office until parents/guardians pick it up and may be referred to administration.

Students are expected to follow Minidoka School Board Policy 362.00 in regards to proper use of Personal Electronic Devices (PEDs) on campus. 362.00_Student_Use_of_Personal_Electronic_Devices
362.00P_Student_Use_of_Personal_Electronic_Devices_Procedure

EXTRA CURRICULAR ACTIVITIES

Students must attend at least 3 full classes of the school day to participate in any extracurricular activity. To participate in athletic activities, students must maintain a minimum 2.0 GPA with no more than 2 Fs from the previous semester. Any student who is on academic probation will not be allowed to wear their sports uniform or go on away trips until academically cleared by the Athletic Director. Student athletes are expected to be on their best behavior throughout competitions.

Respect for coaches, other participants, and officials will be shown at all times. Any infractions of this rule may lead to disciplinary action. Any student who is found guilty of an infraction of school rules may be suspended from the extracurricular activity. Additional requirements or special modifications may be provided by the coach, advisor, or building administrator.

FEES

Fees may be charged for special projects made in elective classes based on the student's choice of project and supplies needed.

FIRE AND EVACUATION DRILLS

West Minico will hold monthly fire drills. In addition, Students will also be involved in at least one other practice evacuation as well as be involved in a practice "Lockdown" and several "Hall Check" drills throughout the year. During any practice or safety drill, students are expected to go to their assigned area with their teacher and be on their best behavior and comply with drill rules and guidelines.

GRADING

The following grading scale is used:

100-97	A+	76-73	C
96-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	62-60	D-
82-80	B-	Below 60	F
79-77	C+		
Pass/Fail		Non- Academic Classes	

LOCKERS

Lockers are school property and remain under control of the school at all times. Periodic inspections may be made by the faculty and/or administration to see that lockers are kept neat and orderly. Students should only use their assigned locked, keep their locker combination confidential and locked at all times. Students should keep lockers neat and clean. Perishable food and opened bottles should not be kept in lockers.

PROFANITY

Language that is foul, profane, vulgar, threatening, disruptive, harassing, intimidating, abusive, discriminatory or offensive will not be tolerated on campus or at any school activities. Use of such language may result in discipline of the students by the administrator or supervisor.

SCENTS AND FRAGRANCES AT WMMS

West Minico recognizes that many teachers and students have sensitivities to strong fragrances. Teachers and staff members are permitted to regulate the use of fragrances within their own work area. Students are not

permitted to carry perfumes, aerosols, scented lotions, or other scented products inside the school. If these items are found in the student's possession, they will be taken by administration and returned to the parents upon request.

SCHEDULING POLICY

Students requesting a schedule change must either complete the schedule change request form available on the West Minico website under School Counselor or email the school counselor with their request, including the reason. Schedule change requests will be considered but are not guaranteed. Schedule changes after the fourth day of the semester will only be made if recommended by administration.

SCHOOL CAFETERIA

The breakfast/lunch program is maintained as a vital part of the health program of the school. Students are expected to keep the commons area clean and to follow all cafeteria rules. Energy drinks or energy shots are not allowed at school. No food or drinks are to be consumed in the hallways or classrooms except when a special activity has been planned by the classroom teacher

SCHOOL PHONE

The office phone is available for student use. A student must have permission from the office staff prior to using the office phone.

STUDENT DISPLAYS OF AFFECTION

Handholding, kissing, cuddling, prolonged hugging, and other public displays of affection between students are not appropriate in school, on school grounds, or at school-sponsored activities. Students failing to follow these guidelines may be subject to discipline.

SUPERVISION OF STUDENTS

No students shall be in the gym or any other location in the school building unless there is a supervisor in that particular area. Students will be informed of designated areas for outside recess. **Locker rooms are off limits unless directed by a staff member**.

TEXTBOOKS/LIBRARY BOOKS

All books are loaned to students for their use throughout the school year. Books are to be kept clean and handled carefully. A fine may be assessed for abused or misused books. Replacement cost will be charged for lost books and/or excessively damaged books.

VANDALISM

Any student who steals Minidoka County Joint School District No. 331 property, enters a locked building or enclosure, or destroys or defaces any district property, including destruction to any and all posters and decorations, shall receive prompt and decisive action. The proper authorities will be notified and disciplinary action will be taken.

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, law enforcement may be contacted, in addition to disciplinary consideration following district policy.

- Possession, use or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (fire crackers are explosives)
- Assault or battery of a sexual nature
- Assault or battery on any school employee or other students
- Threats of violence toward administrators, teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property
- Theft of school property/personal property

GANG ACTIVITY

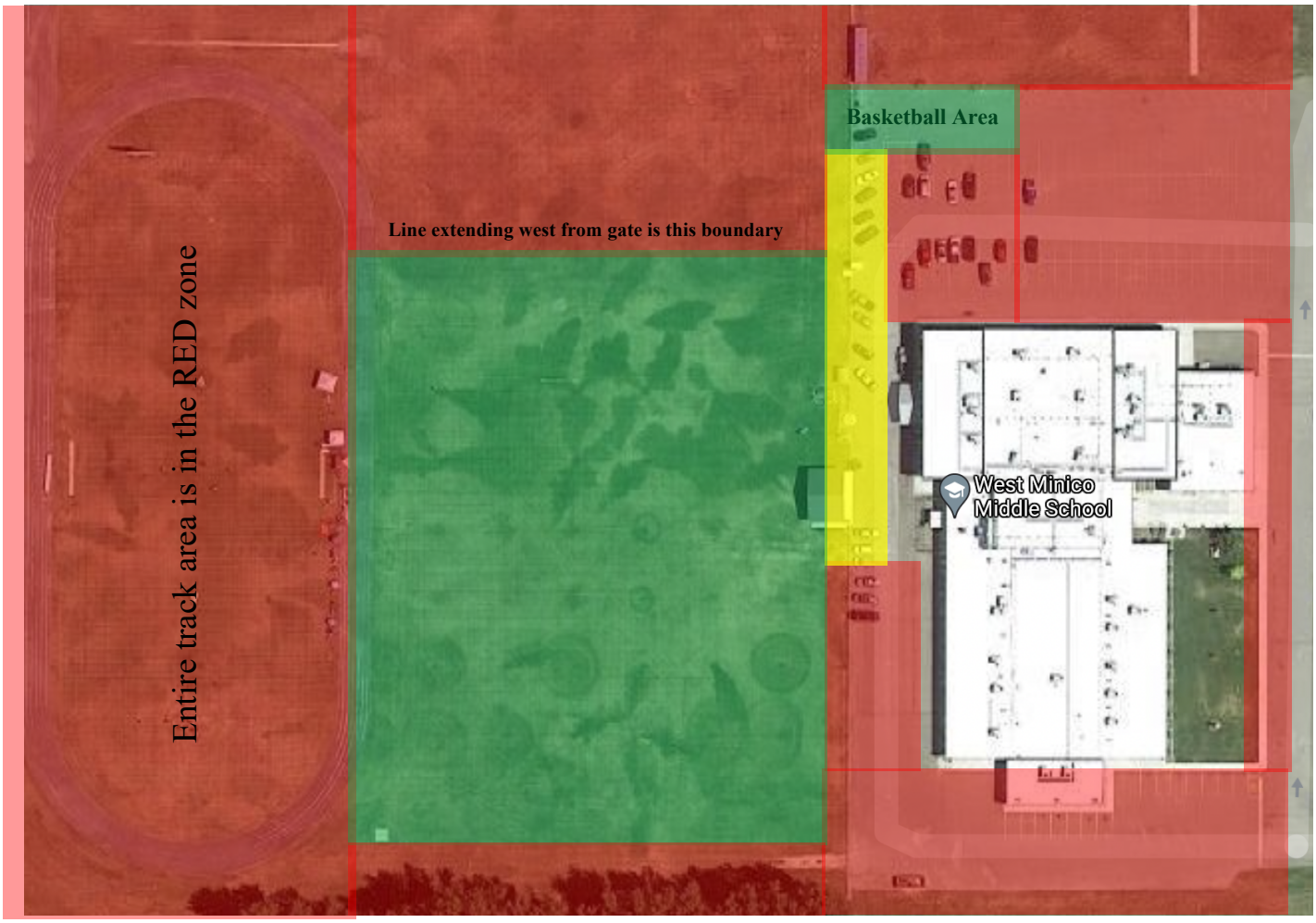
All gangs and gang activities are prohibited on all school premises and at any school sponsored activity, regardless of location. This includes but is not limited to creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gesture, code, or other evidence of membership or affiliation with any gang. Students flashing gang signs with hands in any school photos

DRUGS, ALCOHOL, TOBACCO, AND VAPING

School grounds are a drug, alcohol, tobacco, and vapor free zone. Students attending school will not use, possess, sell, buy or distribute drugs, including alcohol, tobacco, controlled substances or related paraphernalia on school premises. Law enforcement and parents/guardians will be contacted upon verification of the violation. A student's person, including purse, book bag, etc. may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drugs or drug paraphernalia.

- On first offense, the student may receive suspension for up to 5 school days by school administration. Additional days may be recommended by the Superintendent or the Board of Trustees.
- The student will be subject to the consequences outlined in the school code of conduct for all school sponsored activities (all sports teams, cheerleading, dance team, etc.).
- Repeated violation of this policy may result in additional consequences.

FREE TIME ACTIVITY BOUNDARY MAP



Red Zones - Students are expected to stay out of red zones unless given permission by a staff member.
Yellow Zone - This area is for passing only. No more than 20-30 seconds should be spent in this area as students move to one of the designated free time (green) zones.
Green Zones - Students are free to participate in responsible activities in these areas.

Mt. Harrison High School

Student/Parent Handbook
2024-2025

BELL SCHEDULE

1st Hour- 8:10-9:48
2nd Hour- 9:50-11:28
Lunch- 11:28-11:58
3rd Hour 12:00-1:38
4th Hour- 1:40-3:18

1431 17th Street Heyburn, ID 83336
(208) 436-6252 Phone ◉ (208) 436-4746 Fax

Empowering Success

300

elcome to Mt. Harrison High School. We look forward to working and learning with you. We are here to help you succeed.

SCHOOL HOURS:

Monday thru Thursday 8:10AM - 3:18PM

DISTRICT MISSION STATEMENT:

"The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and academic rigor which facilitates success in all aspects of life."

MHHS VISION STATEMENT:

"MHHS' students - empowered to **R*I*S*E** through exceptional educational opportunities, building integrity and resilience for success as scholars and citizens."

Respect * Integrity * Success * Empowerment

STUDENT HANDBOOK:

The student handbook is not all-inclusive. It is supported by the rules and policies of the Minidoka School District. School policies and rules are available on the website at www.minidokaschools.org

THE MT. HARRISON EDUCATIONAL TEAM:

Principal- Dr. Maggi Spagnolo
mspagnolo@minidokaschools.org
Secretary- Lucero Navarrete
lnavarrete@minidokaschools.org
Counselor-

Childcare- Shannon Stephens
sstephens@minidokaschools.org
Teacher- Candace Hurst
churst@minidokaschools.org
Teacher- Mary Davis
mdavis@minidokaschools.org
Teacher- Dee Lewis
dlewis@minidokaschools.org
Teacher- Zelma Woodward
zwoodward@minidokaschools.org
Teacher- Scott Heins
sheins@minidokaschools.org
Teacher- Tasia Youngstrom
tyoungstrom@minidokaschools.org
Teacher- Sheryl Stevenson
sstevenson@minidokaschools.org
Teacher- David Repke
drepke@minidokaschools.org
Teacher- Angela Schneider
aschneider@minidokaschools.org
Teacher- Sarah Pelayo
spelayo@minidokaschools.org
Teacher- Jessica Genius
jgenius@minidokaschools.org
Custodian- Robin Taylor
robtaylor@minidokaschools.org
Food Service- Lori Martindale
lmartindale@minidokaschools.org

APPLICATION PROCEDURES:

Applications are available at the front office at Mt. Harrison or Minico High School.
Completed applications may be turned in to the Mt. Harrison front office

- In person or by mail 1431 17th Street in Heyburn, Idaho 83336
- Via email mspagnolo@minidokaschools.org
- Via fax (208)436-4746

Only completed applications will be reviewed. Once the school receives your completed application, you will be contacted to schedule an interview.

ENROLLMENT QUALIFICATIONS:

As per Idaho Code 33-1001 (3a), students must meet specific qualifications to attend MHHS. There are two groups in which they may qualify, they are as follows:

Three (3) of the following criteria in Column A, or any one (1) criteria in Column B.

Column A	Column B
Has repeated at least one grade.	Has a documented or pattern of substance abuse.
Has absenteeism that is greater than 10% during the preceding semester.	Is pregnant or a parent.
Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.	Is an emancipated or unaccompanied youth.
Has failed one or more academic subjects in the past year.	Is a previous dropout.
Is below proficient, based on local criteria and/or state standardized tests.	Has serious personal, emotional, or medical issue(s).
Is two or more credits per year behind the rate required to graduate or for grade promotion.	Has a court or agency referral.
Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment.	Demonstrates behavior that is detrimental to their academic progress.

Students must be 14 to 21 years of age and must have completed the 8th grade to be eligible to attend MHHS.

GRADING PROCEDURES AND TRANSCRIPT CREDIT:

At MHHS students have the possibility of earning *four credits each* quarter. With four (4) quarters in a school year a student may earn *sixteen* credits per year. Arrangements may be made for additional credits through summer school, school-to-work credits, courses from Minico High School, and other means approved by administration. If a student receives a passing grade in a course, but exceeds the 90% attendance policy, they will receive an “FA” (no credit) and will be required to make up the credit in credit recovery or by repeating the course. The grade a student earns at the end of each quarter will be placed on their permanent record.

Grading Scale Percentage	Letter Grade	GPA Rating		
90- 100%	A	70-79%	C	59 or below F
80-89%	B	60-69%	D	P/F

Pass/Fail courses are not included in student GPA. Students need 46 credits to graduate from MHHS. In addition, a student must be enrolled at MHHS at least 1 full quarter.

MHHS DIPLOMA REQUIRED CREDITS BY ACADEMIC CATEGORY:

English (8)
Any Math (2)
Algebra (2)
Geometry (2)
Speech (1)
Computer Technology (2)
Science (6)
Total 46

US History (2)
Economics (1)
American Government (2)
Health (1)
Careers (1)
Humanities (2)
Electives (14)

Students are also required to complete a Senior Project, and pass a Civics Test to meet graduation requirements.

EARLY GRADUATION

Students graduating prior to their cohort graduation year must complete all graduation requirements, have completed a full 3 years of high school, and have a cumulative high school GPA of 2.5 or higher.

ATTENDANCE (MCSD policy 320.00):

Absences

For every single absence, the parent/ guardian/ support person needs to call the school 208-436-6252 within 24 hours of the absence. Medical, court, and funeral documentation must be provided within 24 hours of the student's return to school.

Credit

Whenever a student is not present in a class at least 90% of the time (**four (4) per quarter are allowed**), **the credit for that class will be denied**. All absences count toward the 90% attendance requirement, except:

- Absences excused by a doctor's note or appointment confirmation
- Absences due to mandatory court business
- Absences due to participation in school activities
- Absences due to funeral attendance

Appeals Process

Students are required to be in attendance 90% of the time. Any student attending less than 90% will be required to appeal for credit.

Excessive absences are defined as exceeding the 90% attendance policy (**four (4) per quarter are allowed**) without appropriate documentation as identified in MCSD Policy 320.00. Students who exceed the 90% attendance policy (more than four (4) per quarter) may be referred to Juvenile Court (under 16 years of age)

and/or the school may request the Idaho Transportation Department suspend a student's driver's license (Idaho Code 49-303A).

Makeup Work

Make-up work is allowed for students with any type of an absence. However, grades earned may be subject to a reduction due to unexcused absences/truancies. The classroom teacher will provide the student or the parent/guardian who requests make-up work with the information necessary to complete the make-up work.

A student will be allowed two (2) days for each day of absence to make up new material. It is recommended that make-up work be completed within six (6) school days from the date of return after the absence unless exceptions are made by the principal/designee. **Except in extenuating circumstances, assignments or tests that were announced prior to the student's absence are due on the day that the student returns to school.**

Teachers may make exceptions to this policy in cases of term papers, labs, videos, group assignments, or long range projects as long as students are informed of the different requirements at the beginning of the assignment. Students are not allowed to take final exams early except when approved by the teacher.

CHECKING OUT OF SCHOOL:

If it becomes necessary for a student to leave school during the day, he/she must check out through the attendance office with parental/guardian permission **BEFORE** leaving school grounds. Students who leave school and do not return with a doctor or court note may not return to school the same day.

SCHOOL EXPECTATIONS:

Mt. Harrison is a safe place for all. All students are expected to behave in such a way that will allow themselves and others to progress toward their academic goals. Students who demonstrate behaviors that are disruptive or dangerous may be asked to leave the school and face expulsion or revocation of enrollment.

Classroom Expectations

R-espect	I-ntegrity	S-uccess	E-mpower
• Listening to the teacher • Listening to other students • Students treating each other well • Respect for individuals	• Doing your own work • Working even when the teacher isn't watching • Speak well of each other • Contribute to groupwork • Return to the room promptly	• Producing your own work • Confidence • Taking pride in your work	• Asking for help when you need it • Helping others • Being prepared • Arriving on time • Getting what you need without disruption

Schoolwide Expectations

	Lunch room	Hallway/ Restroom	Classroom	Parking Lot/ Backyard
Respect	• Pickup after yourself • Be polite to staff • Only touch food on your own plate	• Quiet voices • Walk with purpose • Dress appropriate for school • Keep hands etc. to yourself	• Cell phones are put away and silent • Value time/ space • Use appropriate language/ topics	• Share equipment • Take your turn leaving the parking lot • Borrow equipment from the office after the bell
Integrity	• Wait in your spot in line • Take only items you paid for • Eating outside the lunchroom- return trays/ utensils	• One in restroom at a time • The school stays nice and usable • Value our custodians' work	• Attend School • On time for class • Avoid disturbing learning • Your own work • Missing when it does not disturb learning	• Drive carefully • Clean up after yourself • Participate in positive activities

Success	• Everyone can eat in peace • A clean lunchroom	• In class on time • Those who need to use restroom can • Learning not disturbed in any classroom	• Active engagement • Good discussions • Learning	• No accidents • Lunchtime is fun • The backyard stays clean and usable
Empowerment	• Students and staff monitor themselves	• Students use passes and return to class without disturbing instruction	• Prepared for class (including tech) • Ask questions • Keep track of grades/ credits	• Ask a staff member to accompany you if you need to access your car

Students on IEP plans and/or 504 plans must be disciplined according to regulations contained in the IDEA act of 1997.

Students may not attend any school function that day or days that they have been suspended from school for disciplinary reasons, in addition to any other consequences.

NOTE: School rules apply while traveling to or from school, at school and when going to or from and while attending any authorized school function.

MHHS STUDENT DRESS CODE:

Students are permitted to wear the following at school each day:

- In accordance with district policy, students should be completely covered from shoulder to mid thigh
- Pants, skirts, or shorts that are worn at the waist. Belts are not required, but if worn, must be in loops and are not to hang down
- Holes in pants, as long as they are below mid-thigh
- Attire or grooming that is free from depicting or advocating violence, criminal activity, gang activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive
- Safe for the student and those around them (items not deemed safe include studs, spikes, chains-including those attached to wallets)
- Head Coverings are not to be worn in the building
- For safety reasons shoes must be worn at all times (flip flops and slippers are not permitted)
- Medical or religious exceptions are permitted with **prior** approval of the principal
- Occasionally the school will allow for “special dress” days. On those days, specific guidelines will be provided
- Administrators shall use reasonableness and have discretion to determine the appropriateness of attire

SCENTS AND FRAGRANCES AT MT. HARRISON

Mt. Harrison recognizes that many teachers and students have sensitivities to strong fragrances.

Teachers and staff members are permitted to regulate the use of fragrances within their own work area.

Students are not permitted to carry perfumes, aerosols, scented lotions, or other scented products inside the school. If these items are found in the student's possession, they will be taken by administration and returned to parents upon request.

CLOSED CAMPUS/FOOD AND DRINK:

During lunch and break time the school campus is closed. This means that students will not be allowed to leave campus except to go to Minico for scheduled classes. Doctors and other appointments should be communicated with MHHS at least 24 hours in advance.

Hot lunches are available at MHHS. Free and reduced applications are available from the office and lunchroom. Students may pre-pay for lunches. School provided lunch must be eaten in the cafeteria except in the case of lunch detention. *During class time, food and drink in the classroom is at the discretion of the teacher.

MHHS does not allow lunches or other food/ drinks to be delivered by businesses. As a closed campus school, students are NOT allowed to leave for lunch. **A parent or guardian may bring food to school for his/her student ONLY during the scheduled lunch time**. Any food delivered during any other portion of the day will be held for the student until the end of the school day.

PERSONAL VEHICLES:

Student vehicles must be parked in the south parking area. Students may not enter parking areas without staff during school hours unless they have checked out at the office and are leaving school grounds.

MEDICINE FOR STUDENTS (MCSD policy 270.20)

Students are not to give medication to others. Do not ask anyone (including teachers) for medication.

The administration of medicines to students by school employees is not allowed in most cases. Approval for administering medicine will be given only in extreme cases and in accordance with district policy 270.20.

SEARCH AND SEIZURE:

While on school grounds, the administration and/or resource officers reserve the right to search and seize any materials in violation of school policy as per MCSD Policy 340.40. This search and seizure can include vehicles on school premises, backpacks, bags, purses, etc. This can be done at any time there is reason to believe a

student may be in violation of school policy.

STUDENT USE OF ELECTRONIC DEVICES:

The use of any electronic device, such as cell phones, tablets, USB drives, or any other privately owned device that is used for audio, video or text communication in school will be governed by MCSD Policy 362.00. 9 Students need to know that:

- **Devices must be kept out of sight, turned off or silenced, and may not be used during instructional time without teacher approval.**
- The school will not take responsibility for damage to or the loss of any device.
- The **use of devices for communication and/or entertainment during instructional time is prohibited** in all District schools, without teacher approval. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school is prohibited. If a student violates this policy, the devices will be confiscated and given to the principal. Only the student's parent or guardian may pick up the device with the student present. Prior to receiving the device, the student shall sign that he or she has read District Policy 360.00 and understands the consequences for future violations. Further violations will be at the discretion of administration.
- **Students are not to take any pictures of other students or staff without permission of the person in the photograph. This includes all videos and photos including Snapchat.** Violations of this rule may include detention, confiscation of cell phone, and/or suspension. Repeated or extreme offenses may result in recommendation for expulsion. *except in official capacity as a yearbook or newsletter photographer.
- Electronic devices taken from a student:
    - 1st Offense- may be returned at the end of the period at the discretion of the teacher and/ or administrator.
    - 2nd Offense- may be returned at the end of the day at the discretion of the administrator.
    - 3rd Offense- may be returned to a parent or guardian at the discretion of the administrator.
    - 4th Offense- may result in suspension.
- Students refusing to surrender an electronic device to administration will be sent home.

INTERNET POLICY:

Each student, and his/her parent or guardian, is required to read and sign the District Appropriate Use Handbook, as per MCSD Policy 360.00A.

CARE OF SCHOOL, BOOKS, AND EQUIPMENT:

Students are responsible for any equipment or books issued to them. If the books or electronic devices are damaged or lost, the student will be expected to pay for the value of the lost or damaged book or device.

ACADEMIC HONESTY:

Academic honesty is highly valued at MHHS. All MHHS students are required to submit work that represents their original words, ideas, or products. At the beginning of each MHHS course you take, you may be asked to sign and submit this MHHS Academic Honesty Contract, pledging to avoid plagiarism and other forms of unacceptable practices. Students attending MHHS may be required to sign and initial the Academic Honesty Contract at registration, including a parent signature, and in each class after direct instruction about Plagiarism and cheating.

MHHS DAY CARE:

MHHS provides childcare for children of enrolled students for a nominal fee. Information concerning cost, meals and supplies about the daycare is provided at the office. If there are openings left after the student-parent needs are met, the daycare may be opened up to employees within the district who need childcare. **Only parents of children or students assigned at childcare interns may enter the daycare room without approval of building administration. For safety reasons, during emergencies parents may not go to the daycare. Children will be reunified with parents as safety permits.**

FIRE DRILLS:

The school will hold monthly fire drills.

Minico Spartan Student Handbook 2024-2025

Minico High School
292 West, 100 South
Rupert, Idaho 83350
Fax # (208)436-3266

Principal:	Mrs. Kimberley Kidd	436-4721 ext. 3100
Assistant Principal:	Mrs. Kailee Hansen	436-4721 ext. 3003
Assistant Principal:	Mr. Terry Merrill	436-4721 ext. 3006
Athletic Director:	Mr. Brady Trenkle	436-4721 ext. 3007
Attendance:	Mrs. Jessica Grimsman	436-4721 ext. 3002
Receptionist:	Mrs. Brandi Perez	436-4721 ext. 3005
Financial Secretary:	Mrs. Kris Christensen	436-4721 ext. 3004
Registrar	Mrs. Dawna Reddington	436-4721 ext. 3008
School Resource Officer:	Mr. Bob Higens	436-4721 ext. 3163
Counselors:		
Mrs. Nikki Sayer	A-G	436-4721 ext. 3149
Mr. Kent Chandler	H-O	436-4721 ext. 3150
Ms. Mikea Alexander	P-Z	436-4721 ext. 3151

Message from the Principal,

WELCOME!!

We are excited to have you as students at Minico High School!
We believe you are going to have a rewarding and successful school year.
We are all committed to supporting and assisting you as you participate in everything high school has to offer. We encourage you to get involved and pursue the many opportunities Minico offers; it truly is an amazing high school!

This handbook is designed to assist parents and students to better understand the policies and procedures of our high school and Minidoka School District. Parents and students should review the contents together. Refer to the handbook throughout the school year, should you have any questions.

This year our focus will be on what it means to be #SpartanStrong. It is our Minico brand, our hashtag, and what we want our student body to represent. We will spend all year embodying this philosophy, as well as building school spirit. Our new #SpartanStrong representation is :

Spartans are…

Self-Accountable
Tough
Resilient
Optimistic
Noble
Genuine

Our theme this year: We Are Minico

Wishing each of you a wonderful school year! Learn all you can, have some fun along the way and let's create some memories that will last a lifetime.

LET'S GO SPARTANS!!

Be #SpartanStrong! We are Minico!

Kimberley M. Kidd
Principal, Minico High School

District Mission Statement

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, academic rigor, and technology, which facilitates success in all aspects of life.

District Vision

Empowering Students for Success

Minico High School Mission Statement

Learn from yesterday, succeed today, excel tomorrow.

Minico High School Motto 2024-25

Be #SpartanStrong! We are Minico!

Minico FIGHT SONG

Come on and fight, Spartans fight.
Come on and let's win this game.
Let's go on to victory,
Let's fight 'em fair and play 'em square.
So fight, Spartan's, fight!
Come on and let's win this game.
Just one more score, and then the
game is ours. Let's win this game!
M - I - N - I - C - O

FIGHT SONG (historical version)

Oh, when those mighty Spartans fall in line,
We're going to score every time.
Let's go on to victory, And we will yell, yell, yell, for Minico,
Our Alma Mater. We will sing our praises high
And when they go, go, go for another score,
We will cheer, cheer, cheer, them all the more.
For we are Spartans of the red and gold,
Red and gold, fight team fight!

SPARTAN STRONG

Minico High School has adopted a theme to promote positive decision-making and help students develop healthy relationships. The theme identifies six areas to assist students in building positive, lifetime behaviors and attributes.

S P A R T A N

S	T	R	O	N	G
STAYING SAFE	TAKING RESPONSIBILITY	RESPECTING YOURSELF AND OTHERS	OPENING YOUR MIND	NEVER GIVE UP	GOING ON
PAUSE AND THINK BEFORE YOU ACT	FOR YOUR ACTIONS AND BEHAVIOR	RESPECT YOUR: TEACHERS, AIDES, BUS DRIVERS, CUSTODIANS, SUBSTITUTES, LUNCH WORKERS, COUNSELORS PARENTS, FRIENDS, THE BUILDINGS.	NEW IDEAS	LIFE DOES GET HARD. SURROUND YOURSELF WITH PEOPLE WHO WILL HELP YOU IF YOU NEED IT.	STRIVE TO BE THE BEST YOU CAN BE HIGHER EDUCATION: *TECH SCHOOL *COLLEGE *TRAINING CERTIFICATE *LEARN FROM MISTAKES
SOCIAL LIFE INCLUDING ON-LINE	CELL PHONE USE	LIVE THE GOLDEN RULE	RESPECT DIFFERENT OPINIONS	WHEN TIMES GET TOUGH, BE TOUGH	STAYING STRONG AND HEALTHY
AT SCHOOL AT HOME ON THE ROAD	DRESS CODE	NO BULLYING OR UNWANTED TEASING	ACCEPT OTHERS FOR WHO THEY ARE	ON YOURSELF, YOUR FRIENDS, YOUR FAMILY, YOUR EDUCATION	BE A POSITIVE ROLE MODEL
	DO YOUR CLASSWORK AND HOMEWORK	BE A GOOD LISTENER	FIND YOUR OWN POTENTIAL	TAKE A DIFFERENT STANCE	SHARE YOUR TALENTS AND SKILLS
PERSONALLY	SCHOOL CLEANLINESS	DON'T INTERRUPT OTHERS	IMAGINE MORE	BE A DOER AVOID SAYING "I CAN'T"	RESPONSIBILITES OF BEING AN ADULT
CELL PHONE	HAVE INITIATIVE		BE INFORMED		
NO BULLYING	DO THINGS WITHOUT HAVING TO BE TOLD			"WHETHER YOU BELIEVE YOU CAN DO A THING OR NOT, YOU ARE RIGHT." *HENRY FORD*	CONTRIBUTE TO COMMUNITY
GET HELP IF YOU ARE BEING BULLIED	FOR YOUR CHOICES AND DECISIONS				

Daily Bell Schedule

MONDAY - THURSDAY

FIRST BELL	**7:50 A.M.**
1st PERIOD	**7:55 A.M. – 9:05A.M. (First 12 minutes for homeroom/announcements)**
2ND PERIOD	**9:09A.M. – 10:07 A.M.**
3RD PERIOD	**10:11 A.M. – 11:09 A.M.**

1ST LUNCH (9-10)	**11:13 A.M. – 11:43 A.M.**
4TH PERIOD CLASSES (11-12)	**11:13 A.M. – 12:10 A.M.**
2ND LUNCH (11-12)	**12:14 A.M. – 12:44 P.M.**
4TH PERIOD CLASSES (9-10)	**11:47 A.M. – 12:44 P.M.**

5TH PERIOD	**12:48 P.M. – 1:46 P.M.**
6TH PERIOD	**1:50 P.M. – 2:48 P.M.**
7TH PERIOD	**2:52 P.M. – 3:50 P.M.**

FEES

Activity Card..... 40.00

Annual 50.00**

Parking……$5-$50 (see **Parking** on page 29)

Class activity/project fees……refer to MHS website to access the "Course Catalog" for class fees.

Class fees must be paid prior to the fifth (5th) school day of the semester. Failure to pay the fee may result in a mandated class change.

Annuals **will not be available for purchase after the first semester (December)

ACTIVITY CARD

All students involved in any extra-curricular activities are required to purchase an activity card. At registration time, we encourage all students to purchase an activity card ($40.00) which entitles them to attend all activities and assemblies sponsored by the student body. The fee includes all home events, as well as national school assemblies held during the school year. This fee does not cover specified dances during the school year. Students who do not buy an activity card will have to pay the regular admission fee to all activities. If students purchase an activity card, they are entitled to their parking pass at half price ($5.00).

SAFETY

VISITORS

All visitors will please check in to the main office through the large set of doors near the Southwest side of campus. Visitors will present their driver's license and be assigned a visitors pass.

MESSAGE/GIFT/FOOD DELIVERY

Students will not have food/drinks, flowers, plants, or other gift deliveries brought to individual classrooms. Students will be notified at noon or at the end of the day if such items are waiting for them in the main office. **Balloons are not allowed at school or graduation.**

SAFETY DRILLS/EVACUATIONS

Each month Minico High School will practice an evacuation from the building in the form of a fire drill. Students will also be involved in at least one other practice evacuation as well as be involved in a practice "Lockdown" and several "Hall Check" drills throughout the year. During any practice or safety drill, students are expected to go to their assigned area with their teacher and be on their best behavior and comply with drill rules and guidelines. In the case where there is an actual school wide evacuation due to a safety issue, Minico High School students will be taught to evacuate to the Elks Lodge/Golf Course where they will be reunified with their parents. In an actual emergency evacuation where students would need to leave the premises, many may get into their own or someone else's car escape to safety. It is important that parents communicate with their student(s) regarding the protocols and expectations with such an occasion.

ALL STUDENTS PROHIBITED FROM WALKING ACROSS HWY 25

Students are PROHIBITED from crossing Idaho State Highway 25 from Minico High School during school hours. Once students arrive on school grounds they cannot walk across the highway for any purpose. Also, at the end of the school day a student cannot leave the school grounds by walking across Idaho State Highway 25 without expressed consent from parents and has received administration approval. Supervised and approved activities are exempt.

INTERNET USE

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. Students accessing any computers at the high school must sign a district Internet Usage Agreement and follow rules specifically outlined in the student handbook. Violation of network security or any school/district rules may result in the following disciplinary actions:

Students may lose all access to computers in the district for one calendar year from the date of the infraction.

If enrolled in a computer class, the student may receive a failing grade in that class.

Students may be subject to school disciplinary action.

ENROLLMENT, ACADEMICS, and GRADUATION

ENROLLMENT REQUIREMENTS (including Dual Enrollment and Open Enrollment)

Minico High School is a four-year high school. Full time students at Minico are expected to have a full schedule and be in attendance for a minimum of ninety percent (90%) of each class.

All students who enroll at Minico High School, including dual enrollments, shall be subject to all the same policies, regulations and school rules. All students must present proof of immunization before being enrolled. Legal guardianship must also be shown if they do not reside with their parent(s). Students may be required to provide proof of residence if there is a question of resident status. Students who reside outside of District 331 must provide their own transportation and complete an open enrollment form, which must then be approved by the Board of Trustees. With permission from the administration, students who withdraw from a school may re-enroll during a school year.

Dual enrollment requirements are found in Minidoka County School District # 331 Policy NO: 304.00

OPEN ENROLLMENT

Minidoka County School District requires that prior to consideration of a request for transfer when residing outside of our school district's boundaries, an Open Enrollment Application must be submitted to Minico High School by the student's parent/guardian or appropriate designee. Applications may be denied.

Work-based Credit/Schedules (See Guidance Counselor for details)

All students are expected to have a full schedule that must be completed within the first two days of the semester. Among other requirements, those students seeking work-based credit hours (Juniors and Seniors only) must have parental consent and must attend five, consecutive, on campus classes during the semester. Furthermore, such students with a five or six period schedule cannot loiter on campus during their work-release time except during any reasonable time before/after scheduled classes or when participating in an approved school activity. Failure to comply with the work-based expectations and guidelines may jeopardize further opportunities for Word-based Credits.

Guidelines By Content /Subject Area

Students will need to meet the following diploma requirements:

Secondary Language Arts and Communication- Nine (9) credits are required. Eight (8) credits of instruction in Language Arts. Each year of Language Arts shall consist of language study, composition, and literature and be aligned to the Idaho Content Standards for the appropriate grade level. One (1) credit of instruction in communications consisting of oral communication and technological applications that includes a course in speech, a course in debate, or a sequence of instructional activities that meet the Idaho Speech Content Standards requirements.

Mathematics- Six (6) semester credits are required: two (2) credits of Algebra I or courses that meet the Idaho Algebra I Content Standards as approved by the State Department of Education; two (2) credits of Geometry or courses that meet the Idaho Geometry Content Standards as approved by the State Department of Education; and two (2) other credits of mathematics** of the student's choice.

**One (1) of the two student choice math credits of the required six (6) credits of mathematics must be taken in the last year of high school.

Science- Six (6) credits will be required. Secondary sciences include instruction in the following areas: biology, physical science or chemistry, and earth, space, environment, or approved applied science. Four (4) credits of these courses must be laboratory based.

Social Studies- Seven (7) credits are required, including government (two (2) credits), United States history (four (4) credits), and economics (one (1) credit). Courses such as geography, sociology, psychology, and world history may be offered as electives, but are not to be counted as a social studies requirement.

Humanities- Two (2) credits are required. Humanities courses include instruction in visual arts, music, theatre, dance, or world language aligned to the Idaho content standards for those subjects. Other courses such as literature, history, philosophy, architecture, or comparative world religions may satisfy the humanities standards if the course is aligned to the Idaho Interdisciplinary Humanities Content Standards.

Health/Wellness- One (1) credit is required. Courses must be aligned to the Idaho Health Content Standards.

Content Standards- Each student shall meet locally established subject area standards (using state content standards as minimum requirements) demonstrated through various methods of accountability including examinations, essays, projects, or other measures.

College Entrance Examination- A student wanting to be considered for Valedictorian/Salutatorian must take the SAT examination. Students must take and pass a Civics Exam in accordance with Idaho State Department of Education requirements

Senior Project-A student must complete a senior project by the end of grade twelve (12). The project must include a written report and an oral presentation. Additional requirements for a senior project are at the discretion of the school district.

Middle School- If a student completes any required high school course with a grade of C or higher before entering grade nine (9), and if that course meets the same standards that are required in high school, then the student has met the high school content area requirement for such course. However, the student must complete the required number of credits in all high school core subjects, as identified herein, in addition to the courses completed in middle school.

Special Education Students- A student who is eligible for special education services under the Individuals with Disabilities Education Improvement Act (IDEA) must also meet the graduation requirements, with the assistance and guidance of the student’s Individualized Education Program (IEP) team.

Foreign Exchange Students- Foreign exchange students may be eligible for graduation by completing a comparable program as approved by the school district.

Minico High School Diploma

English	8		
Algebra A and B (9th grade) Geometry A and B (10th) [1]Math Strategies or equivalent (11th) [2]Business Math or equivalent (12th)	2 2 1 1		
Speech	1		
Computer Technology	1		
Science	6		
11th US History	2		
9th US History	2		
Economics	1		
American Government	2		
Health	1		
Physical Education	1		
Humanities	2		
Electives	15		
Totals	48		

Additional Guidelines

[1]All Juniors (11th graders) who are not enrolled in a general math class during their Junior year will be enrolled in an Math Strategies class for one semester.

[2]One of the six required mathematics credits must be taken the last year of high school, and two credits in each of the areas of Algebra I and Geometry standards must be taken.

Taking Fine Arts classes, Practical Arts classes, or Performing Arts classes may satisfy the Humanities requirement.

Computer Technology credit may be earned anytime during high school.

School-To-Work credits will be accepted as elective credits (11th and 12th grade only)

P.E. Credits will only be earned through participation in physical education classes.

CLASS CHANGES

A student/parent may request a change of classes within the **first week** of classes. Changes will be left to the discretion of the counselor or administrator based on class sizes, and if the changes jeopardize the student's educational progress, the counselor or administrator may need to discuss the issues with the student and/or parent.
If parent(s) are requesting a teacher change, a meeting with an administrator is necessary before the request may be granted.

STUDENT AIDES

Only junior and senior students may be a teacher aide one time per semester. All other circumstances must be approved by the administration.

GRADING PROCEDURES

The Idaho Department of Education authorizes individual high schools to grant credit for each subject a student takes and passes in the public schools. At Minico High School, credit will be granted on a semester basis. This means that the grade a student earns at the end of each-semester will be placed in his/her permanent record.
Grading Scale

Percentage	Letter Grade	GPA Rating
93 - 100%	A	4.0
90 - 92%	A-	3.67
87 - 89%	B+	3.33
83 - 86%	B	3.00
80 - 82%	B-	2.67
77 - 79%	C+	2.33
73 - 76%	C	2.00

70 - 72%	C-	1.67
67 - 69%	D+	1.33
63 - 66%	D	1.00
60 - 62%	D-	1.00
Below 59%	F	0.00
Pass/Fail	P/F	------

Transfer of Students Grades
Students transferring into Minico High School will receive the equivalent grade from their previous school that had a different grading scale. Students with weighted grades shall receive a one-grade increase from the listed grade if this does not exceed the weighing given by the previous school. EXAMPLE: A student transfers into Minico from a school that gives a 20% (two grade) increase. This student shall receive a one grade increase. A student transfers in from a school that gives a 5% increase. The student shall receive a 5% increase. At no time shall the student receive more than a 4.0 for a credit.

Zeros and Failing Grades
When receiving a zero on an assignment, a student should consult with the teacher immediately to rectify the problem. Waiting for weeks/months to "fix" the grade after it is posted is an unfair and unreasonable request to be made to the teacher.
If a student is failing at midterm, the parents shall be contacted by telephone, in writing, electronically or personal visit by the teacher (**POLICY NO: 580.00).**

GRADUATION REQUIREMENTS & DIPLOMAS (Policy # 601.00)
It is the philosophy and expectation to have each student who graduates from Minico High School to be college and career ready, therefore the following are the expectations of all seniors.
To receive a diploma from Minico High School, students must complete all of the State and District requirements for graduation and complete a total of forty-eight (48) credits as identified below and all school fees must be paid in full. **Additionally, senior students must attend MHS during their final semester of high school*, must meet the attendance policies, and they must pass all of their senior year classes** in order to participate in MHS's graduation commencement.

<u>*Early Graduation/Early Completers</u>
In order to graduate early, a student must comply with the district's policy ***Early High School Graduation* #280.00.** Students desiring to finish their courses early (at the end of semester one of their senior year) and graduate must meet with their counselor and parent together during the prior year of the intended graduation date to ensure a plan for accomplishment. **Students and parents should be aware that any additional earned credits such as home school, on-line, or college credits may unknowingly impact a student's graduation progress and the students' athletic/activity years of participation eligibility.**

COMMENCEMENT EXERCISES PARTICIPATION POLICY

Students who have met the necessary academic and attendance requirements required for graduation and do not owe a fine are eligible to participate in commencement exercises. Students who have not completed all graduation requirements for the current school year will be allowed to participate in the commencement exercises of the following year provided they meet all the requirements for graduation at that time and they have filed a graduation request on or before November 1 of the school year in which they intend to participate in the commencement exercises.

GRADUATION DRESS CODE

Students proper dress attire. (No Levi's or flip flops.)

NO sunglasses (depending on the location of the commencement) .

NO additional decorations to cap or gown.

NO party items (silly string, beach balls, water guns, firecrackers, etc).

All other school rules will be in effect.

SELECTION OF VALEDICTORIAN & SALUTATORIAN

The following requirements shall be considered in the selection of Valedictorian and Salutatorian:

Must be in that year's graduating cohort.

Complete all requirements of the Diploma.

Complete a minimum of 15 credits of honors or dual credit courses.

Early graduates will not be in consideration for Valedictorian and Salutatorian.

The student with the highest overall GPA in grades nine through twelve, including the final term of the senior year will be eligible for Valedictorian. If more than one student meets the criteria, valedictorian and salutatorian will be determined by the highest SAT score taken on or before the March National SAT Test date of graduation year.

Grades will be pulled after the completion of the first nine weeks of the second semester. These grades will determine placement of Valedictorian, Salutatorian and the top ten scholars.

In the event a grade is disputed, that issue shall be resolved by the end of the term the course is taken.

Students being considered for Valedictorian or Salutatorian must have attended Minico High School full time for their entire senior year.

Students being considered for Valedictorian or Salutatorian shall not have repeated any classes.

Graduates with a cumulative GPA of 3.75 or higher will be recognized at graduation with a Minico honor cord that will be collected prior to receiving their diploma. *Students may purchase their own honor cord if they wish to keep it.

LIBRARY SERVICES

The library/media center opens at 7:45 a.m. and remains open until 3:30 p.m. Students are encouraged to use the library before school, at lunch, and after school. Students may also use the library during class time if there is room available and if they receive a pass from their instructor.

Books and most library materials are checked out for a six-week period. Magazines and periodicals can be checked out on a weekly basis. Fines are assigned for overdue materials.
Binding is available for reports and other materials.

NON-RESIDENT CREDIT

Non-resident credit will be accepted as listed:

If a student has attended secondary school (grades 9-12) four years and is short 1-4 credits for graduation.

Credit will be accepted from any accredited college, university, or high school independent study course.

Credit will be accepted for a summer school and/or high school program at an accredited college, university, or high school.

Workshops and seminars approved by the State Department of Education will also be accepted.

Resident credit will be accepted upon receipt of an official transcript from the previous school. Credit will be accepted for work completed in grades 9-12.

NATIONAL HONOR SOCIETY

National Honor Society (NHS) is the front runner of organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. Thousands of schools are chartered in the U. S., and the Minico Chapter is the second oldest in Idaho. Instead of fund-raising activities, NHS concentrates on public service, school, and social activities.

College admissions offices often look for National Honor Society membership as a valid indicator that the applicant will succeed at the collegiate level. Students with a cumulative GPA of 3.75 or higher are invited to join. *NHS students who have paid their fees are responsible for the purchase of their NHS Honor Cord for graduation.

COLLEGE VISITS by SENIORS /JUNIORS

Senior and Junior students with an overall GPA of 2.0 or better may take one day from school to visit the college, university, or military organization of their choice, as long as the student's grades remain with an overall GPA of 2.0. No penalty for this absence will be applied under the 90% attendance policy. Students requesting this privilege must get a **pre-excused form** from the counselor in charge of seniors. This form must be filled out, verified by the counselor, and signed by each individual teacher at least twenty-four hours in advance. The completed form must be returned to the attendance secretary **before** the student leaves school for the visit.

GUIDANCE & COUNSELING DEPARTMENT

The school counselors work with students as they make plans for the present and future. The counselors evaluate educational and vocational information and relate that information to the student's abilities and interests. They also help students to evaluate study time and techniques in the organization of school work.

Students are to discuss vocational and scholastic problems with their assigned counselor, but may talk with any of the three counselors for help dealing with personal problems. Student-counselor conferences are kept in the strictest confidence. When a student desires to see the counselor, he/she must make an appointment and secure a pass, clearing the absence with their classroom teacher in whose class will be missed **BEFORE** going to see the counselor.
Violations of this procedure will lead to the student being considered truant from classes missed while in the counseling center.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for students to withdraw from school, they must obtain a "student withdrawal" form from the attendance office. The withdrawal form, textbooks, class materials, laptop computer (along with charging cord and case), etc. must be presented to each teacher for clearance signatures. This form is to be returned to the Attendance Office for final approval. Students who withdraw from school are not to be on school grounds at any time during the school day without a visitor pass.

STUDENT ATTENDANCE REQUIREMENTS AND PROCEDURES (refer to District Policy #320.00 for additional information)

Students are expected to be in attendance to school and to be to their classes on time and attentive when the bell rings.

ABSENCE VERIFICATION PROCEDURE

Parents should notify the school of a student's absence by phone at 436-4721 Ext. 3002 or by written notice.
Students who arrive late to school or return from appointments must enter school through the attendance office to assure that his/her attendance is properly recorded.

STUDENT ABSENCES/ATTENDANCE

All students will be required to be in attendance in each class no less than 90% of the total days each semester. Currently, students who miss more than seven days of any class per semester will be in jeopardy of failing to receive credit for the class.

ABSENCES

***All absences will count against the 90% attendance requirement** (see exceptions below).
Students who leave the area with migrant parents or due to legal requirements and plan to return to MHS are expected to meet with and give administration at least a one-week notice prior to departure in order to make arrangements/plans for alternative work/grades and advancement.

Unexcused absences (A) include those absences which are not verified by a parent/guardian or by an administrator, and they are used to determine **Habitual Truancy**.

EXCEPTIONS TO ATTENDANCE REQUIREMENT

**Exceptions include absences due to attendance to school activities, attendance to funerals, visits to doctor's offices verified with a note from the doctor, court appointments, mandated/recommended stay at home orders, and other "extenuating circumstances" as described in District Policy 266.00.*
Documentation of doctor or counseling appointments, and court appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent within five (5) school days of returning to school in order to be accepted as an excused absence (see Policy 320.00)

Students with excessive absences and/or who have a history of frivolous or unexcused absences in any class will not receive credit for the class, and the grade will be marked as FA (Failure due to Attendance) on their transcript. Additionally, the students may become ineligible for participation in extracurricular activities until the end of the next grading period. Any student with an FA in a core class will have to enroll in a **credit recovery** class or re-enroll in an equivalent class to receive the credit.

APPEALS

Students (and parents) have the responsibility to check and know their attendance situation. Under extremely rare circumstances (refer to Policy #320) a student with excessive absences who receives an FA may appeal for the credit. For an appeal to be considered by the principal, the student must first meet with an administrator during the semester at risk to explain and discuss the circumstance(s)/cause(s) of the excessive absences. If one wishes to appeal to the School Board, the student must complete an Appeals Form, and submit it to the Board of Trustees for a final decision.

TRUANCY

Truancy: This is an absence that is unauthorized or illegitimate in the opinion of the administration. Students who are out of their assigned classroom/area without a hall pass or without their teacher's

permission may be considered truant. Any student absence which is not pre-cleared by the attendance secretary or administration, is without the knowledge of parents or administration, or is not of an emergency nature may be considered truant. If a student is truant, parents will be contacted and students may be issued a lunch academy, in-school suspension, out-of-school suspension, and/or Saturday School.

Habitual Truancy shall be defined as receiving four truancies, or three unexcused absences, and attendance below 90% current attendance mark during the course of a single school year.
Students who are habitually truant may be suspended, expelled and/or may be referred to Juvenile Court for further action.

Leaving Class: Hall Passes/Teacher Note

Students are expected to be at the proper place and time throughout the school day. There may be times when a student needs to leave the class. Teachers are responsible to know where their students are during the class period.
Each teacher should have a hall pass policy in place. No student shall leave the classroom during class time without permission from the teacher and must have either a hall pass or note from the teacher. When using a hall pass, students will be expected to stay in the building and on the floor level of their classroom. When leaving class with a hall pass, students will leave their cell phone in the classroom. Students are not allowed to go to their cars during class time or to other classes while using a hall pass. A student must have a teacher's note and permission to go to another class, library, or office unless they are called to a location by administration, an office staffer, or counselor or if they are accompanied by staff member. Students who leave class without permission or abuse or violate the hall pass/note privilege may be assigned lunch academy(s), Saturday School, and/or in-school suspension (PASS). Any student who is defiant and/or refuses to comply with their teacher, will be assigned either a Saturday School or a suspension.

LEAVING SCHOOL EARLY
If it becomes necessary for a student to leave school during school hours other than leaving for lunch time, **he/she must check out through the attendance office** and have parental/guardian permission **BEFORE** leaving school grounds. Students who fail to follow this procedure will be **considered truant**.

EXTENDED ABSENCE REQUEST

Students leaving for an extended period of time will need to fill out a form listing the days they will be gone, along with signatures from their teachers and get administrative approval. This form must be returned to the attendance office prior to leaving. Students who intend to be absent from school for 10 or more school days for unapproved reasons, will be withdrawn from Minico High School. Students who wish to return to Minico the following term will need to make arrangements with the school administration before the start of the new semester.

MAKE UP WORK

Excused Absences: When a parent calls to notify the school of their child's absence, the student will be allowed two days to make up any homework given on the day(s) of absence. Assignments, test, quizzes, and/or projects assigned before the day(s) of absence, are due when the student returns to school or on the assigned due date.

School Business: Student work may be required to be completed prior to the activity.

TARDY VIOLATIONS PROCEDURES

A student that walks into class late is responsible to follow up, after class, with the teacher to make sure their attendance is marked accurately. A student is considered tardy if he/she comes to class and is not seated before the tardy bell rings. Students who are more than 30 minutes late to class will be considered absent. **Every third tardy will equate to an absence.** A teacher has the right to implement consequences for each tardy and/or a more severe tardy policy.
Generally, a fourth tardy in any class will result in a Lunch Academy Detention that will be assigned by the teacher. The teacher will also call the parent(s)/guardian of the student.
When four additional tardies are accumulated (equaling a total of eight), the student will be assigned three days of Lunch Academy Detention.

Any subsequent tardies (nine or more in one class) will result in an additional parent contact/meeting and the student will be assigned to attend Saturday School. If the problem persists, additional consequences will be assigned, which may include suspension, and/or expulsion. **If a student accumulates more than 15 tardies collectively in a semester, the student will meet with an administrator and be assigned to Saturday School.**

Lunch Academy is detention that is served during the student lunch period. Students will be permitted to get food from the cafeteria and then must report to the appointed room for the detention.

EXTENUATING CIRCUMSTANCES

Extenuating circumstances may be defined as one-time occurrences, absences, or needs for absences which would not normally occur on any type of regular basis. In order to be considered for extenuating circumstances, please contact the Minico High School office for conditions and guidelines.

EXCEPTION: Serious illness or accident for an extended period of time certified by a medical doctor (see HOMEBOUND).

STATE OF IDAHO DEPARTMENT OF EDUCATION "HOMEBOUND" PROGRAM

Students who are out of school for extended illness or accident may petition for HOMEBOUND status so that the days absent will not affect their credit. In order for a student to be considered for the HOMEBOUND program, they must be absent from school for ten (10) consecutive days and apply through the Special Services director (436-7415) so that a HOMEBOUND teacher can be assigned.

SEMESTER EXAMS/ATTENDANCE RULES

Students who miss all or any of the last day(s) of the semester for any excuse, with the exception of illness verified by a valid physician's statement or death in the family, or for other extenuating/exceptional circumstances approved by administration, will be responsible to take any required semester exams after they return to school. Only those students who have approved extenuating circumstances will be allowed to make up exams or take exams prior to the specified semester test dates assigned by the school administration. Students who do not meet these requirements will receive a grade of zero for each of the required exams until the student comes back to school and takes the examinations. It shall be the responsibility of the student to contact the teacher immediately upon returning to school for any/all work that needs to be made up.

If a student is failing at midterm, the parents shall be contacted by telephone, in writing, electronically or personal visit.

RECOVERING FAILED CREDITS: OPTIONS

Priority for enrollment in credit recovery classes will be given to students in their Junior and Senior years. Sophomore and freshmen students who fail a core class will be referred to the District Summer School Program for recovery of lost credits.
Minico High School students also have the following options available to complete grade level requirements: Repeat the course in person, attend Summer School, enroll in Idaho Digital Learning Academy (IDLA), enroll in IDLA credit recovery (IDLA credit recovery has a cost $75 per credit), or attend Mount Harrison night classes, Correspondence Classes, and Independent Study, as available.

STUDENT BEHAVIOR & DISCIPLINE POLICY

Students are expected to be honest in their work, to comply to school expectations and rules, to be respectful to all, and to be responsible for their efforts, actions, education…to be **#SPARTAN STRONG!**

Academic Dishonesty
Any student giving or receiving unauthorized help in any exam, quiz, written work, distributing photos of tests or projects and plagiarism of any kind will receive the minimum of a zero for that assignment. *Example of dishonesty/cheating: A student copying or giving copies of an assignment or test that defy the teacher's expectations*. This student may also be referred to the administration for further disciplinary action, including detention or suspension.

Any repeated offenders in the course of a semester grading period may receive a failing grade for that semester.

Plagiarism, Cheating and Artificial Intelligence (AI)

Minico High School students are expected to formulate and produce their own original products/work. Using research and AI are both acceptable resources for helping students to create a thoughtful and meaningful product, however, no more than 30% of the paper may be AI generated and it must be cited as such. Copying another's work including those produced by AI, is considered cheating. Using another person's words ideas as your own, without citing the source, is plagiarism. Cheating and plagiarism are both unacceptable at MHS. Students caught doing either will receive appropriate consequences, based upon classroom rules, possibly including zero for the assignment without the possibility of a rewrite, a call/meeting from the teacher to the parent, Lunch Academy, and/or Saturday School.

If a PED is out during a test, there will be an assumption of cheating, the device/phone will automatically be taken to the office, and appropriate actions/consequences will occur that time.

STUDENT DISCIPLINE

It is the intent of the Minico High School administration to support teachers in the area of classroom behavior and student discipline. It is our belief that students must be responsible for all their actions while in attendance at school and school activities.

Each teacher has a set of classroom rules that are necessary to maintain a positive learning environment. Students who violate these rules may be assigned detention at lunch, after school learning, or sent to the vice principal's office. Detention may be assigned up to one hour per teacher's discretion. All behaviors that need further discipline are to be dealt with by an administrator.

Students referred to the office for violation of school rules will receive appropriate consequences, which may include Lunch Academy Detention, Saturday School, in school or out of school suspension, community service, restitution, and /or expulsion. Any action by a student which violates any law or statue will be referred to law enforcement authorities for further action.

A hierarchy of consequences will apply to frequent or repeat offenders.

NOTE: Many teachers assign students to serve detention with the teacher at lunch or after school for minor violations of classroom rules or for academic support. Students who are assigned detention of this nature are expected to serve the assigned time. Teachers may assign detention to students in alignment with classroom rules.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Lunch Academy Detention: Students may be assigned to a Tuesday, Wednesday, and Thursday lunch detention in the assigned detention room. The use of PED's/cell phones is prohibited while serving Lunch Academy.

Saturday School: Students who are required to attend Saturday School will be assigned as follows:

Written notice will be given to students.

Saturday School starts promptly at 8:00 a.m. as doors will be locked at this time. Students will serve on the assigned day. There will be no exceptions for employment, inconvenience, prior commitments, etc. except in the case of an emergency and if the assigning staff member has been contacted.

The first failure to attend an assigned Saturday School will result in a parent contact, one day of in-school suspension (PASS Room), and the student will be reassigned to attend Saturday school.

Additional failures to attend Saturday School will result in two-days of suspension or additional Saturday Schools.

Teachers also have the discretion to assign students to academic Saturday School. Students who are assigned academic Saturday School must adhere to all of the rules of Saturday School. However, when the student finishes their homework, they are free to leave.

In-School Suspension/Positive Alternative to Student Suspension (P. A. S. S.)

Minico High School maintains an in-school suspension program which may be used by the administration to remove a student during a class if there is a need. The administrator may also assign a student PASS for one or two days, and the student is not allowed to attend after school activities during the time of the PASS.

Suspension: Students who are suspended, are not to be present at or be on the school grounds for any reason whatsoever, including all evening activities, until after the day following the completed suspension. Students who violate this rule will be subject to additional suspension from school.

MAJOR DISCIPLINE

Major discipline problems are referred to assistant principal, principal or designee for possible warning, detention, suspension, referral to the District Discipline Referral Committee (DDRC), and or referral to Minidoka County School Board for expulsion. The procedure for handling major discipline problems is stated below; however, any step(s) may be skipped and action initiated at a subsequent step or suspension invoked if the seriousness of the problem warrants. Such is the instance of fighting. Upon the second offense of fighting, the student may be referred to the DDRC. The following are minimal procedures/consequences for offenses and major offenses:

Step 1 Offense or first major offense
The assistant principal, principal or designee will hold a personal conference with the student. This will result in a verbal warning or further disciplinary action.

Step 2 Offense or second major offense
Step one will be repeated and appropriate disciplinary action will occur.

Step 3 Offense or third major offense
The student will attend a Saturday School or suspension.

Step 4 Offense or fourth major offense
The student will be assigned two Saturday Schools or suspension. Parents will be contacted for a conference with an administrator.

Step 5 Offense or fifth major offense
The previous steps may be repeated. Students could be assigned up to 5 days of in school or out of school suspension. Parents will need to come in for a conference. At this time the student will be put on a behavioral contract.

Step 6 Offense or sixth major offense
A student will be assigned 5 days out of school suspension and will be referred to the DDRC.

Two occurrences of a major violation and/or continuous violation of school rules in a single school year constitute grounds for possible expulsion from Minico High School.

VIOLATION OF RULES RESULTING IN SUSPENSION OR EXPULSION

Due Process will be utilized to address these serious violations, and in all cases where a crime has been committed, law enforcement will likely be involved.

POSSESSION OF WEAPONS: Minico has zero tolerance for students who bring weapons including laser pointers, to school or have in their possession at school, on the way to or from school, on school property, in school transportation vehicles, or at any school sponsored activities, weapons or other objects/substances which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Weapons are defined as implements capable of inflicting serious bodily damage (District Policy #952.00)

The possession of a firearm of any sort on school property is prohibited by Gun Free Schools Act. Students found in possession of a firearm on property or at any school-sponsored activity, will be immediately suspended from school for those days permitted by law and referred to the DDRC for expulsion. Students expelled under the Gun Free School Act will not be allowed to return to school for a period of 365 days from the date of expulsion.

Additionally, any person found in possession of a weapon will be referred to law enforcement personnel for appropriate action. A student who inadvertently brings a weapon to school and immediately upon arrival surrenders to a staff member may be excluded from some of the requirements of the policy.

PROHIBITION OF GANGS AND HATE GROUPS: Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment.
The activities of such groups and their members are prohibited on school property and at all school sponsored functions.

Bullying, Coercion, Cyberbullying, Discrimination, Gang Activity, Harassment, Hazing & Intimidation (*District Policy No. 372.00)*

Bullying, coercion, cyberbullying, discrimination, gang activity, harassment, hazing and/or intimidation of students and/or employees is prohibited and will not be tolerated. Bullying, harassment and/or intimidation is generally characterized by aggressive or intentionally harmful behavior carried out over time in an attempt to exercise control over the victim. Cyberbullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual. Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions. Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization. Gang activity includes wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things that suggest gang membership. Behaviors that are prohibited under *District Policy No. 372.00* include, but are not limited to: physical abuse; verbal abuse; psychological abuse; intentional gestures or any intentional written, verbal, or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property; inappropriate touching (patting); implied sexual favors; suggested sexual activity; verbal harassment; or abuse that is gender oriented.

Anyone who believes he or she has been a victim of bullying, coercion, cyberbullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately to a teacher, counselor, supervisor, principal or the superintendent. Complaints will be investigated following the procedures of *District Policy No. 372.00P.*

DANGEROUS & ANTI-SOCIAL BEHAVIOR (District Policy No. 340.60)

Students will receive up to 5 days suspension for bullying, fighting, gang activity, harassment, or any other dangerous or anti-social behavior, including hazing or initiations. Any further violation will be grounds for expulsion from school. If it has been determined that a criminal act has been committed the incident will be referred to law enforcement.

DISRUPTION OF SCHOOL: A student shall not disrupt (or encourage disruption) of school by use of violence, force, noise, coercion, disrespect, threat, intimidation, harassment, bullying, hazing, cyber bullying, discrimination, passive resistance, or/and other similar conduct. Students found in violation of this policy will be subject to discipline up to, and including expulsion.

THEFT OR DESTRUCTION OF SCHOOL PROPERTY: A student shall not intentionally cause or attempt to cause substantial damage to valuable property of the school including defacing property of the school or of others, or steal or attempt to steal property of the schools or of others. Restitution may be sought under the laws of the State of Idaho. Students should refrain from bring large quantities of money to school and should lock their valuables in a locker. Lockers are available in the school and in the locker room. **Students will need to bring their own locks and lock their lockers**. Minico High School is not responsible for lost or stolen items.

ASSAULT/BATTERY ON A SCHOOL EMPLOYEE, STUDENT, or OTHER PERSON: A student shall not threaten through actions or words, intentionally cause or attempt to cause physical injury or

intentionally behave in such a way as could reasonably cause physical injury to a school employee, student, or any other person at the school or at any school activity.

DRUGS, ALCOHOL, AND TOBACCO USE: (District Policy 342.20) A student shall not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco (including smokeless or electronic cigarettes or look-alikes), controlled substances or related paraphernalia or over-the-counter medications (except as per Policy 370.20) on school premises.

NOTE: Idaho State law prohibits the use of tobacco on public school property. This includes students, visitors, and school personnel, whether or not school is currently in session. Minico High School complies fully with this law.

BUS CONDUCT

Proper conduct by the students is expected and contributes to the safety of the pupil transportation program. Refer to District Policy #378.20P for transportation discipline procedure.

Each passenger will maintain appropriate behavior while loading, riding, and unloading.

MISCELLANEOUS

Throwing rocks, ice, snowballs or other projectiles that might injure others or damage property may result in suspension from school.

Students are not to access the roof of any building at Minico High School. Doing so will result in appropriate discipline and possible suspension.

Under no circumstances is there to be hazing or initiation of students at Minico High School. Confirmed violations will result in suspension from school.

Students are not to bring articles to school that are deemed inappropriate for a school setting. Articles such as laser pointers, skateboards, razor scooters, water guns, lighters and/or matches, etc. are prohibited during school hours. Violations of this policy may result in loss of the article and possible suspension from school.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES (PED's)
(District Policy No. 362.00 AND 362.00P)

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, academic rigor, and the appropriate use of technology, which facilitates success in all aspects of life. **Refer to District Policy No. 362.00 AND 362.00P for the entire policy, including special procedures for students who may be partially exempt from portions of this policy.**
Within Minico's school culture, we are deeply committed to learning by using a variety of teaching and learning methods, including the use of technology. Fundamental to student learning is the integrity of classroom instruction and the ability to manage and foster appropriate behaviors that enhance

learning. In an effort to promote smart and appropriate use of technology. Each student has been provided a computer and are expected to bring that device to each class, charged and ready to use each day. The provided devices will be the primary device for academic purposes. For a variety of reasons, the use personal electronic devices (PED), including cell phones and ear devices, will be heavily restricted during classroom time. Minico's PED policy will allow students to responsibly use their PED's during designated times throughout the day:

- Passing times between classes
- Lunchtime
- Before and after school

Otherwise, with the exception of "smart watches", **PED's must be turned off or placed on silent mode and put away either in a backpack or in a container provided by the teacher for the entirety of the class.** On rare occasion, if ever, the teacher may plan for the use of PEDs or cell phones for academic purposes in the classroom and students will only use their PED as instructed. Teachers will discuss these times and circumstances with their students in their classrooms. Students may have headphones or similar devices in the hall as long as one ear is free. Also, PED's may be prohibited outside of the classroom during class/instructional time-for example: texting a friend while using a hall pass to use the restroom. Students will use a "smart watch" only as a time piece during class time.

**** NOTE: Due to the evolving nature of technology-additional rules and regulations may be added throughout the school year.*

Consequences for Noncompliance or Misuse of PED's in the Classroom/Hall Violations

- **Students who manage their PED's as expected will not have any consequences.**
- **There will be no warnings given after the first week of school**
- **First offense: the device is given to the teacher and returned to the student at the end of the class period and/or assigned a consequence including being referred to administration.**
- **Second offense or when the teacher deems necessary-the device will be given to an administrator and a parent/guardian will be required to retrieve the device from the administrator and make a plan in the case of further violations.**
- **Implicit or explicit refusal to place the phone in the backpack or teacher container, or refusal to give the phone or device to the teacher, administrator, or staff member upon request will result in the student being sent to the office, parent conference with an administrator and the teacher will ensue along with the student receiving an appropriate consequence no less than a Saturday School or suspension. The student may also lose PED privileges for a time.**
- **A student who forgets to bring their assigned device to school will be expected to take appropriate actions to remedy the issue (borrow one from the library) prior to class. Cell phones will not be allowed in class as a backup device.**

Teachers are expected to disallow the use of PED's as a reward for completing work or to be used during waiting time (instead visit quietly, read a book or article, complete homework, study notes, etc.).

Students should communicate clearly with their family, friends, and bosses about the school PED rules and the appropriate times to communicate. In the case of an emergency at home, parents will be encouraged to contact the school. Otherwise, students are expected to read and respond to their

received messages and calls during an appropriate passing period/lunch break. If a student is involved in an individual emergency at school, a school official will contact the student's parents

At the beginning of each school year an acceptable use policy letter will be sent home with students, to be signed and returned, which outlines expectations and consequences regarding having a cell phone or PED at school in accordance with District Policy No. 362.00 and Minico High School expectations and policies.

PED Use During School Emergency/Lockdown Situations
During lockdown and other school emergency situation, students are expected to comply with district, school, teacher, and emergency services protocols and requests. It is important to understand that the sharing of incorrect information can lead to panic and chaos as well as compromising public safety by complicating emergency services response time due to road and traffic issues and communications issues with internet and cell tower limitations. During a lock down/emergency situation, the school district will post on the district website (minidokaschools.org) any facts and information to parents and the public as they become available. We ask that any student, when allowed to use their PED, only share with their parents that he/she is safe, and teachers may receive facts and information during the situation that is shareable to students and parents. Students should neither be videoing/recording other students or staff during the situation nor sharing recorded material of the incident on social media platforms.

PROFANITY

Students need to be respectful of those around them and are expected to speak and act responsibly. Use of profanity is unacceptable and students will be disciplined accordingly.

Minidoka County School District #331 Drug and Alcohol Free Workplace (District Policy 342.20 and 524.00)

The Minidoka County School Board and Minico High School is committed to meeting its legal and moral responsibilities to safeguard the health, character, citizenship, and personal development of students. It is recognized that certain offenses, including those of alcohol and drug abuse, are barriers to the positive development of the citizenry and can lead to the illness of alcoholism and other chemical dependencies.

The board of trustees hereby notifies all employees and students of Joint School District No. 331 that the unlawful manufacture, distribution, sale, possession, consumption or use of any illicit drug or alcoholic beverage at the work place, on the Minidoka County School District premises, or on school assignment and/or activities is absolutely prohibited. The board further notifies all employees and students that to be under the influence of alcohol, drugs, or any intoxicating substance at the work place, on the school district premises, or on school assignment and/or activities is absolutely prohibited. **Compliance with this policy is mandatory.**

Violation of these policies by any employee or student will be cause for disciplinary action up to and including termination or expulsion.

All employees and students in violation of this policy will be referred to local law enforcement authorities. Students' parents or guardians will be notified immediately.

Administrators and supervisors are to review this policy with employees and students annually.

STANDARD OF DRESS

As fashions change, developing a dress standard for school is challenging. Students and staff understand that certain forms of dress are appropriate for particular settings both in and out of school, but are not appropriated as attire in the general school setting i.e. a wrestling singlet is appropriate for wearing during a wrestling match/practice, but nowhere else during the school day, or a swimsuit is appropriate at the pool, but not as attire for regular school business. Therefore, boundaries of appropriateness have been set for attire at school. Minico High School students are expected to dress appropriately and to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance for the safety and education of the student and all others in the school. In order to ensure academic excellence, ethical behavior and personal responsibility, dress will be of a nature that sets a school-wide tone of caring about personal integrity, school pride, and the courteous customs of the society in which we live. The purpose of this policy is to model and promote a safe, productive, and professional environment for students, staff and the community. This policy will apply equally and without bias based on gender, race, color, religion, national origin, disability, and/or age.

GENERAL RULES FOR ATTIRE: Clothing should always be clean, mended, suitable to body size, and in good taste.

CLOTHING: Pant/slacks are to be worn at the waist. Belts are not required, but if worn, must be in loops and are not to hang down. Pants that cannot be held up without a belt or those with holes above mid-thigh are prohibited. Bib type overalls/coveralls shall be worn in an appropriate, safe, fastened manner. Extreme tight-fitting clothing, clothing which is unduly revealing, or attire which detracts in any way from the educational mission of the school's instructional program, is unacceptable. Stretch pants (yoga pants, leggings, tights. i.e.) are discouraged. See-through fabrics, mesh, and/or fishnet fabrics are prohibited. Clothes must conceal undergarments at all times. Shirts must have a modest neckline and be long enough to cover the midriff (front and back). Halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs, and skirts and shorts shorter than finger-tip length are prohibited. Athletic team attire that does not meet the above criteria is to be worn only at competitions, practices, and/or for demonstrative purposes/assemblies with administrative approval.

INSIGNIA: Clothing and accessories that contain insignia are unacceptable at any time and in any form if they contain messages, writing, graffiti, and or insignia which advertise, endorse, and/or promote drugs, tobacco products, alcohol, profanity, illegal activities, racially derogatory or hate group references, Satanism, death or destruction, violence, shock-rock, sadism, gangs, racial separatism, and sexual or pornographic innuendo.

HEAD COVERINGS AND HATS: Out of courtesy, respect and for safety/identification reasons, during school hours, all head coverings including caps, visors, sweatshirt/hoodie hoods are unacceptable for

all students with the exception of head coverings for medical purpose or religious observance. Under special occasions, hats may be worn with authorization by administration with specific guidelines. **See District Policy 344.00**

ACCESSORIES
Belts must be in the belt loops and are not to be hanging from the waist.
Accessories having studs or spikes (including metal) are prohibited.
All pet paraphernalia is prohibited.
Chains, including wallets which have a chain attached are prohibited.
Jewelry, which could inflict bodily harm, used for drug paraphernalia, or construed as a weapon is prohibited.
Shoes must be worn at all times.
Students may be expected to remove certain jewelry deemed unsafe by the teacher during any class including Physical Education classes.
No gang-related, profane or vulgar language, symbols or insignias etc. are to be cut into hair or tattooed or cut into skin. All offensive permanent marks must be covered.
Bandannas are prohibited as attire in the school building.

** Violation of the dress code is subject to discipline up to suspension.

SEXUAL HARASSMENT
The Board of Trustees believes that students and employees of the Minidoka County School District #331 have the right to learn and work in an atmosphere which is conducive to the achievement of their fullest potential. Sexual harassment of students or employees whether verbal or physical and whether engaged in by employees of the District or students, is prohibited and will not be tolerated.

The School District will investigate all complaints of sexual harassment whether the complaint is formal, informal, verbal or written, and discipline any student or employee who sexually harasses a student or employee of the School District.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Any person who believes he or she has been the victim of sexual harassment should report the alleged acts immediately to an appropriate teacher, counselor, supervisor, principal or superintendent.

PUBLIC DISPLAYS OF AFFECTION
Inappropriate showing of affection in halls, classroom, or on school grounds will not be tolerated. Examples would be prolonged hugging, kissing, extensive physical contact, etc. that would offend other people. Violation could result in detention and/or suspension from school.

DRIVING TO SCHOOL/PARKING LOT REGULATIONS

Student parking on the Minico High School campus is by “Permit Only” from **7:30 am to 3:50 pm.**

Driving to school and parking in the school’s parking lot is a privilege; please treat it as such. Due to the limited number of student parking spaces as well as safety and trespassing issues, student parking will be closely monitored. Student cooperation is expected and appreciated. Student parking spaces on campus will be permitted to students who have a driver’s license, complete the ***Parking Permit Form,*** and pay the permit fee. Each approved student will be granted a parking permit and will either park for the remainder of the school year in an assigned, numbered parking stall that matches their pass for the remainder of the school year or will park in the “Overflow Parking Lot” on special/or unforeseen occasions. Students who are not assigned to a numbered parking stall will park in the general ***Overflow Parking Lot*** east of campus. *The school administration will determine the process for assigning parking spaces. Students without a permit will not be allowed to park anywhere on the MHS campus. The Minidoka County School District assumes no responsibility for the theft or damage to vehicles parked or driven on school grounds or to those that are towed by a certified towing company. In an effort to protect your car and other possessions, we require the following of our students:

Any student who drives and arrives at school with a motorized vehicle, will park in his/her designated parking spot and will remain parked during the remainder of school hours, except to leave during lunch period. Cruising the parking lot and/or driving to the other side of campus to attend another class is prohibited.

Students will park only between solid yellow, parallel lines in the designated student parking areas, and are prohibited from parking in any staff spaces, handicap parking spaces, bus lanes, designated fire lanes, etc.

Students are prohibited from driving passengers on the exterior of their vehicles or in the bed of a pickup/truck while on school grounds.

Students with a permit who drive oversized vehicles and those with trailers will be required to park along the side of 300 West Road between the fence and the road beyond the greenhouse near the Football bleachers.

Students will keep their parking spaces litter free, and will not paint and/or write in their assigned space. The $50 senior parking stalls are an exception and can be painted.

No student is to be in the parking lot during any class period without permission from a member of the faculty or administration. Students found in the parking lot during class time without written or direct permission will be considered TRUANT from class and disciplined accordingly.

Students are expected to not loiter in the parking lot when the school day is completed.

Students are expected to drive courteously, carefully, and responsibly on and around school property. Inattentive, reckless, or irresponsible driving on school grounds will not be tolerated. Violations of

rules concerning parking lot and driving behavior may result in the loss of privileges for a period of time. Students who blatantly park illegally or fail to comply with parking rules will be towed at the owners expense.

Minico High School Parking Passes:
Step One: Students and parents/guardians will complete and submit the on-line *Student Parking Permit* form on the Minico High School website.
Step Two: Those who have completed the on-line form will be assigned a parking space*.
Step Three: Students will have two school days to pay for the pass and will come to the office and complete and file any paper work, show the secretary his/her driver's license, and receive his/her parking permit.
Step Four: The parking permit must be clearly displayed, facing forward on the rear-view mirror or on the dashboard while the vehicle is parked on campus. The parking permit may be transferred to another registered vehicle. Failing to display the parking permit or parking in unauthorized areas will result in the consequences listed below.

Parking Consequences include:
1st offense: Warning/Citation
Other offenses: Citation/Towed/Loss of Parking privilege.
After three offenses, or a severe safety risk to others has occurred, the student and parent/guardian will have a hearing with administration for the possible revocation of the permit.

Parking fees and fines (to be paid at the office)
$50.00 Senior Prime Parking Pass Fee
$20.00 for assigned paved parking pass.
$10.00 for overflow parking permit
$5.00 will be assessed for a lost or stolen permit.
$15 fine for each citation for improper parking
$25 fine for parking in a handicapped space and/or fire lane.

Visitor Parking
All visitors parked on school grounds must report immediately to the office to check in and register themselves and may be asked to provide their vehicle information.

FOOD IN SCHOOL/LUNCH TIME EXPECTATIONS

Students are expected to help keep the hallways, outside lawns, and parking lots clean at all times. Failure to keep hallways clean could result in loss of privilege to eat in the halls during lunch. When in the halls during lunch time, students should converse quietly as to not interrupt classes that are in session.

SEARCH & SEIZURES

While on school grounds, the administration and resource officers reserve the right to both search and seize any materials in violation of school policy. This search and seizure can include a student's personal vehicle, locker, backpack, gym bag, purse, etc.

This can be done at any time there is reason to believe a student may be in violation of school policy. No prior warning is needed. Search warrants are not necessary to perform this action in a school setting. Any violation of school policy found during any such search will be disciplined accordingly.

THEFTS/REPORTING A LOSS

Students are reminded to secure vehicles, valuables, and lockers--BOTH hallway and PE lockers. In case of theft, the school accepts no responsibility for personal articles and property brought into the building(s) or onto school grounds. Staff may assist in the recovery of such items.

Internet Policy for Students (*District Policy No. 502.97)*

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All Internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District. Minico requires every student and parent to sign for Internet use in accordance with *District Policy No. 502.97.*

ACTIVITY PARTICIPATION POLICY/GRADE ELIGIBILITY

Grades

A student desiring to represent Minico High School in extracurricular activities must have a cumulative GPA of 2.0 and must be passing all classes.

Grades will be checked every two weeks and students who have a grade of less than 60% in no more than two classes will be placed on a **probation plan** and will either meet the requirements of the probation plan or will become ineligible. ***

After grade checks, a student who is not passing at least five classes will have one week to reach the minimum standard of five passing classes. If the student does not meet the minimum standard, he/she will be declared ineligible for participation until the standard is met.

Activity Probation Plan***

In order to encourage students who might otherwise not be allowed to participate, and to provide incentive for improvement, students who are unable to meet the 60% requirement, in the above circumstances, and is passing at least five of seven classes, may be allowed to practice, participate, or compete under the following circumstances:

The student must meet with administration and teacher to determine if the student can be placed on academic probation.

If approved, the student will remain on academic probation each week thereafter until a satisfactory grade report is achieved at which time, they will be declared eligible to participate until the next grade check.

A student who has an unsatisfactory grade report or is declared ineligible to participate must continue to meet weekly with the administration to discuss current grades and an improvement plan.

Failure to meet the guidelines set forth in the improvement plan set by teacher, student, and administrator will result in the student being declared ineligible to participate for the remainder of the season.

Students must attend all required practices and perform all required training activities during the probationary period. Students who have been declared ineligible for the remainder of the sport season will not be allowed to practice or participate following the declaration of ineligibility.

Activity advisors will be responsible for grade check and eligibility requirements.

Students not meeting grade requirements will not participate in activities.

All school activities will be under this policy.

Only administration may waive any requirement.

EXTRA-CURRICULAR ACTIVITIES

All students who attend extra-curricular events are expected to show the highest levels of citizenship and sportsmanship. Vulgar language toward anyone, including officials, will not be tolerated!

Any student spectator expelled from an event by the administration, law enforcement, or game official will have to meet with the athletic director to view a sportsmanship video, and may be suspended from school up to five days and may not be allowed to attend any other extra-curricular function for up to a period of six weeks.

A second violation of this sort during the course of the school year may result in expulsion from all school activities for the remainder of the school year and suspension from school for five days.

Any student who is released/quit from any organization or club because of failure to follow the sport/club rules/regulations/grade requirement may have his/her name deleted from any pictures or other recognitions.

Rules & regulations governing participation in ALL extra-curricular activities

Improper behavior (including before, during, and after the event) may result in loss of participation in school activities. Proper behavior while in competition representing the well-being and reputation of Minico High School is expected and required.

Training Rules and Substance Abuse Policies

Participation in extra-curricular activities is a privilege extended to the students of this school. Students participating in activities shall not use or possess tobacco, alcohol, ~~or~~ drugs or other substances found in District Policy 342.20. Students doing so will be subject to the disciplinary actions of the Drug and Alcohol Policy for Extracurricular Activities Code of Conduct that each participant must read and sign prior to participation.

Attendance Rules and Regulations for Participation in Extra-Curricular Activities

Students must be in attendance one-half of the day of an activity or they will not be permitted to participate in that activity.
Exceptions are:

If the student is attending a doctor's appointment during the course of the day, in which case a doctor's note must be shown to the attendance office upon return to school.

If the student must stay home because of a serious illness in their family which has been pre-excused through the attendance office.

A death in the family.

Personal reasons or illnesses that are cleared by the administration in advance of missing school.

Students who are assigned in-school suspension can compete that day if their activity takes place after the assigned detention. In-school suspension will not be scheduled around extra-curricular activities under any conditions.

Extra-Curricular Eligibility

Those students participating in any extra-curricular activity come under the jurisdiction of the Idaho High School Activities Association regulations. In addition to these requirements, the participant must meet the following regulations outlined in the Minidoka School District policy:

Students participating in any activity covered by the I.H.S.A.A. must have and maintain a 2.0 grade point average. The grades will be calculated initially from the previous semester grades for students transferring to Minico from other schools. Grade point averages figured from the previous semester grades will determine eligibility for the following semester.

No student is to take part in interscholastic athletics unless the student has completed the required **Physical Examination/Interim Questionnaire** approving participation, and a **Consent Form** is signed by the parents.

No student is to take part in interscholastic athletics/activities unless the student has athletic/activities insurance or is able to show proof that he or she is covered by a family health insurance policy. See the office staff for insurance information and insurance opportunities.

Students participating in extra-curricular activities must purchase an activity card. This includes participation in any competitive events as approved by the Idaho High School Activities Association including music, debate, cheerleading, and dance.

Although school staff may assist, any student wishing to participate in activities at the college or professional level are responsible for becoming aware of the rules, regulations, and protocols of such interests and **initiating** and completing any eligibility requirements. Visit https://web3.ncaa.org/ecwr3/ for valuable information.

A complete copy of the Spartan Pride Athletic Handbook is located on the internet at the Minico High School home page –http://www.minidokaschools.org/domain/342.

Any person needing special accommodations to participate in school activities should contact Minico High School one (1) day prior to the activity at 292 West 100 South, telephone number 208-436-4721.

MINICO SCHOOL DANCES:

Dances sponsored by Minico High School are for our students and their guests. Guest forms may be picked up in the school office the week prior to the dance or are available on-line and must be received by the office by the Wednesday before the dance. Students will be notified of approval/denial by the end of the school day on Thursday. Students are fully responsible for their guest's actions. Students leaving a dance or activity will not be readmitted to that activity. Students and guests will be required to have a dance contract on file to attend dances.

Dance Guidelines:

Dancing and dance attire is expected to be appropriate for the type of activity. Provocative styles of dance and/or dress are not allowed and may lead to removal from the dance.

Poulsen VanLeuven & Catmull PA

Certified Public Accountants

Members of the American Institute of CPA's
and the Idaho Society of CPA's
Jeffrey D. Poulsen, CPA
Darren B. VanLeuven, CPA
Jacob H. Catmull, CPA

July 1, 2024

To Superintendent and Board of Trustees
Minidoka School District #331
Rupert, Idaho

We are pleased to confirm our understanding of the services we are to provide for Minidoka Joint School District #331 for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Minidoka Joint School District #331 as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

2) Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.

2) Combining nonmajor fund financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood

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that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- School level compliance with District financial policies and procedures
- Compliance with expenditure provisions of ESSER funding
- Management's override of controls
- Turnover of personnel in the business office

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements;

and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include

acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Minidoka Joint School District #331 in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Poulsen, VanLeuven & Catmull PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Idaho Legislative Services and the Idaho State Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Poulsen, VanLeuven & Catmull PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties.

These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Idaho. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jacob Catmull is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 6, 2024.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Superintendent of Minidoka Joint School District #331. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Minidoka Joint School District #331 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Poulsen VanLeuven & Catmull

RESPONSE:

This letter correctly sets forth the understanding of Minidoka Joint School District #331.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Minidoka County Joint School District #331

Class Title: Kitchen Manager Pay Grade:

FLSA Designation: Non-exempt (covered)

Class Primary Summary: The Kitchen Manager classification supervises the food service operation of an assigned school. Duties include accounting, record keeping, training, supervision, baking, food preparation, ordering and receiving supplies, serving, clean-up and related duties. The position trains and supervises food service employees, maintains standards of sanitation and safety, manages food production, orders food and supplies, maintains records, develops and maintains routine procedures for serving meals, nutrition education, inventory and other related duties. Duties also include baking, cooking, serving, cashiering and clean-up, following health and safety guidelines. Work is performed within federal, state, and District specific processes and procedures. The principal duties of this class are performed in a kitchen and cafeteria environment and include use of cooking and food preparation equipment that may involve exposure to high temperatures, sharp cutting surfaces, and related hazards.

Acceptable Qualifications:

- High School or GED equivalent;
- Food handler/safe food preparation certification.

Requirements:

- Completion of training courses appointed by school nutrition director within three (3) months of hire date.
- Completion of Civil Rights and Food Safety training within one (1) week of hire date.
- Obtain a Food Manager Person in Charge (PIC) certificate within three (3) months of hire date.
- Maintain at least 10 hours of annual continuing education/training.

Knowledge of:

- District policies regarding free and reduced programs and funding regulations;
- Preparation of large quantities of food (preferred 200 or more portions) in a clean and efficient manner.
- ~~Standard methods, materials, operations, and objectives of bulk food preparation and service;~~
- Operation of standard and specialized kitchen equipment;
- Health and safety procedures relating to food preparation and sanitation;
- Basic math, accounting and record keeping.

Ability to:

- Manage a kitchen operation and prepare food;
- Supervise, train and evaluate food service employees effectively;
- Follow written and oral instructions regarding menu and food preparation and service;
- Operate a variety of standard kitchen equipment and tools;
- Maintain effective working relationships with other school employees, supervisory personnel, parents, and the students;
- Operate a cash machine appropriate to assigned duties;
- Communicate effectively, orally and in writing;
- Perform accounting and mathematical functions;
- Prepare and maintain records, reports, logs, and documentation;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain office, school, and individual confidentiality.

Reports to: ~~Food Service Supervisor~~ School Nutrition Director

Essential Duties and Responsibilities (may vary by assignment):

- ~~Staffs, schedules and plans work assignments;~~
- Plans, organize, supervise and evaluate the work of staff in a team first atmosphere.
- Provide day-to-day leadership and work with staff to establish and model the standard of performance and quality of the kitchen production.
- ~~Conducts new employee orientation and training;~~
- ~~Maintains food service records such as production sheets, food orders, milk orders, inventory, time sheets, meal counts and other related records;~~
- Place requisitions orders to the district warehouse for food paper and chemical items on a weekly basis; maintains records of food, supplies, and requisitions additional supplies as needed
- Receives supervises the storage of goods received for the kitchen refuses any inferior food products received; turn in all receipts weekly to district office.
- Maintains accurate production records daily to ensure all requirements are met
- ~~Participates in developing and maintaining routine procedures for accurate checking and serving of meals;~~
- ~~Maintains defined standards of safety for personnel, food preparation, kitchen equipment and physical plant;~~
- Supervise and provide to kitchen staff instructions on safety and sanitary, food handling, and safe and proper operation of kitchen and culinary equipment; ensure proper care and maintenance of equipment Appliances inform school nutrition, Director of broken or unsafe equipment
- Supervise and participate in the preparation serving food in the school cafeteria while verifying reimbursable meals are being served properly
- Maintains accurate student data information and records utilizing the computer;
- Prepares and maintains accurate financial records and reports, including making daily bank deposits;
- Performs cashiering duties including collecting student vouchers, handling cash, balancing monies, reporting balances and other related duties;
- Prepares food within an established system following standardized recipes, procedures, preparation and serving methods;
- ~~Prepares and serves food items using required and appropriate kitchen implements and equipment;~~
- Operates standard and specialized kitchen equipment such as mixer, slicer, steamer, dishwasher, oven, and related equipment;
- ~~Assists with kitchen and dining area clean-up;~~
- ~~Maintains required forms and records as assigned;~~
- ~~Attends approved training classes;~~
- ~~Follows defined standards of sanitation for personnel, food preparation and kitchen equipment;~~
- ~~Understands the accepted procedures for operating, cleaning and caring for each major piece of equipment;~~
- ~~Follows established procedures for service and distribution of meals;~~
- Performs all work duties and activities in accordance with federal, state, local, and District policies, procedures and sanitary/safety practices.

Other Related Duties:

- Performs other duties as assigned.

Essential Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation; read recipes and food preparation instructions, and prepare food according to safety and sanitation requirements; operate a cash

machine, computer, standard office equipment, kitchen hand tools and implements, and standard and specialized kitchen power equipment; stand for an extended period of time, lift or move up to 50 lbs. and work in a kitchen environment. Jobs in this class require performing repetitive hand movements in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education: July 16, 2007 Revised: June 17, 2024

Minidoka County Joint School District #331

Class Title: School Nutrition Director

FLSA Designation: Non-exempt (covered)

Class Primary Summary: Director of The School Nutrition Programs applies professional knowledge, ethics, and administrative skills in directing a comprehensive school nutrition program for the Minidoka County School District in compliance with federal and state laws and regulations, local and state health ordinances and Minidoka School District's policies. The director employs exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with staff, students, purveyors, farmers and teachers, as well as all of the stakeholders.

Education and/or Experience:

- Bachelor's degree with academic major in food and nutrition, school nutrition management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field (OR)
- Bachelor's degree in any academic major, AND state-recognized certificate for school nutrition directors (OR)
- Bachelor's degree in any academic major and at least 2 years of experience in management of school nutrition programs (OR)
- Associate's degree or equivalent educational experience with major in food and nutrition, school nutrition management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field AND at least 2 years of relevant school nutrition programs experience (AND)
- At least 8 hours of food safety training, either not more than 5 years prior to their starting date or completed within 30 days of employee's start date.
- Possess ServSafe certificate within 30 days of hire date.
- Experience in supervisory, management type employment.
- Successful completion of Civil Rights and Food Safety training within one (1) week of hire date.
- Maintain at least 12 hours of annual continuing education/training.
- SNS certified within 5 years of employment.

Essential Duties and Responsibilities:

- Develop and recommend changes to school nutrition program policies and procedures.
- Serve as a liaison with school administrators and school nutrition department.
- Prepare and administer the school nutrition budget including revenue projections and control expenditures in accordance with established financial management principals; follow all procurement policies to ensure "three bids and a buy" is being utilized; analyze school nutrition financial statements and take corrective action; approve the procurement of products and supplies.
- Evaluate and incorporate appropriate foods from USDA commodities program into weekly menu plan.
- Knowledge of and ability to translate knowledge of sustainable food preparation, recipes and menus and utilize them in the ongoing implementation of the program.
- Ensures that recipes are strictly adhered to, and that foods served are of the highest nutritional quality and taste standards.
- Directs the development of standards for the operation of quality school nutrition programs.

- Direct the development of staff training activities for school nutrition personnel.
- Establishes procedures for the selection, assignment, transfer and discharge of school nutrition employees in accordance with established policies. Hears and negotiates settlement of departmental employee grievances and complaints as appropriate.
- Directs the development of public information materials and media releases pertaining to school nutrition programs and meets with students, teachers, parents, vendors, employees, and community groups to market school nutrition programs.
- Communicates the policies, procedures, goals and objectives of the School Nutrition Department.
- Manages assigned teams in the development, design, review, implementation and periodic reevaluation of project plans and strategies to support the achievement of the departmental goals and objectives.
- Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibility includes the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Other Related Duties:

- Knowledge of procedures, policies, practices and methods of school nutrition operation.
- Knowledge of local, State and Federal regulations regarding school food nutritional standards, dietary guidelines and reporting requirements.
- Knowledge of facilities management and maintenance: Facility designs, food and equipment specification, warehouse and central production facility operation, profit and loss analysis and procurement procedures.
- Knowledge of technical computer applications including Microsoft Word, Excel, Internet, Email as well as working knowledge of K-12 school nutrition software systems operating application management, point of sale, and back-office management systems (proficient.)
- Knowledge of all Federal, State and City health, sanitation and safety policies, laws and guidelines as they relate to school nutrition preparation.
- Ability to direct, lead and communicate
- Ability to communicate clearly and concisely, both orally and in writing; train and supervise all School nutrition Employees
- Ability to prepare and administer budgets and reports
- Ability to effectively communicate in one-on-one and small group situations to parents, students, and other employees of the district.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a friendly manner and to develop effective working relationships with students, staff and the school community.
- Ability to perform duties with awareness of all district requirements and Board of Education policies, and applicable laws.

Reports to: Superintendent

Essential Physical Abilities

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education:_____ Revised:_____

Acts ethically and confidentially in all aspects of employment.

TERMS OF EMPLOYMENT:
As per written:
Classified:

- ✓ (✓) WORK SCHEDULE
  Duties and responsibilities as outlined in the Job Description, Board Policy, and Administrative Procedures.

- _____ (✓) MEMORANDUM OF UNDERSTANDING
  Duties and responsibilities as outlined in (separate) Job Description, Board Policy, and Administrative Procedures.

EVALUATION: Performance of this position will be evaluated continuously and annually by the designated administrator.

I have read the job description for this position, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements.

_____ _____
Employee Signature Date

_____ _____
Administrator Signature Date
(Direct Supervisor)

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Minidoka County Joint School District #331

Class Title: SNP Front Office Coordinator Pay Grade:

FLSA Designation: Non-exempt (covered)

Class Primary Summary: The Front Office Coordinator supports and assists the School Nutrition Programs Department in office management, student eligibility, students accounts, program development, training, onsite monitoring, marketing and communication.

Acceptable Qualifications:

- High School or GED equivalent;
- Accounting/communications experience preferred;
- Bilingual preferred;
- Successful completion of training courses appointed by food service director within three (3) months of hire date.
- Successful completion of Civil Rights and Food Safety training within one (1) week of hire date.
- Maintain at least 10 hours of annual continuing education/training

Knowledge of:

- Basic math, accounting and record keeping.
- Data entry skills;
- High degree of accuracy and attention to detail;

Ability to:

- Maintain effective working relationships with other school employees, supervisory personnel, parents, and the students;
- Work with computers and computer programs;
- Communicate effectively, orally and in writing;
- Perform accounting and mathematical functions;
- Prepare and maintain records, reports, logs, and documentation;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain office, school, and individual confidentiality.

Reports to: School Nutrition Director

Essential Duties and Responsibilities:

- Oversees all student eligibility; audits eligibility to maintain accurate records; performs annual verification.
- Assists with maintaining a compliant program in all aspects of rules and regulations.
- Maintains records, monies, and federal and state reports in accordance with state and federal guidelines; collects weekly school site reports and prepares end of week/month reports; oversees all cashier money till.
- Monitor kitchen sites for quality and compliance; perform onsite monitoring visits and complete paperwork by deadline.
- Manage student accounts including overseeing negative balances, deposits, inquires, audits.
- Maintain student meal allergies; coordinate with school nurses and admin
- Manage substitutes needed throughout kitchens; help in kitchens when necessary.
- Work with kitchen staff to ensure the highest quality meals and customer service.

- Promote the School Nutrition Program by marketing campaign, promotional materials, student samples, parent information, lunchtime activities
- Be knowledgeable in the safe and proper use of all equipment needed to perform assigned duties.
- Manages incoming calls, emails and customers for School Nutrition Department
- Collaborate with School Nutrition Director to assist in training development and training needs for kitchen staff.

Other Related Duties:

- Local travel to school locations may be required.
- Opportunities to attend regional and/or national conferences.
- Performs other tasks and assume other responsibilities as the superintendent and/or board may deem necessary.

Essential Physical Abilities

- While performing the duties of this job, the employee regularly sits, stands; walks, uses hands and fingers to handle, or feel objects, tools, or controls. The employee frequently reaches with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds and 50 pounds with help. The employee will sometimes push/pull items such as tables, bleachers.

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education:_____ Revised:_____

Acts ethically and confidentially in all aspects of employment.

TERMS OF EMPLOYMENT:
As per written:
Classified:

- ✓ (✓) WORK SCHEDULE
  Duties and responsibilities as outlined in the Job Description, Board Policy, and Administrative Procedures.

- _____ (✓) MEMORANDUM OF UNDERSTANDING
  Duties and responsibilities as outlined in (separate) Job Description, Board Policy, and Administrative Procedures.

EVALUATION: Performance of this position will be evaluated continuously and annually by the designated administrator.

I have read the job description for this position, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements.

_____ _____
Employee Signature Date

_____ _____
Administrator Signature Date
(Direct Supervisor)

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Minidoka County Joint School District #331

Class Title: ~~Food Service~~ School Nutrition Warehouse Manager Pay Grade:

FLSA Designation: Non-exempt (covered)

Class Primary Summary: The School Nutrition Warehouse Manager classification operates the District's school nutrition warehouse ensuring receipt, storage, distribution, inventory, and issuance of a wide variety of commodities and equipment. The position also performs for school nutrition maintenance and minor repair duties on kitchen, along with troubleshooting HVAC, electrical, plumbing, mechanical, and other kitchen equipment. The principal duties of this class are performed in an environment that may involve exposure to cold temperatures, adverse weather conditions and related hazards.

Acceptable Qualifications:

- High School or GED equivalent;
- Valid Idaho driver's license;
- ~~Knowledge of forklift operations and/or experience operating a forklift.~~
- Ability to operate truck lifts, hand truck, pallet jack, and hyster to safely handle multiple and heavy loads of product
- Ability to drive box truck in a safe manner and back up to loading dock
- Successful completion of training courses appointed by food service director within three (3) months of hire date.
- Successful completion of Civil Rights and Food Safety training within one (1) week of hire date.
- Maintain at least 10 hours of annual continuing education/training

Knowledge of:

- Knowledge of computers, using program applications appropriate to assigned duties;
- Warehouse inventory and record keeping programs;
- Warehouse operating methods and practices;
- Safety policies and procedures regarding warehousing operations;
- Basic Maintenance and repair work;
- Methods, materials, tools and standard practices of chemical cleaning agents.

Ability to:

- Determine quality and quantity of items received to the ordered amount;
- Safely operate power lifting equipment and delivery trucks;
- Perform heavy physical labor for sustained periods, following appropriate safety procedures;
- Perform arithmetical computations rapidly and accurately.
- Follow written and oral instructions and observe department policies and procedures;
- Operate a motor vehicle;
- Perform minor equipment maintenance of kitchen equipment such as, but not limited to, dishwashers, mixers, ovens and holding cabinets;
- Operate a computer;
- Communicate effectively with the public and other employees.

Reports to: Food Service Supervisor

Essential Duties and Responsibilities (may vary by assignment):

- Coordinates ordering of food and supplies with the assistance of school nutrition director;
- Manages receipt of commodities, some food and non-food orders;

- Coordinates resolution of discrepancies of product delivers through communication with school nutrition director and vendors, as necessary;
- Works directly with School Nutrition Director and Kitchen Managers to ensure the availability and disbursement of all products to schools;
- Ensures all purchases and delivers to schools are complete and timely;
- Manages warehouse and storage of all supplies and equipment, working to develop build to levels for all warehouse products;
- Works with School Nutrition Director to plan for orderly replacement of existing moveable equipment as it becomes obsolete or deteriorates;
- Prepares and maintains a preventative maintenance plan;
- Assists with preventative maintenance measures of school nutrition equipment and utensils;
- Operates tools, equipment and vehicles according to prescribed safety procedures;
- Be aware of ongoing activities and work with administration and general staff to ensure an optimal level of services to all activities within the school site.
- Report to the Food Service Director regarding the needs of the building with respect to equipment, supplies and repairs.
- Perform other tasks and assume other responsibilities as the Food Service Director may deem necessary.
- ~~Corrects unsafe conditions in work areas and reports any conditions that are not correctable to the Food Service Supervisor immediately~~

Other Related Duties:

- Performs other duties as assigned.

Essential Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to discern verbal instructions, communicate in person and discern warning and safety alarms such as vehicle backup alarms; operate a motor vehicle, operate a forklift, and to operate a variety of hand and power tools and to make adjustments to equipment; lift or move 50 lbs. regularly and up to 80 lbs. occasionally; and stand or sit for long periods of time and work in a warehouse environment. Related job tasks may require, with or without reasonable accommodation, walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education: _7/16/2007_ Revised:_9/21/2009, 7/18/16_

Minidoka County Joint School District #331

Class Title: Cook/Cashier Pay Grade:

FLSA Designation: Non-exempt (covered)

Class Primary Summary: The Cook/Cashier classification performs cashiering, general food preparation, serving and clean-up functions. Duties may include baking, cooking, serving, cashiering and clean-up, following health and safety guidelines. Work is performed within federal, state, and District specific processes and procedures. The principal duties of this class are performed in a kitchen and cafeteria environment and include use of cooking and food preparation equipment that may involve exposure to high temperatures, sharp cutting surfaces, and related hazards.

Acceptable Qualifications:

- High School or GED equivalent;
- Food handler/safe food preparation certification.

Requirements:

- Completion of training courses appointed by school nutrition director within three (3) months of hire date.
- Completion of Civil Rights and Food Safety training within one (1) week of hire date.
- Maintain at least 10 hours of annual continuing education/training.

Knowledge of:

- Standard methods, materials, operations, and objectives of bulk food preparation and service
- Operation of standard and specialized kitchen equipment;
- Health and safety procedures relating to food preparation and sanitation;
- Basic math, accounting and record keeping.

Ability to:

- Follow written and oral instructions regarding menu and food preparation and service;
- Operate a variety of standard kitchen equipment and tools;
- Maintain effective working relationships with other school employees, supervisory personnel, parents, and the students;
- Operate a cash machine appropriate to assigned duties;
- Communicate effectively, orally and in writing;
- Perform accounting and mathematical functions;
- Prepare and maintain records, reports, logs, and documentation;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain office, school, and individual confidentiality.

Reports to: Kitchen Manager

Essential Duties and Responsibilities (may vary by assignment):

- Performs cashiering duties including collecting student vouchers, handling cash, balancing monies, reporting balances and other related duties;
- Prepares food within an established system following standardized recipes, procedures, preparation and serving methods;
- Prepares and serves food items using required and appropriate kitchen implements and equipment;
- Operates standard and specialized kitchen equipment such as mixer, slicer, steamer, dishwasher, oven, and related equipment;

- Assists with kitchen and dining area clean-up;
- Maintains required forms and records as assigned;
- Attends approved training classes;
- Follows defined standards of sanitation for personnel, food preparation and kitchen equipment;
- Understands the accepted procedures for operating, cleaning and caring for each major piece of equipment;
- Follows established procedures for service and distribution of meals;
- Performs all work duties and activities in accordance with federal, state, local, and District policies, procedures and sanitary/safety practices.

Other Related Duties:

- Performs other duties as assigned.

Essential Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person; read recipes and food preparation instructions, and prepare food according to safety and sanitation requirements; operate a cash machine, computer, standard office equipment, kitchen hand tools and implements, and standard and specialized kitchen power equipment; work on their feet for an extended period of time, lift or move up to 50 lbs. and work in a kitchen environment. Jobs in this class require performing repetitive hand movements in gripping, fingering, and hand/wrist/arm movements; standing, moving, and walking for an entire shift. Related job tasks may require, with or without reasonable accommodation, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education: July 16, 2007 Revised:_____ June 17, 2024_____

Acts ethically and confidentially in all aspects of employment.

TERMS OF EMPLOYMENT:
As per written:
Classified:

- ✓ (✓) WORK SCHEDULE
  Duties and responsibilities as outlined in the Job Description, Board Policy, and Administrative Procedures.

- _____ (✓) MEMORANDUM OF UNDERSTANDING
  Duties and responsibilities as outlined in (separate) Job Description, Board Policy, and Administrative Procedures.

EVALUATION: Performance of this position will be evaluated continuously and annually by the designated administrator.

I have read the job description for this position, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements.

_____ _____
Employee Signature Date

_____ _____
Administrator Signature Date
(Direct Supervisor)

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Minidoka County Joint School District #331

Class Title: SNP Back Office Coordinator Pay Grade:

FLSA Designation: Non-exempt (covered)

Class Primary Summary: The Back Office Coordinator supports and assists the School Nutrition Programs Department in office management, menu planning, inventory, procurement, finance and production.

Acceptable Qualifications:

- High School or GED equivalent;
- Accounting/communications experience preferred;
- Bilingual preferred;
- Successful completion of training courses appointed by food service director within three (3) months of hire date.
- Successful completion of Civil Rights and Food Safety training within one (1) week of hire date.
- Maintain at least 10 hours of annual continuing education/training

Knowledge of:

- Basic math, accounting and record keeping.
- Data entry skills;
- High degree of accuracy and attention to detail;

Ability to:

- Maintain effective working relationships with other school employees, supervisory personnel, parents, and the students;
- Work with computers and computer programs;
- Communicate effectively, orally and in writing;
- Perform accounting and mathematical functions;
- Prepare and maintain records, reports, logs, and documentation;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain office, school, and individual confidentiality.

Reports to: School Nutrition Director

Essential Duties and Responsibilities:

- Assists in planning and implementing breakfast, lunch, snack, FFVP and summer menus; supports school site order processing and inventory management in processing weekly orders; plans, communicates and procures all produce for all menus and programs.
- Assists with maintaining a compliant program in all aspects of rules and regulations.
- Maintains records, monies, and federal and state reports in accordance with state and federal guidelines; collects weekly school site reports and prepares end of week/month reports; oversees all cashier money till.
- Maintain compliancy on all production records and other required kitchen paperwork.
- Manage substitutes needed throughout kitchens; help in kitchens when necessary.
- Ability to check inventory against menus, making sure correct food quantities will be used and a surplus of food items does not occur.
- Maintain an appropriate and accurate inventory of supplies and/or equipment; utilize and maintain

School Nutrition Program's inventory software
- Work with kitchen managers to facilitate and fulfill requisition requests
- Maintain all food labels, CN labels, product formulation statements and exhibit A references for all food items purchased and/or distributed; keep an organized record for access during state audit process.
- Be knowledgeable in the safe and proper use of all equipment needed to perform assigned duties.
- Manages incoming calls, emails and customers for School Nutrition Department
- Collaborate with School Nutrition Director to direct the procurement and maintenance of all related capital equipment and fixed assets.

Other Related Duties:

- Local travel to school locations may be required.
- Opportunities to attend regional and/or national conferences.
- Performs other tasks and assume other responsibilities as the superintendent and/or board may deem necessary.

Essential Physical Abilities

- While performing the duties of this job, the employee regularly sits, stands; walks, uses hands and fingers to handle, or feel objects, tools, or controls. The employee frequently reaches with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds and 50 pounds with help. The employee will sometimes push/pull items such as tables, bleachers.

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education:_____ Revised:_____

Acts ethically and confidentially in all aspects of employment.

TERMS OF EMPLOYMENT:
As per written:
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I have read the job description for this position, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements.

_____ _____
Employee Signature Date

_____ _____
Administrator Signature Date
(Direct Supervisor)

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Memorandum of Understanding
Between
Boys & Girls Clubs of Magic Valley
And
Minidoka County School District # 331
2024-2025

Organization Name:

Organization Representative: Lindsey Westburg
Position / Title: Executive Director- Boys & Girls Clubs of Magic Valley
Address: 650 Addison Ave W. Suite 210 Twin Falls, ID 83301
Phone: 208-736-7011 Ext. 103
Email: lwestburg@bgcmv.com
Fax: 208-736-9068

Organization Name:

Organization Representative: Mr. Spencer Larsen
Position / Title: Superintendent Minidoka County School District # 331
Address: 310 10th St. Rupert, ID 83350
Phone: 208-436-4727
Email: slarsen@minidokaschools.org
Fax: 208-436-6593

PURPOSE

The Boys & Girls Clubs of Magic Valley (BGCMV) and Minidoka County School District (MCSD) desire to work in partnership to provide mentorship, academic enrichment, family engagement and nutritional services for K-5 students. This MOU will be a multi-year commitment through the duration of the 21st CCLC grant cycle, but evaluated on a yearly basis.

Boys & Girls Clubs of Magic Valley (BGCMV) agrees to the following:

- Serve as the fiscal agent for the grant
- Operate programs and services for youth grades K-5 in the MCSD in accordance with all standards and benchmarks established within the 21st CCLC program
- Recruit, screen, train and retain volunteers to work with youth during non-school hours
- Provide required training to program staff
- Provide coordination of services of program staff
- Work with MCSD staff to help facilitate connections between program, schools, and families
- Coordinate existing and new community partners that benefit MCSD students
- Serve as primary partner in efforts to ensure sustainability of project activities after grant expiration
- Coordinate all Summer Brain Gain activities and programming
- Provide breakfast, lunch and snack to students (both after school and summer participants)
- Conduct five family-night activities a year in the following areas: Literacy, Math, STEM
- Provide space at BGCMV center and all 21st CCLC materials for activities and programs

- Purchasing necessary materials/supplies for designated components in accordance with the 21st CCLC budget
- Provide a welcoming, inclusive setting for all youth, while working to recruit and retain targeted youth for participation based on risk factors, homework completion, attendance, and/or, classroom behavior
- Coordinate quarterly advisory committee meetings to review data collected, gauge progress in meeting goals, and recommend changes to better meet the needs of students and families served

Minidoka County School District (MCSD) agrees to the following:

- Provide classroom space at Rupert, Paul and Heyburn Elementaries for academic, enrichment and family engagement programs for up to 250 students
- Provide access to computers and wireless internet
- Provide daily custodial services for Rupert
- Provide transportation from other elementary schools in the district to BGCMV center
- Provide after school snacks at Rupert, Paul and Heyburn Elementaries.
- Provide a dedicated classroom (homebase) at Heyburn, Paul and Rupert Elementaries for students to gather for the 21st CCLC program
- Provide ancillary facility space at each center for joint/adaptable use
- Participate in regularly scheduled meetings of grant partners
- Participate with grant partners to ensure sustainability of project activities after grant expires
- Referral of targeted students and families
- Provide student performance data for the first and third trimesters, and collect state assessment scores for review and analysis by Evaluator
- Provide opportunities to integrate other federal, state and local programs to achieve goals
- Provide collaboration and communication with all partner agencies to effectively support program activities
- Collaborate with BGCMV in sharing data as needed for 21st CCLC reporting requirements
- Provide regular notice of changes to school year calendar
- Promote family participation in program activities surrounding literacy development, math, nutrition and parenting skills
- Provide Parenting with Love and Logic program (Fall & Spring, English & Spanish classes)
- Assist in coordination of outreach to ESL students and parents
- Collaborate with BGCMV in developing appropriate curricula and enrichment programming for each center

MEETINGS

All major administrative decisions concerning policy and personnel of the afterschool program shall be brought to the Advisory Team. The Advisory Team will consist of thirteen highly esteemed community members representing various businesses, two school district representatives, two Boys & Girls Club representatives, migrant/ESL parent representative, and city council members. Decisions will be reached by group consensus whenever possible and appropriate. The Advisory Team will meet quarterly, or as needed, about key decisions and issues related to successful program implementation. The Program Director will oversee and make all day-to-day decisions, in consultation with the program staff, when appropriate, for the operations of the program. If partners cannot come to a mutual agreement, BGCMV will have final decision-making authority.

FUNDING

MCSD will provide in-kind amounts in the form of transportation from every feeder school, as well as matching funds in the form of custodial services at Rupert, Paul and Heyburn Elementaries.

DURATION

The agreement is for a period of one year and may be renewed annually up to five years. The agreement shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent.

PROCEDURES FOR MODIFICATION AND TERMINATION

The MOU may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties.

Either party of the MOU may terminate their participation in this MOU by giving written notice of intent to terminate to the other partner.

An individual partners' participation in the afterschool program may be terminated for non-compliance with the MOU provided the other parties provide written notice clearly outlining the reasons for the termination.

SEVERANCE CLAUSE

If any part of this agreement becomes unenforceable or illegal, then the agreement will continue in force, but the offending provision(s) shall be severed from the agreement and will have no effect on the remaining services agreed to and associated performance.

SIGNATURES

All partners in this agreement sign to confirm their acceptance of its terms by their signature.

_____
(Partner Signature)

Partner Printed Name: Lindsey Westburg
Title: Executive Director
Organization: Boys & Girls Clubs of Magic Valley
Date: _____

_____
(Partner Signature)

Partner Printed Name: Mr. Spencer Larsen
Title: Superintendent
Organization: Minidoka County School District
Date: _____

TRANSPORTATION REPORT
JULY 22, 2021

To Mr. Larsen and our School Board,

Well we are in the hot part of the summer, and trying to stay cool. We are working on buses for the upcoming school year.

We did a job fair on Wednesday July 17th from 9:00 to 11:00 a.m. at the bus garage and had 4 people show up and visit with us.

We would like to simplify some of our routes this year instead of stopping at every corner - this will save time and confusion. Here are the stops we would like to do:

We will be pulling out of subdivisions all over the district.

Rupert. North of the tracks

Sharon Height will meet at the LDS church on 18th St.

E. 16 and Meridian

Soren way and Noah Drive with meet at the entrance & 100 W.

Ruby drive and the new sub division will meet at the entrances and 100 W.

Pleasant way, Crescent Rd. West side Dr. with LDs church on 100 W.

Buck board will meet and 8th and Christian Way Rd.

9th and H for the Elementary

Methodist church at 6th and H. for Elementary

And at 4th & H for the Elementary & Jr. high school

10th and J for the High school

6th & J. for the High School

From 11th St to 8th St. from H St to A St will all meet at DSC.

From 8th St to 6th St will meet at the bus garage

Across the cancel

We will stop at 13th & H St. for Elementary

15th Drive & H St. for Elementary

17th St & H St. For Elementary

Little Sprouts Daycare. For Elementary

ALL Jr. High and High school will walk to East Minico from 13th St to 100 N Rd.

Rose bud and Apple Blossom will meet at 100 N.

Rupert Southside of the tracks

The LDS Church on S F. St

The tank/ swimming pool

Maria's Daycare

S H St. & 5th St.

Between S. D. St and S. C St on 7th St.

S 4th St and S. C St

S. C. St. &1 St.

C. St. and 3nd St.

E. 3rd and Walnut St. For Elementary

E. 5th and Walnut for Elementary

E. 6th St and Trailer Crt. For Elementary

All Jr. High and High school will walk to Meridian @

E. 6th St and Meridian

E 4th St and Meridian

2nd St & Meridian

Southwood apt.

E.5th and Linden

Maple wood Circle

Acequia

Everyone that lives in the town of Acequia will meet at the LDS. Church

Heyburn

South of tracks

Bailey Dr. Birch Dr, Locust Dr. Elm. The subdivision directly behind Heyburn school will walk to Heyburn Elementary School

18th St. & D. St

16th St. & D. St

14th St. & D. St

Project Hope

A St.

J and the Hwy 30

North side of Tracks

In the McBride addition

Maca and Tessa

Elsie And Tessa

Going East of O St.

On 20th St stop will be at H St. J St L St. Elementary

On 18th St stop s will be at J St, L St N St. Elementary

On 18th St J St and N St for High school and Jr. High

Going west of O St.

On 20th St Elementary will meet at S. & 20th and U and 20th

On 18th St Elementary will meet at S and 18th and U and 18th

Jr High and High school will meet at P and R St on 18th St

ALL MT. High School (North of the Rail crossing) from 21st St to 14th St.

Meet at 600 W and 21st for Kid that live down by Merrill's Mink

Behind McDonalds

All kids will walk to Miller street and 4th N. and Miller street and W. 3rd N.

Paul

All of Meadowbrook will meet at 100 S. and Larkspaur way

642 W. will meet at 100 S.

Behind Swensen all will meet at

S. 2nd E and Highland drive

2nd And Clark and 5th 2nd Clark

These are the changes we know of as of now. We would appreciate continuing support to make additional changes as the need arises. Safety bus zones will be submitted next month for board approval.

July Birthdays:

Ashley Jobe July 6

Nathan Lowder July 7

Lawrance Valdez July 15

Carrie Martsch July 21

We would like to thank Mr. Larsen and the school board for their continued support of our department.

Thank you,

Coleen Jones

POLICY TITLE: Salutatorian & Valedictorian Selection Minidoka County Joint School District # 331	POLICY NO: 284.00 PAGE 1 of 2

The following requirements shall be considered in the selection of Minico High School and Mt. Harrison High School Valedictorian and Salutatorian (early graduates will not be considered for Valedictorian or Salutatorian - applies to Minico only):

1. Complete all requirements of the Diploma.
2. Students being considered must be part of the graduating cohort for that school year (Minico).
3. Minico students must complete a minimum of 15 credits of honors or dual credit courses, five of which must be taken during the senior year.
4. The student with the highest overall GPA in grades nine through twelve, including the final term of the senior year will be eligible for Valedictorian. If more than one student meets the criteria, valedictorian and salutatorian will be determined by the highest SAT score.
5. In the event a grade is disputed, that issue shall be resolved by the end of the term the course is taken.
6. Students being considered for Valedictorian or Salutatorian must have attended Mt. Harrison or Minico High School full time for all of their senior year.
7. Minico students being considered for Valedictorian or Salutatorian shall not have repeated any classes.

Minico graduates with a cumulative GPA of 3.75 or higher will be recognized at graduation with an honor cord.

Mt. Harrison graduates with a cumulative GPA of 3.25 or higher will be recognized at graduation with an honor cord.

♦ ♦ ♦ ♦ ♦ ♦ ♦

LEGAL REFERENCE:
IDAPA 08.01.350
Early Graduation
IDAPA 08.02.01.250.02 **Required Attendance IDAPA 08.02.03.105**

High School Graduation Requirements IDAPA

08.02.03.107 Middle Level Credit System

SECTION 200: INSTRUCTIONAL

Commented [1]: This is not our practice at Mt. Harrison. Do we need to have separate policies?

Commented [2]: Students being considered must be part of the graduating cohort for that school year.

ADOPTED: February 20, 2012

AMENDED/REVISED: July 16, 2012; November 19, 2012; May 20, 2013; October 15, 2018

POLICY TITLE:	Employee Benefits Eligibility	POLICY NO:
	Minidoka County Joint	54 0.00

It is the policy of Minidoka County Joint School District No. 331 to offer a comprehensive benefits package to eligible employees of the district who meet established criteria. The employee benefits package may include the Public Employee Retirement System of Idaho, standard district health, dental, vision and life benefits, and leave and/or vacation time as eligible.

Regular Employees:

The following provisions will assist in the implementation of this policy:

1. Classified employees working less than twenty (20) hours per week are not eligible to participate in any benefits.
2. Certified employees who are scheduled with a ~~49%~~.75 FTE or 30 hours a week contract may participate in the standard district employee benefit package as outlined in provision 5 below.
3. Substitutes are not eligible to participate in any benefits. Idaho Code exempts substitutes from the definition of employee.
4. Employees working twenty (20) or more hours per week for five (5) consecutive months shall participate in the Public Employee Retirement System of Idaho (PERSI).
5. ~~Employees who work more than twenty (20) hours, but less than thirty (30) hours per week for five (5) consecutive months may elect to participate in the standard district employee benefit package on a shared cost basis as follows: at least twenty (20) hours/week but less than thirty (30) hours/week - District provides fifty percent (50%) of the package cost.~~
6. ~~6.~~5. Employees who work thirty (30) hours or more per week for five (5) consecutive months shall participate in PERSI and are eligible for the standard district offered employee benefit package paid in full by the District.
7. ~~7.~~6. Employees who work forty (40) hours and are employees on twelve (12) month assignments shall participate in PERSI; are eligible for the standard district offered employee benefit package paid in full by the District; and are eligible for annual paid vacation, after one year of continuous employment (according to the Policy #542.90 Vacation Full-time Classified Personnel).

Returning Retired Employees:

In the event a returning retired employee is not already covered by District benefits through PERSI, the employee may be eligible for district health/dental/vision and life insurance benefits.

1. Returning Retired Employees working less than twenty (20) hours per week are not eligible to participate in any benefits.
2. Returning Retired Employees who are scheduled with a .75 FTE contract may participate in the standard district employee benefit package as outlined in provision 3 below.
3. ~~Returning Retired Employees who work more than twenty (20) hours, but less than~~

~~thirty (30) hours per week for five (5) consecutive months may elect to participate in the standard district employee benefit package on a shared cost basis as follows: at least twenty (20) hours/week but less than thirty (30) hours/week - District provides fifty percent (50%) of the package cost.~~

~~4.~~3. Returning Retired Employees who work thirty (30) hours or more per week for five (5) consecutive months are eligible for the standard district offered employee benefit package paid in full by the District.

◆ ♦♦♦♦♦♦

LEGAL REFERENCE: Idaho Code Section 59-1302 (14) (B)

ADOPTED: October 1993

AMENDED/REVISED: March 15, 2000; August 21, 2000; August 21, 2006; September 21, 2009; September 20, 2010; July 19, 2019; August 19, 2019

POLICY TITLE: Employee Tuition Reimbursement	POLICY NO: 542.60
Minidoka County Joint School District # 331	PAGE 1 of 1

It is the policy of the Minidoka County Joint School District #331 to hire and retain a highly qualified, fully certified teaching and administrative staff. The Minidoka County Joint School District #331 may use a portion of their Title IIA funds to improve the quality and effectiveness of teachers, principals, and other school leaders.

Provisions:

When Title IIA funds are used for tuition reimbursement purposes, the following provisions will govern the use of those funds for tuition reimbursement in the Minidoka County Joint School District #331:

Reimbursement Criteria:

1. Employees may be reimbursed for coursework that leads to a teaching degree, advanced degree or specialized certification.
2. The District will provide reimbursement only with an approved Employee Tuition Reimbursement form on file AND a printed receipt indicating tuition has been paid along with a transcript indicating a grade in the course of a C or better.
3. Reimbursement will be up to $1,000 once a year and once per employee based on funding available.

This policy will become effective upon adoption, and will remain in effect as long as the District continues to receive Title IIA funds for the purpose of improving the quality and effectiveness of teachers, principals, and other school leaders.

♦ ♦ ♦ ♦ ♦ ♦ ♦

LEGAL REFERENCE:

ADOPTED: October 22, 2004

AMENDED/REVISED: February 23, 2015; July 20, 2020; July 18, 2022

REFER TO FORM 542.60F

The Board of Trustees of Minidoka County Joint School District No. 331 shall grant each full time employee sick leave with full pay of one (1) day, as projected for the employment year for each month of service in which they work a majority portion of that month. Such leave shall be consistent with Idaho Code 33-1216 (a), which indicates that the days of sick leave may be calculated and awarded "as projected" consistent with the District's contracts as developed.

Definitions for this Policy:

1. "Full Time Employee" in this policy refers to:
   a. Certificated: Any certified employee who works half time or more per week for the District.
   b. Non-Certified: Any classified employee who regularly works twenty (20) or more hours per week for the District.
2. Sick Leave:
   a. Certificated: Sick leave for certified employees will be calculated by the day, or percentage thereof, as defined in the individual employee's contract.
   b. Non-Certified, Full Time Employees: Non-certified, full-time employees who are scheduled to work forty (40) hours per week, twelve (12) months per year, will be credited sick leave at the rate of one (1) eight-hour day per month of service. Non-certified twelve (12) month employees who work less than full-time, but more than twenty (20) hours per week, will be credited sick leave at the rate calculated proportionate to the average hours worked per day.
   c. Non-Certificated, School-Year Employees: Non-certificated employees who work less than full time will be credited sick leave at a rate calculated proportionate to the average hours worked per school day per work schedule.
3. "Day of Sick Leave" - The day of sick leave granted will be consistent with the length of the employee's regular work day whether it is for eight (8) hours or less per day.
4. "Sick Leave" is defined as personal illness. Sick leave may be taken to assist in the recovery of the husband, wife, significant other, or the mother, father, son, daughter, brother, sister, grandfather, grandmother or grandchildren of either the employee or his/her spouse or significant other.
5. Employees have the right beyond this to apply for Family Medical Leave in accordance with FMLA guidelines.

Accumulation of Sick Leave

Unused sick leave will be accumulated from year to year, as long as an employee remains continually in the service of this district.

If a new employee has been employed by another district or state educational agency during the year immediately preceding, that individual's accumulated sick leave, up to the maximum number

of days allowed to accumulate in this district will be secured for, and credited, to that new employee.

In no event will the Board compensate an employee for unused sick leave.

Provisions:

The following provisions are to assist in the administration of this policy:

1. Each employee shall be awarded the number of sick leave days generated by the contract.
2. An awarded day of sick leave shall be for only the equivalent length of time as shown by the contract.
3. An employee employed for a portion of the year will have the number of days adjusted to the time worked.
4. While an employee may be awarded the projected days of sick leave, should he/she terminate employment prior to the anticipated time shown on the contract, the number of days actually provided to the employee will be only those for which he/she qualifies.
5. There shall be no limit on the number of days of sick leave accumulated. The accumulated sick leave shall be reportable under Idaho Code 33-1228 for an employee retiring after July 1, 1988.
6. Returning retired PERSI employees may accumulate leave beyond the school year for use in subsequent consecutive school years with the District. No sick leave accrued for returning retired employees shall qualify for the unused sick leave benefits nor be reimbursed.
7. For a new employee to be entitled to sick leave for the current year, the employee has to perform service under his/her present contract. In the event an employee is ill in excess of the accumulated sick leave, a deduction of one contract day in salary will be made for each day of illness in excess of that allowance.
8. Approval by the principal or supervisor is required.
9. The employee may be required to provide proof of illness after three consecutive days of illness. Abuse of this policy by an employee may be cause for dismissal.
10. Employees are permitted to donate their own sick leave days to a specific employee in need by filling out a Designation Form, designation the number of days the employee would like to donate to the employee (just like donating to the sick leave bank). The day(s) will be donated to the receiving employee from the donating employee and not placed in a pool. Any sick day(s) donated must be taken and posted during the current and same pay period in which the days will be used. All PERSI regulations will apply.

♦ ♦ ♦ ♦ ♦ ♦ ♦

LEGAL REFERENCE: Idaho Code 33-1228, 33-1216(a)

ADOPTED: October 17, 1988

AMENDED/REVISED: February 27, 1996; October 2, 1996; July 1, 1997; June 3, 1998; July 15, 2002; May 17, 2010; July 18, 2011; June 20, 2016; November 21, 2016; June 19, 2017; April 15, 2019

POLICY TITLE:	Bereavement Leave Minidoka County Joint School District # 331	POLICY NO: 544.30 PAGE 1 of 1

Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay not to exceed five (5) regularly scheduled school days for Level One relationships per event and ~~three~~ one (~~3~~1) regularly scheduled school day for Level Two relationships per event. The Superintendent may grant more days if needed.

Provisions:

The following provisions are to help in the administering of this policy.

1. The employee may be asked to submit proof of relationship and of death to his/her immediate supervisor.
2. Level one relationships are defined as husband, wife, significant other, mother, father, son, daughter, brother, sister, grandfather, grandmother and grandchildren of either the employee or his/her spouse or significant other. It may also include a member of the household who is not a family member.
3. Level two relationships are defined as uncles, aunts, first cousins, nieces, and nephews of either the employee or his/her spouse or significant other.
4. Time to attend funeral services of co-workers or students within the school district will be provided, as can be arranged and with the approval of their immediate supervisor.
5. Bereavement leave should be used within two (2) weeks of the death and/or services of the family member. If, because of circumstances beyond the control of the employee, the leave cannot be taken within this timeframe, a written request should be made to the Superintendent or designee with details indicating the need for timeframe adjustments.
6. The leave provided for in paragraph one (1) above shall not be charged against the employee's sick leave. If, because of circumstances beyond the control of the employee, more than the allowable days will be required, a written request should be made to the Superintendent or designee with details indicating the need for additional days. These days would be charged against the employee's sick leave. The written notification should be submitted as soon as possible, but no later than forty-eight (48) hours after returning to work. The employee should notify his/her supervisor immediately if special circumstances prevent him/her from returning to work after the allowable number of days.

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LEGAL REFERENCE: Idaho Code 33-506

ADOPTED: Original Adoption Date Unknown

RATIFIED: 08/15/05

AMENDED/REVISED: May, 18, 2015; June 19, 2017; March 16, 2020

Employees of the Minidoka County Joint School District No. 331, as other citizens of this state and nation, have an obligation to fulfill the responsibility to serve as a juror when summoned by the legal jurisdictions so empowered to impound a jury.

This policy also applies to a court subpoena for a case relating to the employee's position in the District. ~~If the subpoena does not apply to the employee's employment with the District, any leave should generally be taken as personal leave, vacation days or leave without pay (as outlined in Policy Personal Leave 544.00). However, one day of leave may be approved by the building principal, supervisor or superintendent.~~

Provisions:

To answer the orderly handling of this policy, the following provisions have been established:

1. Upon being selected by the regular process to possibly serve as a juror, the employee will make that known to the Building Principal so he/she may accurately plan for the contingency that the employee may be called or impaneled.
2. Upon receiving a summons to appear for jury duty, the employee will follow district procedures and policies so an adequate substitute may be found as required.
3. Such employees summoned to serve on a jury usually require an individual to appear at a specific time. Should that time be such that the employee may reasonably teach or otherwise serve for one half or more of the regular day, the employee should so fulfill the said contract to the closest possible half days.
4. The employee, if impaneled to serve, should follow consistently the policies and procedures of the district and school in relationship to securing an appropriate substitute.
5. An official district leave form must be completed and filed upon return to the district.
6. Remuneration may be handled in either of the following ways, as per the employees' personal choice:
   a. Said employee may waive the regular day's pay from the Minidoka County Joint School District No. 331, and retain the statutory payment from the court.
   b. Said employee may tender to the school district the statutory fee received by the juror and receive the regular day's pay from the school district.
7. Such determination must be made within five (5) working days after the completion of serving as a juror. If the employee has not stipulated and/or tendered the statutory payment within the said five (5) days, the Payroll Clerk of the district is to deduct said regular day's pay as per 6 (a) above.
8. The mileage portion of the jury check will be retained by the juror.

No Fault Leave

May be used if a staff member is subpoenaed to attend court for a non-school related action. If a staff member chooses to use no fault leave, he/she will immediately alert their

supervisor or Principal of the time and day that he/she must attend court proceedings. The employee will then forward the request to the Superintendent. In addition, the supervisor or Principal will forward the request to the Superintendent for approval. Upon receipt of appropriate verification, the Superintendent will grant one (1) day of leave with pay with the understanding that the employee may have to make up the hours or day before the next pay period, during non-school hours. This does not include Jury Duty.

If, because of circumstances beyond the control of the employee, more than the allowable days will be required, a written request should be made to the Superintendent with details indicating the need for additional days.

LEGAL REFERENCE: Idaho Code 2-218, 2-215
ADOPTED: Original Adoption Date Unknown
RATIFIED: August 21, 2006
AMENDED/REVISED: March 16, 2020

Professional Development Days

Teacher professional development days are scheduled in the work calendar to provide opportunities for administrators to address the professional development needs of their staff. These days may be used for teachers to attend District and building scheduled workshops and activities. Other activities that could be scheduled are: collaboration meetings to discuss student data, school visitations, and longer staff meetings (occasionally).

Provisions/Procedure:

a. Flexibility will be allowed for special circumstances and be communicated to staff;
b. There will be clear, timely communication for Fridays given at the beginning of each month;
c. Fridays before parent teacher conferences there will be a half day for preparation;
d. Half of contracted Friday time will be dedicated to teacher work time planning and preparation

Teacher Work Days

Teacher preparation days are a component of the work calendar that enable a teacher to finish up work and prepare for instruction. These days are defined as those set aside in the school calendar for teacher directed activities with the exception of very brief (less than 40 minutes) meetings that may be necessary for conducting school related business and may not be used for extended staff meetings.

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ADOPTED:
AMENDED/REVISED:

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 violation of the Negotiated 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. The staff member may have MCEA representation at this meeting and/or a neutral third party (mutually agreed upon by the employee and the immediate supervisor) may be invited to be part of this informal discussion. The neutral party may make a recommendation to the employee as to whether or not they should file a grievance.

An exception is that complaints of sexual harassment or violation of any other protected status should be addressed as described in Policy 375.00 and 375.00P. 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.

Level 1 Grievance

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 of provision of the Negotiated Agreement the employee believes were violated;
2. The alleged date of violation;
3. The actor involved in the alleged violation; and
4. The remedy requested by the employee

The written grievance must be filed with the immediate building principal within fifteen (15) 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.

Level 2 Grievance

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of ten (10) working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten (10) 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 a designee shall schedule a meeting between the parties and the principal. 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 375.00 and Procedure 375.00, 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 within 30 days after receipt of the written grievance. The coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the coordinator, the recommendation shall be implemented. If the Superintendent 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 Grievance

If the certified employee is not satisfied with the response of the Superintendent or designee, or if there is no response by the Superintendent or designee within the time frame provided in the Level 2 Grievance paragraph, the certified employee may request a review of the grievance by a hearing panel within ten (10) working days from receipt of the response provided in the Level 2 Grievance paragraph if the certified employee received a written response, or ten (10) working days from the date the Superintendent or designee last had to respond if the certified employee received no written response. Within ten (10) working days of receipt of an appeal, a panel consisting of three (3) persons; one (1) designated by the Superintendent, one (1) designated by the certified employee, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal shall be selected and review the appeal. Within ten (10) working days following completion of the review, the panel shall submit its decision in writing to the certified employee, the Superintendent, and the Board of Trustees.

Level 4 Grievance

The Board is the policy-making body of the District and recommendations by the panel to that level must be based solely on whether or not policy and/or this agreement has been followed.

Upon receipt of a written appeal of the decision of the panel, and assuming the individual alleges a failure to follow Board policy and/or this agreement, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

~~All grievance related documents, communications and records dealing with the process of a grievance shall be filed separately from personnel files~~. Grievance documents shall not be forwarded to prospective employers.

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 Policy 586.00 Grievance Procedure for Certified Employees. 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.

Commented [1]: Are you indicating here that you would like all documents in the grievance investigation in the personnel file?

The timelines of the grievance procedure established in this section may be waived or modified by mutual agreement.

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LEGAL REFERENCE: Idaho Code § 33-1271

ADOPTED: October 17, 2011

AMENDED/REVISED: December 15, 2014; August 19, 2019; December 16, 2019; May 18, 2020; December 14, 2020

Philosophy:

Supervising and evaluating professional staff is performed primarily to improve learning conditions, to facilitate administrative decisions, and to implement provisions of the Idaho Code. Evaluation is necessary to improve the teaching-learning process. Improving teacher competence and professional growth are the ultimate goals in appraising staff performance. It is the employee's responsibility to learn, study and know the Danielson model/ expectations and guidelines including all Domains and their components.

The objective for staff evaluation are as follows:

a. To provide educators with the feedback and support for continuous self-improvement
b. To provide information for decisions on in-service training and staff improvement programs
c. To provide information for continually reassessing the adequacy of school programs, resources, and staff
d. To provide information for making judgements about personnel promotions, reassignments, and separations
e. To motivate all members of the staff to participate in formulating and evaluating instructional programs

A quality educational program, meeting the needs of each student, is of vital interest to every community. A competent professional staff, with adequate facilities, equipment and materials are essential to a productive learning environment.

In a school system, evaluation is necessary. The appraisal of staff performance, formal or informal, is a continuous and ongoing process.

The evaluation should be in line with the philosophy and objectives, since the philosophy, objectives, and evaluation are designed for teacher improvement.

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 documented observations, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

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:

a. Distributing proper evaluation forms in a timely manner;

b. Ensuring completed evaluations are returned for filing by a specified date;

c. Reviewing evaluations for completeness;

d. Identifying discrepancies;

e. Ensuring proper safeguards and filing of completed evaluations;

f. 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;

g. 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;

h. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and

i. 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 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:

a. 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;

b. Holding periodic counseling sessions with each employee to discuss job performance;

c. 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 documented observations annually for certificated personnel, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one 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 of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios (artifacts). The District has chosen _____ as its measure(s) to inform the Professional Practice portion. ~~**[Optional**: Parental/guardian and/or student input forms will be made available 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. Student achievement will account for ten percent (10%) of the overall rating score for the employee. 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 in 2 of the 4 domains, one of which shall be domain 2 or 3.~~.~~

~~**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:**~~

~~**[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 (10%)

    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 (30%)

    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.

2. Instruction and Use of Assessment (30%)

    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.

2. Professional Responsibilities (20%)

   A. Reflecting on Teaching;
   B. Maintaining Accurate Records;
   C. Communicating with Families;
   D. Participating in a Professional Community;
   E. Growing and Developing Professionally; and
   F. Showing Professionalism.

Meeting with the Employee

Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how they have performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties, progress on goals, and attendance. Any areas needing improvement must be addressed with the teacher early enough in the school year for the teacher to have an opportunity to improve that area of performance before it is articulated in the summative evaluation. 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 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 five working 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 five (5) working ~~seven~~ days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of five (5) ~~ten~~ working days, the supervisor ~~may~~ shall 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 not to amend the evaluation as requested by the employee, the employee may appeal to the Superintendent or designee. The Superintendent or designee will do a second review of the evaluation and any supporting documentation. This disposition will be shared with the teacher during a meeting with the Superintendent or designee and teacher within five (5) working days, where a final decision will be made.

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:

a. The summative ratings;

b. The number of components rated as unsatisfactory;

c. The percentage of the certificated personnel's students who met their measurable student achievement or growth targets or student success indicators;

d. The measures that were used; and

e. Whether an individualized professional learning plan is in place for all certificated personnel evaluations.

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Legal References	**Description**
IC § 33-1001	**Foundation Program — State Aid — Apportionment – Definitions**
IC § 33-513	**Professional Personnel**
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**

Cross References

Code	**Description**
5105	**Certificated Personnel Employment**
5500	**Personnel Records**
5500-P(1)	**Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts**